

# Chipola College

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**CHIPOLA COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**  
**POLICY MANUAL**

# Chipola College

## FORWARD

### POLICY MANUAL

This document contains the policies adopted by the District Board of Trustees of Chipola College under the authority of Florida Statutes and rules of the State Board of Education and the Florida Department of Education Division of Colleges. Such policies when adopted pursuant to Chapter 120, Florida Statutes, have the full force and effect of law, however nothing contained in these policies can supersede law, rule, or regulation.

In addition to this policy manual, two other College publications provide the operational basis for Chipola Community College:

- **THE CHIPOLA COLLEGE ADMINISTRATIVE PROCEDURES MANUAL**

This document contains an exposition of the procedures adopted by the College administration under authority of the District Board of Trustees.

- **THE COLLEGE CATALOG**

The Chipola College Catalog contains a listing of certain College regulations and requirements, course and program offerings, and special services for students. The catalog is taken to the Board for approval pursuant to rules of the State Board of Education.

The following principles were used during the development of the Policy Manual:

- The Board policies should not repeat or paraphrase specific laws or State Board of Education rules. Where appropriate, reference is made to the related law or rule to provide guidance to the user of the manual.
- The Policy Manual should not include administrative or operational procedures. The Board should delegate to the President and staff the responsibility for developing these procedures. In certain cases, specific delegation of this responsibility is appropriate.
- Each policy should deal with a single subject and all elements of the subject should be included in the policy.
- The format and layout of the Policy Manual should make revision and updating easy.

All the policies contained herein are in Chapter 6Hx-25 pursuant to Florida Administrative Code.

The following terms, words, and abbreviations are used throughout the Policy Manual:

1. **Board** - The District Board of Trustees of Chipola College.
2. **Chancellor** – The Chancellor of the Florida College System
3. **College** - Chipola College
4. **Commissioner** - The Commissioner of Education for the State of Florida.
5. **District** -Chipola College District, composed of Jackson, Washington, Holmes, Calhoun, and Liberty Counties.
6. **Division** - The Florida Department of Education Division of Colleges.
7. **EA/EO** - Equal Access / Equal Opportunity
8. **FAC** - The abbreviation for the Florida Administrative Code, which contains the rules for state agencies.
9. **FCS** - The abbreviation for the Florida College System.
10. **F.S.** - The abbreviation for Florida Statutes.
11. **Governor** - The Governor of the State of Florida.
12. **President** - The President of Chipola College.
13. **Project** - A grant with specific limitations on the expenditures of funds and on employment obligations.
14. **SBE** - The abbreviation for State Board of Education.
15. **VA** - Veteran's Administration.

**ORGANIZATION AND ADMINISTRATION**  
**OF**  
**CHIPOLA COLLEGE**  
**1.000**



# Chipola College

## 1.000 ORGANIZATION AND ADMINISTRATION OF CHIPOLA COLLEGE

- [1.004 Mandatory Integrity in College Operations](#)
- [1.005 Assurance of Data and Communications Accuracy and Integrity](#)
- [1.006 Antifraud](#)
- [1.007 Conflict of Interest](#)
- [1.010 The District Board of Trustees](#)
- [1.020 Duties and Powers of the President](#)
- [1.030 Mission of Chipola College](#)
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- [1.050 Direct Support Organizations/Chipola College Foundation, Inc.](#)
- [1.060 Non-Discrimination Policy](#)
- [1.070 Discrimination Grievance Policy](#)
- [1.080 Source of Official Information, Forms, and Records](#)
- [1.090 Copyright Policy for Materials Developed](#)
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- [1.102 Occupational Exposure to Bloodborne Pathogens](#)
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- [1.160 Financial Aid Office Code of Conduct for Employees and Lenders](#)
- [1.170 SACSCOC Substantive Change Policy Compliance](#)

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.004 Mandatory Integrity in College Operations	<b><u>NUMBER:</u></b> 1.004
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 6/16/2015; 2/21/2017	

**POLICY:**

The President of the College shall adhere to and hold all employees to the highest professional standards. The President shall report to the Board any findings of the Ethics and Compliance Hotline.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.005 Assurance of Data and Communications Accuracy and Integrity	<b><u>NUMBER:</u></b> 1.005
<b><u>AUTHORITY:</u></b> 1001.64 FS	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 4/19/2005; 2/21/2017	

**POLICY:**

Chipola College is committed to a culture of integrity and assurance that all documents and transactions are truthful, accurate, and properly authorized.

- I. DATA INTEGRITY – With regard to data integrity, compliance with the following principles and responsibilities is required.
  - A. Principles:
    - 1. Data models must contain controls to ensure that data is synchronized and reconciled within and between operating units.
    - 2. Systems are secure, stable, reliable, responsive, and accessible.
    - 3. Transactions are recorded correctly, can be readily retrieved, and are safeguarded from improper alteration.
    - 4. User needs are met.
  - B. Responsibilities:
    - 1. Segregation of duties: No one individual should be allowed complete control over all key processing functions, including recording or authorizing transactions. A second person should be assigned to review work for accuracy, timeliness, and honesty.
    - 2. Support of post-authorization review: Transactions must contain sufficient detail and backup documentation to support internal and external audits and must be retained for periods specified in the appropriate records retention schedule.

II. COMMUNICATIONS INTEGRITY – With regard to communications integrity, compliance with the following principles and responsibilities is required.

A. Principles:

1. Communication models must contain controls to ensure that communications are synchronized and reconciled with and between operating units.
2. Communications are reliable and responsive.

B. Responsibilities:

1. Segregation of duties: All administrative communications for official external release outside the College must be reviewed and approved by the supervisor of the person creating the communication. Other administrators whose responsibilities are affected by the communication should be apprised.
2. Support of post-authorization review: Copies of all such administrative communications must be retained in accordance with the Florida Public Records Act and the appropriate records retention schedule.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.006 Antifraud	<b><u>NUMBER:</u></b> 1.006
<b><u>AUTHORITY:</u></b> 1001.64 FS	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 6/16/2009; 2/21/2017	

**POLICY:**

The District Board of Trustees will not tolerate fraud or the concealment of fraud.

- I. This policy applies to any fraud, suspected or observed, involving College employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the College and any other persons or parties in a position to commit fraud on the College.
- II. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment.

Actions constituting fraud include but are not limited to

- A. Falsifying or unauthorized altering of College documents.
- B. Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee’s decision-making.
- C. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the College in order to give any entity, person or business an unfair advantage in the bid process.
- D. Causing the College to pay excessive prices or fees where justification is not documented.
- E. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.
- F. Using College equipment or work time for any outside private business activity.

- III. Any perceived fraud that is detected or suspected by any staff member or other person must be reported immediately to Human Resources for guidance as to whether pursuit of an investigation is warranted. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship. Investigations must be conducted in a confidential manner.
- IV. Persons wishing to remain anonymous may use the Ethics and Compliance Hotline to report detected or suspected fraud.
- V. Violation of this policy may result in disciplinary action, termination of employment, termination of contract or legal action.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.007 Conflict of Interest	<b><u>NUMBER:</u></b> 1.007
<b><u>AUTHORITY:</u></b> 112.311 FS; 112.317 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 6/2015; 2/21/2017	

**POLICY:**

Members of the District Board of Trustees and employees of the College must comply with appropriate sections of Part III of Chapter 112, Florida Statutes, *Code of Ethics for Public Officers and Employees*. Violations are subject to penalties described in Florida Statute 112.317.

All decisions of the District Board of Trustees and Chipola College employees must be based on promoting the best interests of the College and the public good. The Board and employees of the College must fully disclose any potential conflicts of interests involving themselves or family members and not participate in matters where undue influence is, or may appear to be, present.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b>  1.010 The District Board of Trustees	<b><u>NUMBER:</u></b>  1.010
<b><u>AUTHORITY:</u></b>  Florida Constitution Article IV, Section 7; Chapter 112, Part V: 1001.61 FS; 1001.63 FS; 1001.64 FS; 1001.65 FS; 1007.24 FS; 120.525 FS; 120.54 FS; 120.81 FS; 6A-14.024 FAC	<b><u>PAGE:</u></b>  1 of 5
<b><u>DATE ADOPTED:</u></b>  2/1997; 10/26/2004; 9/18/2007; 2/21/2017	

**POLICY:**

I. Powers and Responsibilities

The District Board of Trustees of Chipola College, after considering recommendations submitted by the President, is authorized to establish rules in accordance with the Administrative Procedures Act, Chapter 120 F.S., that insure the proper operation, improvement, and management of the College consistent with rules adopted by the State Board of Education.

II. The Philosophy of the Board

In exercising its responsibility as the policy-making body of the College, the Board shall seek to fulfill the following philosophical goals:

- A. Foster a spirit of partnership and cooperation among the Board and officials and agencies of the State.
- B. Foster a spirit of partnership and cooperation among the Board and the County School Boards, their superintendents and staff, and other county and local officials and agencies.
- C. Promote cooperation with individuals and organizations within the district.
- D. Establish effective and efficient plans for achieving the long-range goals of the College in the following areas: a) quality educational programs: academic and workforce development b) marketing, recruitment and enrollment; c) student retention, satisfaction and completion; d) responsible resource management; e) staff and organizational development; f) community involvement and development; g) post-Chipola student satisfaction and success.
- E. Seek maximum use and efficiency of all resources of the College - physical, fiscal, and human.



- F. Provide equal opportunity for employment without regard to race, color, creed, national origin, age, sex, veteran's status, disability, or marital status.
  - G. Provide equal opportunity for admissions to students without regard to race, color, creed, national origin, sex, veteran's status, disability, or marital status.
  - H. Conform to all applicable laws and rules of the federal, state, and local governments and agencies.
- III. Code of Ethics of the Board  
In carrying out their responsibilities, the members of the Board shall perform the following:
- A. Acquaint themselves with laws, rules, and policies relating to public education and observe and enforce them.
  - B. Understand that the basic function of the members of the Board is to make policy - not to administer - and discriminate between these two functions.
  - C. Represent the entire College community.
  - D. Transact College business in Board meetings only. Individual members have no legal status to bind the Board outside such meetings.
  - E. Give the President full administrative authority for properly discharging his or her professional duties and hold him or her responsible for acceptable results.
  - F. Accept all Board decisions once they are made and assist in carrying them out effectively.
  - G. Attempt to provide the best instructional programs possible within the means available.
  - H. Attempt to procure adequate financial support for the College.
  - I. Bring any possible conflict of interest to the attention of the other members of the Board and the President.
- IV. Appointment, Dismissal, Practices, and Procedures of the Board
- A. Appointment -The nine members of the Board are appointed by the Governor, and confirmed by the Florida Senate in regular session. Regular terms are four years in length.
  - B. Dismissal – The members of the District Board of Trustees of Chipola College may only be dismissed for cause and by due process. Florida law provides for dismissal and the process for dismissal for malfeasance, misfeasance, neglect of duty, drunkenness, incompetence, permanent inability to perform official duties, commission of a felony or failure to attend three consecutive meetings in a fiscal year.

- C. Organizational Meeting - At the first regular meeting after July 1 of each year, the Board shall organize by electing a chairman whose duty is to preside at all meetings of the Board, and a vice-chairman whose duty is to act as chairman during the absence or disability of the chairman. The President shall act as the executive officer and corporate secretary to the Board.
- D. Meeting of the Board - Regular meetings, special meetings, and workshops of the Board shall be held at the administrative headquarters of the College unless the Board designates another location. If another location is designated, public notice must be given at least ten days prior to the time of the meeting unless an emergency situation arises that requires immediate attention.
- Emergency meetings, special meetings and workshops of the Board can be called by the Chair of the Board. The call of an emergency meeting shall comply with the requirement of Section 120.525(3) FS, pursuant to which the Board must find that there is an immediate danger to the public health, safety or welfare. Workshops may be held by the Board to study specific items related to the College. Meetings of the Board shall comply with the relevant provisions of Chapters 120 and 286 Florida Statutes.
- E. Quorum - A majority shall constitute a quorum for any meeting of the Board. No business may be transacted at any meeting unless a quorum is present.
- F. Agenda – Except with regard to the timeframe for calling emergency meetings, the President, in consultation with the Chair, shall prepare an agenda for all meetings of the Board at such time as to insure that a copy of the agenda may be received at least seven days before the event by any person in the state who requests a copy.
- G. Minutes - The President, as secretary, shall keep and disseminate official copies of the minutes from each meeting.
- H. Voting - Voting shall be by voice unless a written ballot is requested by the Chairman of the Board. In any event, the vote of every member of the Board shall be publicly recorded. If the Chairman wishes to make a motion or wishes to participate in the discussion on a question before the Board, the Chairman may relinquish the gavel to the Vice-Chairman or, in the Vice-Chairman's absence, to any other Board member to act as a temporary presiding officer.
- I. Parliamentary Authority - Robert's Rules of Order, Newly Revised, shall constitute the parliamentary authority of the Board.
- J. Attendance at Meetings - The Board encourages the attendance at Board meetings of employees, representatives of the press, and other interested citizens.
- K. Committees - At the request of the President or the majority of the Board, the Chairman may appoint special committees to investigate specific College policies or procedures and to report their findings and recommendations to the Board. All committees shall serve in an advisory capacity to the Board.

- L. Hearings, Non-Rule Making - The following procedure shall apply to those organizations and individuals desiring a hearing before the Board.
1. A request in writing must be submitted to the President at least ten days prior to the scheduled Board meeting and must include the following:
    - a. Name and address of individual or organization
    - b. General nature of the subject to be presented
    - c. Written data supporting or opposing the subject
  2. The President, in consultation with the Chair, must determine if the request is the proper subject matter for consideration by the Board.
  3. The President must report all individuals and organizations whose requests were rejected.
  4. If determined to be appropriate for consideration, the matter will be placed on the agenda for the next Board meeting.
  5. The hearing must follow immediately after the report of the President.
  6. If a committee or delegation is present, the committee or delegation shall be represented by one spokesman authorized to speak for five minutes for the group although other members of the committee or delegation shall then be given an opportunity to amplify the spokesman's remarks up to two minutes each to a total of ten minutes. More time may be granted by unanimous consent of the Board.
  7. The Board shall defer action on petitions of individuals and delegations until the next regular meeting of the Board. Exceptions to this policy are made only when time is of the essence or when the issue is of small import and further consideration and deliberation is obviously unnecessary. Unanimous consent of the Board members present is required to effect the exceptions.
  8. The Board shall grant only those hearings that appear on the agenda.
- M. Hearings, Rule Making- Hearings held on the adoption, modification, or repeal of a rule and hearings held on an administrative determination relative to a rule must follow procedures applicable to community colleges as set forth in the Administrative Procedures Act, Chapter 120, F.S. Materials presented at such a hearing must be considered and must be made a part of the record.
- N. Bonds - The Board must provide at College expense for the bonding of its members.
- O. Reimbursement of Expenses - Board members may be reimbursed for expenses as provided in 112.061 F.S., including mileage to and from official Board meetings.

P. Facsimile Signatures - The Board authorizes the Chairman, the President and designees to use facsimile signatures as appropriate.

V. Employment and Dismissal of the President

The following procedures apply to the employment and dismissal of the President:

A. In the event of a vacancy, or anticipated vacancy, in the office of the President, the Board must appoint a search committee to seek qualified candidates for the office and to recommend to the Board those deemed most qualified

B. If a vacancy occurs in the office of the President, an acting President may be appointed by the Board, following the same procedures as for the appointment of a President, except that a search committee need not be created or utilized.

C. The President may be suspended or dismissed by the Board in accordance with the terms of the contract with the President.

D. The President shall be entitled to a written contract.

VI. Delegation to the President

The Board delegates to an appointed President the responsibility and authority for the administration of the College in accordance with its established policies and the applicable rules and laws of the State of Florida.

The general duties and powers of the Board of Trustees are those prescribed in 1001.64 F.S. and 1004.73 F.S. The Board of Trustees and the President shall extend to each other the fullest cooperation and recognition of the responsibilities that evolve upon the Board as a rule-making body and upon the President as the chief executive.

VII. College Catalog Approval

The Board shall approve the College Catalog and ratify changes in curriculum, courses, programs, services, fees, and other requirements not specifically found in the College policies. Annually, the courses will be reviewed to determine those that have not been taught for five years. In compliance with state rules, such courses will be deleted unless there is sufficient reason to expect that they will be offered in the next five years.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.020 Duties and Powers of the President	<b><u>NUMBER:</u></b> 1.020
<b><u>AUTHORITY:</u></b> 1001.61 FS; 1001.64 FS; 1001.65(24) FS	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 6/21/2016; 2/21/2017	

**POLICY:**

Certain powers and duties of the President are listed in Sections 1001.61(5) FS; 1001.65 FS and in 6A-14.0261 FAC. The following responsibilities are assigned to the President by the Board:

- I. To consult with and keep the Board informed regarding laws and rules that apply to its organization, operation, rule-making, and other duties and responsibilities as appropriate.
- II. To delegate to appropriate employee’s authority necessary to insure that the Board policies and state laws and rules are executed in an efficient manner.
- III. To develop and maintain the Chipola College Administrative Procedures Manual.
- IV. To develop and maintain an appropriate governance system for the communication of ideas and feelings regarding the operation of the College. This governance system shall allow:
  - A. Appropriate participation by faculty, staff, students, and administrators
  - B. Review and input by all recognized College employee groups
  - C. Appropriate participation by student associations, special committees and task forces, and advisory groups

The Board shall consider such a governance system as entirely advisory to the President.

- V. To appoint such standing and ad-hoc committees as may be required to promote the programs of the College, to assist in College governance, and to allow proper channels of appeal. All committees are advisory in nature and will make recommendations to proper authority as established in College rules and procedures. The President shall develop and implement procedures to affect the committee structure.

- VI. To develop and maintain a master plan for the College that contains the goals and objectives related to the needs of those served by the College. The master plan sets flexible priorities, provides for change, and allows for the continuous evaluation after implementation.

The President shall periodically update the plan for review and approval by the Board.

- VII. To represent the College to external agencies. Since the College must rely upon external agencies to effectively discharge its mission, the College cooperates with commissions, committees, and agencies on the state, regional, and national level. This cooperation provides facilities, financial assistance, and information so that the program of the College can be continuously assessed and improved. The President, or the President's designees, shall provide leadership in these cooperative efforts.
- VIII. To appoint members to an institutional review board with the purpose of protecting the identities of and minimizing potential harm to individuals, in their capacity as Chipola College students or employees, who participate in or are the subject of research projects including, but not limited to, dissertation and thesis research.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.030 Mission of Chipola College	<b><u>NUMBER:</u></b> 1.030
<b><u>AUTHORITY:</u></b> 1001.64(1) FS; 1001.64(4) FS; 1004.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 6/15/2004; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

Chipola College provides access to quality learning opportunities toward baccalaureate degrees, associate degrees, and certificates and facilitates the economic, social and cultural development of the College's service area.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.040 Organization of Chipola College	<b><u>NUMBER:</u></b> 1.040
<b><u>AUTHORITY:</u></b> 1001.64(2) FS; 1001.64(4) FS; 1001.64 (18); 1001.64(44) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

The major operational areas of the College are instructional services, student services, human resources, business services, facilities, and information support services.

The President is authorized to organize divisions, departments, offices, and special-focus units to carry out the functions of the College in each operational area in support of the College mission.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.041 Succession Order	<b><u>NUMBER:</u></b> 1.041
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.65(1) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 7/15/2003; 10/26/2004; 10/25/2011; 6/18/2013; 5/18/2016; 2/21/2017	

**POLICY:**

In the absence of the President the following administrators will act as the President’s representative in the order listed:

- I. Senior Vice President of Instruction
- II. Vice President of Administrative and Business Affairs
- III. Vice President of Student Affairs

The President may appoint other administrators to act as his or her representative in the absence of those listed.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.050 Direct Support Organizations/Chipola College Foundation, Inc.	<b><u>NUMBER:</u></b> 1.050
<b><u>AUTHORITY:</u></b> 1001.64(39) FS; 1001.64(40) FS; 1004.70(3) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 11/15/2016; 2/21/2017; 2/19/2019	

**POLICY:**

The Board certifies the Chipola College Foundation, Inc. (the “Foundation”) as a Direct Support Organization (“DSO”). The Foundation was established in 1980 and operates pursuant to its Articles of Incorporation and Bylaws. It is registered by the State of Florida as a charitable organization, is approved by the U.S. Internal Revenue Service as a tax exempt 501(c)(3) organization, and is qualified to serve as a DSO as defined in Florida Statute 1004.70.

The Foundation shall operate exclusively to encourage, solicit, receive and administer gifts for scientific, educational and charitable purposes for the advancement of Chipola College and its mission and objectives. Furthermore, it shall contribute to College risk management by serving as an independent steward of charitable resources, ensuring donor restrictions are fulfilled, and efficiently managing and prudently spending endowment funds and other financial assets. The Foundation shall use College resources only in its efforts to fulfill the aforementioned purposes.

The Foundation shall be governed by a Board of Directors that is separate and distinct from the Chipola College Board of Trustees and shall be managed on a day-to-day basis by the Foundation Director. The Chairman of the Board of Trustees, or the Chairman’s Board designee, shall serve as a representative to the Foundation Board of Directors and Executive Committee. The President of Chipola College, or the President’s designee, shall also serve on the Foundation Board of Directors and Executive Committee. The Foundation shall act a separate and distinct legal entity with all rights, responsibilities and liabilities associated therewith, subject only to the requirements of Section 1004.70, Florida Statutes.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.060 Non-Discrimination Policy	<b><u>NUMBER:</u></b> 1.060
<b><u>AUTHORITY:</u></b> 1000.05 FS; 1001.64 FS; 1006.53 FS; 1006.71 FS; 1007.264 FS; 1007.265 FS; 1012.86 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 3/19/2013; 2/16/2016; 2/21/2017	

**POLICY:**

Chipola College is an equal opportunity institution, and it is the policy of the District Board of Trustees to provide equal opportunity for employment and education to all applicants for employment, employees, applicants for admission, students and others affiliated with the College without regard to race, color, religion, ethnicity, national origin, age, veterans status, disability, gender, sex, genetic information, marital status, pregnancy or any other factor protected under applicable federal, state, and local civil rights laws, rules, and regulations.

The College accepts the commitment to provide equal access and equal opportunity for all services made available by the College and to conduct all educational programs and activities without discrimination.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.070 Discrimination Grievance Policy	<b><u>NUMBER:</u></b> 1.070
<b><u>AUTHORITY:</u></b> 1001.64 (18) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 2/21/2017	

**POLICY:**

The President shall develop a procedure for hearing and responding to complaints dealing with alleged discrimination made by an employee, a student, or an applicant for employment or admission to the College. It is the intent of the Board that a speedy resolution of an allegation be reached through a procedure that is free of coercion, interference, restraint, discrimination, or reprisal and that affords the complainant adequate opportunity to resolve the complaint.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.080 Source of Official Information, Forms, and Records	<b><u>NUMBER:</u></b> 1.080
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.64 (8)	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 2/21/2017	

### **POLICY:**

Specific information, forms, and official records pertaining to College operations and procedures may be obtained from the following offices during the office hours listed in the College Catalog:

- I. President's Office - Board policies, official College procedures, records and minutes of the Board, organization of the College, and other general matters of the College.
- II. Registrar's Office - student admissions, registration, graduation, transcripts, class schedules, programs, records, College calendar, and other matters related to students.
- III. Business Office - purchasing, accounting, receiving, facilities, and other matters related to the business operations of the College.
- IV. Human Resources - employment, employees, records, and other matters pertaining to persons employed by the College.

All of the above records shall not be distributed if they are subject to any privacy or public records limitation provided in state or federal law.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.090 Copyright Policy for Materials Developed	<b><u>NUMBER:</u></b> 1.090
<b><u>AUTHORITY:</u></b> 1004.726 FS; US Code Title 17	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

I. It is the policy of the Board that the College as an entity and its employees as individuals conform to the provisions of Florida Statutes and the US Code in respect to copyright of materials in all forms.

These forms may be text, graphic, musical, sculpture or computer programs and may exist on the printed page, on film, recorded on magnetic tape, vinyl record, optical disc, electronic memory or other form.

II. Departments or individuals may not copy or otherwise reproduce or alter any copyrighted materials without the express written consent of the copyright holder other than as provided in act or statute.

Penalties for violation of this policy shall be established by the President, and published in the College Administrative Procedures Manual.

III. The President shall cause a procedure to be developed for implementation of this policy relative to the daily operation of the College.

IV. In the case of works made for hire, the employer and not the employee is considered to be the author. Section 101 of the U.S. copyright law defines a “work made for hire” as:

A. a work prepared by an employee within the scope of his or her employment; or

B. a work specially ordered or commissioned for use as:  
a contribution to a collective work  
a part of a motion picture or other audiovisual work  
a translation  
a supplementary work  
a compilation  
an instructional text  
a test  
answer material for a test  
an atlas

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.091 Procurement of Copyrights, Patents, and Receipt of Royalties	<b><u>NUMBER:</u></b> 1.091
<b><u>AUTHORITY:</u></b> 1004.726 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 1/16/2007; 2/21/2017	

**POLICY:**

Faculty, staff and students may procure copyrights and patents, and receive the royalties resulting therefrom, provided that (1) the idea came from the faculty member, staff or student, (2) the products were the results of the faculty member's, staff or student's independent labors, and (3) Chipola College was not held responsible for any opinion expressed therein.

If the products were in any way supported by Chipola College funds, personnel, facilities, equipment, or materials, the faculty member, staff or student shall report to the Chief Executive Officer the faculty member's, staff or student's interest in having the product copyrighted or patented. Within twenty (20) days after receiving such report, the Chief Executive Officer will inform the faculty member, staff or student whether Chipola College seeks an interest in the copyright or patent.

A written contract shall thereafter be negotiated between Chipola College and faculty member(s), staff or student(s) involved to reflect the interest of all parties. All such agreements shall conform to and satisfy any pre-existing commitments to outside sponsoring agencies, but the faculty member, staff or student shall not commit any act that deprives Chipola College of any vested interest in the copyright or patent.

Otherwise, in the case of works made for hire, the employer is considered the author, not the employee, and retains sole ownership of all core elements of curriculum used in, or specifically developed for, curriculum currently or historically in College instructional offerings.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.101 Communicable Diseases/AIDS Policy	<b><u>NUMBER:</u></b> 1.101
<b><u>AUTHORITY:</u></b> 1006.68 FS; 1006.69 FS; 760.50 FS	<b><u>PAGE:</u></b> 1 of 4
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 2/21/2017	

**POLICY:**

For the purpose of this policy, communicable diseases can mean, but is not limited to, measles, hepatitis, tuberculosis, chicken pox, AIDS and HIV antibody positive but not yet developed into the symptoms of AIDS.

The College will be flexible in its response to incidents of the disease, evaluating each occurrence in light of its general policy and the most accepted recent medical evidence, federal regulations, provisions of the Florida Educational Equity Act and Chapter 760 F.S., guidelines suggested by the Center for Disease Control, the Public Health Service and the technical advisement of the Department of Health

I. General Policy

- A. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against a qualified individual with a disability from participating in or receiving benefits from services, programs, or activities of the College. Various court cases have determined that an infected individual, as defined above, is covered by those laws.
- B. The College will make a reasonable effort to provide to students and employees accurate and up-to-date information about the transmissibility of any communicable disease and precautions that may be taken to prevent the spread of the disease.
- C. The College will make reasonable accommodation to the special needs of students and employees with a communicable disease, unless such accommodation results in the expenditure of funds that result in an undue burden to the College, that is, an expenditure that impairs the ability of the College to meet program requirements.
- D. Any student or employee with a communicable disease who is actively contagious, and whose personal behavior and/or medical condition poses imminent risk to the College community, will be evaluated to determine if limitations on contacts and activities or continuation at the College are in the best interest of the student or employee and the College community. Such evaluation will consider appropriate supporting information, including the opinion of the student or employee's physician.



- E. Employment or continued employment or enrollment or continued enrollment of infected persons shall be subject to the provisions of Chapter 760 F.S. and the Americans with Disabilities Act.

## II. Policy for Students

- A. Admission shall not be denied to a qualified student on the basis that the student has a communicable disease.
- B. The College may not ask students applying for admission whether they have a disease. If students require special accommodations due to their illness, the College may inquire about the disease after the student has been admitted.
- C. No student shall be required to cease attending the College on the basis of a diagnosis of infection. Such decisions will be made only after reasonable accommodations have been made and an examination of the facts demonstrates that the student can no longer perform as required, or that the student presents a health risk to himself or the College community.
- D. Any student who informs the College that he/she is infected with a disease will be accorded confidentiality regarding disclosure of the medical condition, in accordance with established statute and case law, and only those persons with an absolute need to know will be informed of the student's medical condition. Records gathered by the College about a student's disease are confidential, as provided by established statute and case law.
- E. The College must offer students with a communicable disease the same opportunities and benefits offered other students, including, educational programs, counseling, health insurance, employment opportunities, and financial assistance. The College may not impose any rules upon enrolled students that have the effect of limiting the student's participation in the College's educational programs or activities, unless such limitation is required by the nature of the activity and the demonstrated communicability of the infected person's diagnosed illness.
- F. An otherwise qualified infected student shall be denied admission or disciplined under the same conditions and for the same regulations as those imposed on all students, as outlined in the College Catalog and student handbook. The student rights and disciplinary procedures outlined in the catalog and student handbook shall pertain to otherwise qualified infected students

## III. Policy Regarding Students of Health Occupations Programs and Science Laboratory Courses

The risk of contracting Hepatitis B is greater than the risk of contracting AIDS. Therefore, recommendation for the control of Hepatitis B infection will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

- A. Sharp items (needles, scalpels, blades, and other sharp instruments) should be considered as potentially infective and be handled with extraordinary care to prevent accidental injury.

- B. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
- C. When the possibility of exposure to blood or other body fluid exists, routinely recommended precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
- D. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
- E. Pregnant health occupation students or other pregnant students are not known to be at greater risk of contracting a communicable disease than students who are not pregnant.
- F. Health occupation students or students engaged in health care need not be restricted from work unless they have some illness for which any health care worker would be restricted.
- G. Of particular concern is the risk of severe infection for health occupation students following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g. tuberculosis or chicken pox). Students with transmissible infections should continue to follow existing recommendations for infection control to minimize their risk of exposure to other infectious agents.
- H. Infected neurologically disabled students who cannot control bodily secretions and students who have uncoverable oozing lesions should not be permitted to participate in providing health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis.

#### VI. Policy for Employees

- A. Applicants for employment shall not be refused consideration because they have a communicable disease or are thought to be at special risk for illness.
- B. Employees shall not be terminated or be treated differently from fellow workers because they have a communicable disease or are thought to be at special risk for illness.
- C. An otherwise qualified infected employee shall be denied employment, disciplined or terminated under the same conditions and for the same regulations as those imposed on all employees, as outlined in the District Board of Trustees rule, State Board of Education regulations and Florida Statutes. Information concerning a medical condition of an employee appearing before a hearing committee or the District Board of Trustees shall not be revealed. If the employee requests that such information be revealed, the hearing, at the employee's request, shall be heard on a name not identified basis with another person attending the hearing and speaking in the employee's behalf.

- D. In instances where an infected employee is unable to fulfill his/her regular responsibilities, or portions of those responsibilities, but is able and desires to continue working in a less mentally or physically demanding capacity, the College will make a reasonable effort, if requested, to accommodate the employee's disability as it would accommodate any other ill or injured employee.
- E. As in the case of any other illness, injury, or disability, a supervisor who believes that an infected employee is unable to perform assigned duties due to the illness, may recommend to the Personnel Department that the employee be required to submit to a medical examination by a physician named and paid by the College to determine if the employee can do the work. Based on the medical opinion appropriate procedures will be applied.
- F. Any employee who informs the College that he/she is infected will be accorded confidentiality regarding disclosure of the medical condition, in accordance with established statute or case law, and only those persons with an absolute need to know will be informed of the employee's medical condition. Records gathered by the College about an employee's disease are confidential, as provided by established statute and case law.
- G. Any infected employee shall be eligible to accrued sick or annual leave as needed.
- H. Any infected employee will be eligible to continue health and other insurance coverage as any other seriously ill employee. An infected employee may be eligible for disability retirement according to established regulations.
- I. Employees will adopt the most stringent infection control measures and not use shortcuts of any kind. College employees and especially custodial workers will receive instruction about modes of transmission or acquisition of a communicable disease. The importance of hand washing after handling potentially contaminated objects will be emphasized.
- J. All employees who have responsibility for cleaning or repairing restrooms shall wear plastic gloves when working in restrooms.
- K. Custodial workers will use appropriate disinfectant in cleaning restroom facilities to ensure that any contaminated surfaces are fully cleaned.
- L. Employees, while performing their College duties, are required to conform to the College policy and these guidelines in dealing with infected students or employees.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.102 Occupational Exposure to Bloodborne Pathogens	<b><u>NUMBER:</u></b> 1.102
<b><u>AUTHORITY:</u></b> 1001.64(43) FS; OSHA Rule 29, CFR 1910, 1030 Subpart Z	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 2/21/2017	

**POLICY:**

The College is in compliance with the OSHA rules relating to employees whose occupational tasks put them at risk of exposure to blood or other potentially infectious materials.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.120 On-Campus Advertising of Commercial Entities	<b><u>NUMBER:</u></b> 1.120
<b><u>AUTHORITY:</u></b> 1001.64(5) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

- I. All commercial advertising, notices, flyers, publications or other forms of communication must be registered with the Vice President of Student Affairs.
- II. Registration of the commercial entity requires the completion of a form with the name, address, occupational license number of any commercial enterprises, etc. No commercial solicitation will be permitted without the appropriate occupational license.
- III. The distribution and posting of commercial materials are restricted to the College Student Center.
- IV. No commercial advertising materials may be distributed on campus without a registration number and an expiration date affixed thereto and plainly visible. All expiration dates shall be established to be fifteen (15) working days from date of registration.
- V. Commercial advertising materials posted on campus without a registration number and expiration date shall be immediately removed.
- VI. Anyone posting or soliciting on campus without registration is trespassing and subject to arrest and prosecution.
- VII. The name of the College may not be used in joint advertising without the permission of the President or the President’s designee.
- VIII. The College reserves the right to enter into agreement with commercial concerns in support of College events and services. Co-sponsored activities will be considered official College functions and not subject to the above restrictions.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.122 Campus Visitors and Distribution of Literature	<b><u>NUMBER:</u></b> 1.122
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.64(5) FS; 1001.64(44) FS; 1004.097 FS	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 11/15/2016; 2/21/2017; 2/19/2019; 10/15/19; 02/18/20	

### **POLICY:**

This policy sets forth Chipola College guidelines for campus visitors and the distribution of non-commercial literature on campus. It is the intent of the College by the use of this policy, within the limits of public laws, philosophy of the College and the sample FCS institution's statement on Free Expression, to assure freedom of speech and to provide for the exchange of written thoughts and ideas in a manner that does not disrupt the College.

#### I. Distribution of Literature

- A. Any individual or group desiring to distribute written material or engage in an expressive activity on campus is required to obtain an Activity Form from the Student Activities Office. The completed form should be returned to the Student Activities Office at least ten (10) business days in advance of the intended date of distribution or activity. Exceptions to this procedure are literature matters sold in the campus bookstore under the authority of Chipola College, publications sponsored under the official masthead of Chipola College, and materials distributed via College sanctioned/approved classes, clubs and organizations.
- B. The Activity Form shall be processed by the Student Activities Office upon receipt and processed within three (3) business days.
- C. Materials may be distributed at the following locations:
  - a. Designated distribution areas specified in the Activities Form
  - b. From a table in a designated distribution area specified in the Activities Form
  - c. By handouts to the public in areas that do not impede the normal flow of traffic or
  - d. Any outdoor area of campus generally where members of the campus community are commonly allowed, including grassy areas, walkways, or other similar common areas, and
  - e. Does not disrupt ongoing instructional activities, or other campus activities

- D. Literature may not be distributed in classrooms.
- E. Persons distributing literature must not harass, stalk, or force their literature on any person.
- F. Literature may be distributed when the campus is open for business.
- G. The College shall have the authority to order a person or persons distributing literature to cease distribution when, in the opinion of the College, it would affect the health, safety, and welfare of individuals or property, which may include but is not limited to the following:
  - a. Where the distribution materially and substantially disrupts the operation of the campus
  - b. Where the distribution of materials would incite individuals so as to create a clear and present danger to persons or property
  - c. Where the person or persons litter, deface or destroy campus property
  - d. Where the person or persons distributing literature are harassing, stalking, or forcing their literature on any person
  - e. Where the person or persons distributing literature are in violation of any applicable federal, state, and local laws or College policies
- H. If distribution is stopped, the person distributing literature may appeal this decision in writing to the Office of Student Services within five (5) business days. A written decision on the appeal will be made by the College within five (5) business days after receiving the affected party's appeal.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.123 Trespass	<b><u>NUMBER:</u></b> 1.123
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.64(5) FS; 1001.64(44) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 2/21/2017	

**POLICY:**

Any individual while on the campus or any other facility owned, operated, or controlled by the College who commits any act tending to interfere with the normal, orderly, peaceful, or efficient conduct of the activities of the campus or facility shall be deemed to have no legitimate business on the campus or facility or any other authorization, license, or invitation to enter or remain thereon and shall be subject to prosecution for trespass as authorized by law.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.124 Disruptive Conduct	<b><u>NUMBER:</u></b> 1.124
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.64(5) FS; 1001.64(44) FS; 1006.60(5) FS; 1006.61 FS; 1006.62 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 2/21/2017	

### **POLICY:**

- I. Any person who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Chipola College, either on or off campus, shall be subject to appropriate disciplinary action by the College authorities.
  
- II. Disruptive conduct shall include, but not be limited to, the following:
  - A. Violence against any member or guest of the College.
  - B. Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by the College to express his/her views).
  - C. Theft or willful destruction of College property or of the property of members of the College.
  - D. Forcible interference with the freedom of movement of any student, instructor, staff member, or guest of the College.
  - E. Obstruction of the normal processes and activities essential to the functions of the College.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.130 Automobiles	<b><u>NUMBER:</u></b> 1.130
<b><u>AUTHORITY:</u></b> 1001.64(5) FS; 1001.64(18) FS; 1001.64(44) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 2/21/2017	

**POLICY:**

The use of College vehicles shall be limited to official College business by licensed employees and College approved representatives. The President shall have use of College vehicles as provided in his or her contract with Chipola College.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.140 Items Lost on Campus	<b><u>NUMBER:</u></b> 1.140
<b><u>AUTHORITY:</u></b> 705.18 FS; 1001.64(2) FS; 1001.64(4) FS; 1001.64(44) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 10/25/2011; 2/21/2017	

**POLICY:**

Lost personal items found on Chipola College property shall be tagged, logged, placed in a secured location, and kept for 30 days prior to disposal.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.150 Gifts to the College and Foundation	<b><u>NUMBER:</u></b> 1.150
<b><u>AUTHORITY:</u></b> 1001.65(25) FS; 1011.85 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 11/21/2006; 2/21/2017	

**POLICY:**

The Chipola College District Board of Trustees authorizes the President or the President’s designee to accept gifts for the benefit of the College or direct gifts to the Chipola College Foundation, Inc. for the benefit of the College, ensuring that each gift aligns with the unique mission of the College. Gifts may include donations or contributions of money, real or personal property, and equipment.

The President shall ensure that any funds or property received as a gift for direct use by the College will be acknowledged, accounted for, and expended in accordance with Florida State Board of Education Administrative Rules and Florida Statutes.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.160 Financial Aid Office Code of Conduct for Employees and Lenders	<b><u>NUMBER:</u></b> 1.160
<b><u>AUTHORITY:</u></b> 1001.64(4B) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 6/17/2008; 2/21/2017	

**POLICY:**

The District Board of Trustees of Chipola College, Florida, recognizes that ensuring the integrity of the student financial aid process is critical to providing fair and affordable access to higher education in Florida. This policy is designed to avoid any potential conflict of interest between the Board, its students or their parents in the student financial aid process. Accordingly, the College shall adhere to the following principles in the College's financial aid operations.

- I. No Lenders shall provide items of value to members of the Financial Aid staff. This includes travel expense for conferences and training seminars, stocks, compensation for serving on lending advisory boards, personal or recreational travel, and gifts in excess of value as stated in the State of Florida Code of Ethics.
- II. College employees shall not select lenders for students.
- III. The College will not provide any advantage to a lending institution.
- IV. Participation on related advisory boards is permitted as allowed by Federal and State law. All participants must provide an agenda that supports their participation.
- V. Lenders are not allowed to work in the Chipola College Financial Aid Office, or have access to student files at any time.
- VI. All lending institutions are expected to maintain the highest ethical standards, both at Chipola College and on a national level.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.170 SACSCOC Substantive Change Policy Compliance	<b><u>NUMBER:</u></b> 1.170
<b><u>AUTHORITY:</u></b> 1001.64 FS  SACSCOC Policy Statement on Substantive Change for SACSCOC Accredited Institutions (January 2015)	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 5/19/2015; 2/21/2017	

**POLICY:**

Chipola College shall comply with all applicable policies, principles, and quality standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College shall establish procedures in compliance with the SACSCOC substantive change policy.

**CURRICULUM AND INSTRUCTION**  
**OF**  
**CHIPOLA COLLEGE**  
**2.000**

# Chipola College

## **2.000 Curriculum and Instruction of Chipola College**

[2.005 Delegation to Faculty the Responsibility for Curricula, Academic Standards, and Professional Performance Review](#)

[2.006 Definition of Credit Hour](#)

[2.010 Student Load](#)

[2.020 Auditing Classes](#)

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[2.110 Substitute Admission and Graduation Requirements for Students with Disabilities](#)

[2.120 Deletion and Approval of Courses from College Catalog](#)



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.005 Delegation to Faculty the Responsibility for Curricula, Academic Standards, and Professional Performance Review	<b><u>NUMBER:</u></b> 2.005
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.64(18) FS; 1001.64(6)(7)(8) FS; 6A-14.0261 FAC; SACSCOC Principle CS 3.4.1	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 7/19/2005; 11/15/2016; 2/21/2017	

**POLICY:**

The Chipola College District Board of Trustees delegates to the faculty and the Curriculum and Courses of Study Committee specific responsibility in the areas of curricula, student academic performance standards, and professional performance review. Faculty in each academic department shall be responsible for academic standards, student learning outcomes, and assessment of outcomes. Academic departments shall make recommendations to the Curriculum and Courses of Study Committee for new courses and programs, changes to existing courses and programs and student academic performance standards. The Committee is composed of non-voting administrators and voting faculty representatives from each academic department. The Curriculum and Courses of Study Committee is responsible for reviewing the certificate, associate, and baccalaureate programs and the general education core of the College to assure compliance with state standards and accreditation criteria.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.006 Definition of Credit Hour	<b><u>NUMBER:</u></b> 2.006
<b><u>AUTHORITY:</u></b> Code of Federal Regulation (CFR) 600.2; SACS COC Credit Hours Policy Statement; 6A-10.033 FAC, Postsecondary Credit Definition SACSCOC Principle CS 3.4.4	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/19/2013; 11/15/2016; 2/21/2017	

### **POLICY:**

- I. In accord with Federal Regulation, SACSCOC policy, and Florida Administrative Code, 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
  - A. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of -out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or
  - B. At least an equivalent amount of work as required in paragraph (1) of this definition for academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
  
- II. The credit hour definition applies to all credit-bearing activities whether they take place on the College campus, at another site, or online. An online credit hour represents the equivalent amount of work as a credit hour for all courses with the same course number and description.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.010 Student Load	<b><u>NUMBER:</u></b> 2.010
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1004.68(1) FS; 6A-14.030 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

- I. The minimum academic load for full-time college-level students is twelve semester credit hours per semester or six semester credit hours per term of the summer session. All other college-level students are classified as part-time students.
  
- II. The following regulations apply concerning the maximum student load:
  - A. The maximum student load for first-time students is 18 semester credit hours per semester and nine semester credit hours per summer session.
  
  - B. Students on scholastic probation are limited to loads of 16 semester credit hours per semester and six semester credit hours per summer term.
  
- III. All requests for exceptions to the above regulations will be referred to the Vice President of Student Affairs. Only in unusual circumstances when evidence exists that a student can succeed in all courses will an exception be made to allow loads in excess of those shown.
  
- IV. Workforce Development students enrolled in clock hour programs will, in general, be classified as either full-time (30 clock hours or class periods per week) or half-time (15 clock hours per week). Students who attend fewer than 30 clock hours per week will be considered part-time.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.020 Auditing Classes	<b><u>NUMBER:</u></b> 2.020
<b><u>AUTHORITY:</u></b> 1001.64(4) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

A student admitted to College classes on a noncredit basis shall be designated as an “audit student.” Audit students must complete the standard admission procedures. Attendance requirements are established by the instructor. Charges for audit registration are the same as for credit registration. Audit courses will be included on academic records with a grade of "X." A student may change to audit status any time prior to the withdrawal deadline published in the College calendar.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.030 Grading System	<b><u>NUMBER:</u></b> 2.030
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1004.68(1) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 2/21/2017	

### **POLICY:**

- I. Final grades are distributed following the close of each term. Final grades assigned are, with the exception noted below, permanent and are recorded on the student's transcript.
  
- II. A student's Grade Point Average (GPA) is derived from the grading system/quality point scale below.
  - A. A grade of "A," numerical grade 90-100; "4" quality points
  - B. A grade of "B," numerical grade 80-89; "3" quality points
  - C. A grade of "C," numerical grade 70-79; "2" quality points
  - D. A grade of "D," numerical grade 60-69; "1" quality point
  - E. A grade of "F", numerical grade below 60; no quality points are assigned and no credit is granted.
  - F. A grade of "I" shows that a student has not completed the required work in a course for some valid reason (such as serious illness or death in the family), that the student has discussed this with the instructor, and that the instructor has agreed to allow the student to make up the missed work. However, a grade of "I" will be computed into the student's grade point average as if it were an "F." The student has until the end of the succeeding semester or summer term to complete the work required to remove the "I."
  - G. A grade of "W" denotes official withdrawal from the course without penalty; no credit or quality points are assigned, but the course does not count toward the student's scholastic average.
  - H. A student who unofficially discontinues class attendance will be assigned a grade of "F" for the course. The grade of "W" will be assigned **only** in a class where the student officially resigns as a student or receives permission to drop a course without penalty.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.040 Repeated Course Grades	<b><u>NUMBER:</u></b> 2.040
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1004.68(1) FS; 6A-14.0301 FAC	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 5/17/2011; 11/15/2016; 2/21/2017	

**POLICY:**

Courses for which a grade of “C” or higher was earned may not be repeated except as indicated below.

I. Withdrawal:

- A. The student may withdraw without academic penalty from any course up to, but not including, the date on which 70 percent of the scheduled class meeting days for the academic term has occurred. Scheduled class meeting days includes days scheduled for final exams. Withdrawals after that date would be granted only through established institutional procedures.
- B. The student shall be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student shall not be permitted to withdraw and shall receive a grade for that course.

II. Academic Forgiveness:

The academic forgiveness policy allows students enrolled at Chipola College to eliminate from the grade point average (GPA) calculation up to two courses in which final grades of D or F were earned. The following stipulations apply to the academic forgiveness policy.

- A. Only courses taken at Chipola College, including online and dual enrollment courses, are eligible for academic forgiveness.
- B. The last grade received in a course will be used to calculate the grade point average (GPA).
- C. Courses may be repeated if they are designated as repeatable, such as choir, music, or an individualized courses of study; or if the courses are required to be repeated by a regulatory agency; or if the courses are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

- D. The academic forgiveness policy applies only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, IB, etc.) may be used to forgive a grade.
- III. Total attempts: A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances.
- IV. The number of total attempts allowed per course may be restricted for students enrolled in limited enrollment programs. Notification of such restrictions must be provided to students in writing upon admission to the limited enrollment program.
- V. Audit enrollments shall not count as attempts unless such enrollment is declared after the end of the drop/add period. College developmental education students, who are required to be certified as completing competency-based developmental education instruction, shall not be enrolled as audits.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.050 General Education	<b><u>NUMBER:</u></b> 2.050
<b><u>AUTHORITY:</u></b> 1001.64(7) FS; 1004.68(1) FS; 1007.24 FS; 1007.25(7) FS; 6A-14.030 FAC; SACSCOC Principles CR 2.7.3, 3.51, and CS 3.4.1	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 11/15/2016; 2/21/2017	

### **POLICY:**

The General Education program is designed to improve intellectual skills and develop understanding in the broad areas of liberal education in order to prepare students for effective personal living and responsible citizenship.

Of the 60 semester credit hours required to complete an Associate in Arts degree, and the 120 semester credit hours required to complete a baccalaureate degree, 36 semester credit hours must be in general education courses. Associate in Science degree programs must include at least 15 semester credit hours in general education courses. Moreover, a specific number of hours is required in each of the five general education areas. The College Catalog specifies the areas of study, the core classes and general classes, and the minimum number of semester credit hours required in each area.

The institution identifies college-level general education competencies and the extent to which students have attained them.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.070 Withdrawal or Resignation of Students	<b><u>NUMBER:</u></b> 2.070
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 6A-14.030 FAC; 6A-14.031 FAC; 6A-14.0301 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

Failure to attend a class(es) does not constitute an official withdrawal or resignation. Students who need to withdraw or resign should see an academic advisor and submit necessary forms to officially withdraw or resign. Students who discontinue class attendance and who do not officially withdraw or resign will be awarded an "F" grade and will not be eligible for a refund. Withdrawals must be completed before the last date for withdrawal listed in the College calendar. The student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.080 Academic Advising	<b><u>NUMBER:</u></b> 2.080
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1007.263(1)(2) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

Academic advisors and instructional faculty shall participate in the academic advisement program in order that each student may have the benefit of trained advisors in the solution of educational and career decisions.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.090 Standards of Academic Progress	<b><u>NUMBER:</u></b> 2.090
<b><u>AUTHORITY:</u></b> 1001.64(8b) FS; 1004.68(1) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

To progress in a program of study, students must attain course competencies, student learning outcomes, and meet college course requirements.

All students must make measurable progress toward their educational goals. Students who fall below a "C" or 2.00 Grade Point Average are placed on alert, warning, or suspension, according to College policies.

Standards of academic progress shall be published in the College catalog.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.100 Religious Observances by Students	<b><u>NUMBER:</u></b> 2.100
<b><u>AUTHORITY:</u></b> 1001.64(8)(g) FS; 1006.53 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 11/15/2016; 2/21/2017	

### **POLICY:**

Chipola College will reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

Students will give their instructors a reasonable notice of at least one week prior to an intended religious observance and will make up any required work, including tests, within one week of the absence.

Students who believe that they have been unreasonably denied an educational benefit due to their religious belief or practice may seek redress through the Student Grievance Policy as outlined in the official Chipola Student Handbook/Planner. College policy regarding religious observances by students will be referenced in the handbook.

No adverse or prejudicial effects shall result to any students availing themselves of the provisions of this policy.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.110 Substitute Admission and Graduation Requirements for Students with Disabilities	<b><u>NUMBER:</u></b> 2.110
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1007.263(5) FS; 1007.264 FS; 1007.265 FS; 6A-10.041(1)(2) FAC	<b><u>PAGE:</u></b> 1 of 3
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/16/2001; 10/26/2004; 3/13/2007; 5/15/2012; 11/15/2016; 2/21/2017	

**POLICY:**

Chipola College shall use the following policy to substitute admissions and graduation requirements for disabled students.

- I. Identification of Eligible Student for Reasonable Substitutions – Anyone who identified himself or herself as having one or more disabilities will be referred to the Advisor for Student Disability Services who will provide counseling and assistance in planning a program of study containing reasonable course substitutions as may be appropriate (2)(a). As specified in the rule, students eligible for substitutions are those who have documented deaf/hard of hearing impairments(1)(a), visual impairments(1)(b), specific learning disabilities(1)(c), orthopedic impairment(1)(d), speech/language impairment(1)(e), emotional or behavioral disability(1)(f), autism spectrum disorder(1)(g), traumatic brain injury(1)(h), other health impairment(1)(i). Students who request substitutions must provide written documentation about their disability from an appropriate agency, medical doctor, or other licensed expert. The documentation must be based on appropriate, comprehensive evaluations that are no more than three years old. This documentation is needed in order to qualify students for reasonable and appropriate accommodations (2)(d). Chipola is not required to provide “best” or “most desired” accommodations, but rather a reasonable accommodation sufficient to allow the student the ability to enjoy equal access to College facilities, programs, and activities.

Information on the assistance provided by the Student Disability Services Program is available in the Chipola College catalog and on the College’s web page.

A statement of Policy and Procedures relative to course substitutions, admissions and graduation requirements are listed in the College Catalog (2)(c).

- II. Identification of Reasonable Substitutions for Admission to the College, Admission to a Program of Study, or Graduation – Chipola College is committed to equal educational opportunities for all students.

The College has an Open Door policy and does not discriminate on the basis of race, color, sex, age, national origin or disability in its admission and treatment of students. Having a disability does not prevent a student from being admitted to Chipola College.

The Registrar determines eligibility for admission to Chipola College. Prospective students are advised that the College encourages voluntary self-identification of any disabilities that may prevent them from meeting requirements for admission to the College, admission to a program of study, or graduation. Students are advised that support services are available to meet their special needs. Students who qualify for a course substitution would be exempt from developmental education requirements in the basic skill area for which the student is eligible for a course substitution, provided that successful completion of the College course work isn't considered an essential part of the curriculum in the student's academic program (4).

- III. Development of the Designated Substitutions Known to the Affected Persons – Chipola College will establish a committee to develop reasonable and appropriate substitutions; it will be chaired by the Advisor for Student Disability Services. Additional members of this committee will include Senior Vice-President of Instruction, Vice-President of Student Affairs, College Equity Officer, a member of the mathematics department, and a member of the English department. A student requesting special program/course consideration must submit a “Course Substitution Request Form” to the Advisor for Student Disability Services for consideration.
- IV. Making Substitution Decisions on an Individual Basis – When a student requests, in writing, a reasonable substitution and has been determined eligible for substitutions based on documentation of his/her disability, the committee described in Mechanism (3) of this policy will review the request of each individual student based on student request, program of study, and review of student records. Students requesting substitutions or special considerations will be contacted personally by the Advisor for Student Disability Services or the Vice-President of Student Affairs and advised on the actions that have been taken by the committee described in Mechanism (3) of this policy. Once the committee has made a determination concerning the course substitution, a written copy will be given to the student, the Vice-President of Student Affairs and Advisor for Student Disability Services (2)(c). The Advisor for Student Disability Services will provide to the student written notification of any reasonable course substitutions(2)(c)(2)(d).
- V. Appeal of a Denial of a Substitution or to Appeal a Determination of Ineligibility – Students who wish to appeal a denial of substitution or appeal a determination of ineligibility should submit a letter to the Vice-President of Student Affairs, who will process the appeal through the established student grievance procedure. “The Student Rights and Responsibilities” published in the College Catalog outlines the grievance procedure (2)(e).
- VI. Record Keeping – Records shall be maintained on the number of students granted substitutions by type of disability, the substitutions provided, and the number of requests for substitutions that were denied. The Advisor of Student Disability Services will maintain all necessary records (6).
- VII. Articulation with Other State Institutions - Chipola College will accept substitutions previously granted by other Florida post-secondary institutions in compliance with Rule 6A-10.041(3) FAC. Documentation for substitutions made at outside institutions that are in compliance with

Rule 6A-10.041 FAC should be requested by the transferring student and sent from the granting institution to the Registrar. The process will follow the steps listed. When Chipola College grants a course substitution, the student will be advised to contact the Advisor for Student Disability Services should he or she need assistance when transferring to another institution. The Advisor for Student Disability Services will work with each individual student and advise the student concerning university expectations and possible responses regarding the substitution policy (3). Implementation of this rule is coordinated by the Commissioner of Education along with the Chancellor of the State University System who coordinates the technical assistance in the implementation of this rule (5).

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 2.120 Deletion and Approval of Courses from College Catalog	<b><u>NUMBER:</u></b> 2.120
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1007.24(8) FS; 6A-10.0331 FAC; SACSCOC Principle CS 3.4.1	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 10/26/2004; 11/15/2016; 2/21/2017	

**POLICY:**

The Curriculum and Courses of Study Committee is charged with the responsibility of ensuring that courses not taught for five consecutive academic years, unless there is cause, be purged from the College catalog. This responsibility will be carried out according to procedure to ensure that affected College publications are up-to-date. The President will annually certify to the District Board of Trustees with the submission of the College catalog that the College has complied with the Rule.



**STUDENT AFFAIRS**  
**OF**  
**CHIPOLA COLLEGE**  
**3.000**

# Chipola College

## **3.000 Student Affairs of Chipola College**

- [3.010 Admission Requirements](#)
- [3.011 Baccalaureate Program Admission Requirements, Academic Progress, and Graduation Requirements](#)
- [3.020 Residency Requirements for Tuition Purpose](#)
- [3.030 Registration of Students](#)
- [3.040 Payment and Deferral of Fees and Tuition Charges](#)
- [3.050 Fees](#)
- [3.052 Laboratory and Special Course Fees](#)
- [3.060 Scholarships](#)
- [3.070 Fee Waivers and Exemptions](#)
- [3.080 Refund of Fees](#)
- [3.090 Admission to Class](#)
- [3.100 Class Attendance](#)
- [3.120 Dean's List](#)
- [3.140 Graduation and/or Completion Requirements](#)
- [3.160 Student Government Association \(SGA\)](#)
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- [3.370 Student-Athlete Drug Testing and Drug Education](#)
- [3.380 Children on Campus](#)
- [3.390 Service Animals and Animals on Campus](#)
- [3.400 Credit from Nontraditional Sources](#)

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.010 Admission Requirements	<b><u>NUMBER:</u></b> 3.010
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.64(8) FS; 1002.41(7) FS; 1007.263 FS; 1007.264 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 7/19/2001; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

The President or the President's designee shall establish general admission requirements and program-specific admission requirements, as necessary, in accordance with Florida Statutes and Administrative Rules. Admission requirements shall be published, at a minimum, in the College catalog and in College procedure.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.011 Baccalaureate Program Admission Requirements, Academic Progress, and Graduation Requirements	<b><u>NUMBER:</u></b> 3.011
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.64(6) FS; 1004.04 FS; 1012.56 FS; 6A-5.066 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/15/2005; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

The Board of Trustees authorizes and directs the President or the President’s designee to establish admission requirements; academic progress to include probation, suspension, and dismissal of students; and graduation requirements for baccalaureate degree programs, including teacher education, nursing, and business administration.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.020 Residency Requirements for Tuition Purpose	<b><u>NUMBER:</u></b> 3.020
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1009.21 FS; 6A-10.044 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

Classification as a Florida resident for tuition purposes shall be based upon Section 1009.21, Florida Statutes and Rule 6A-10.044 or succeeding legislation or rules.

For the purpose of determining residency status, “term” is defined as the beginning of a regular and/or express session for which residency is sought.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.030 Registration of Students	<b><u>NUMBER:</u></b> 3.030
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65(4) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

Students must complete the registration process prescribed by the College prior to assignment to class or classes at the beginning of each semester, term or short course.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.040 Payment and Deferral of Fees and Tuition Charges	<b><u>NUMBER:</u></b> 3.040
<b><u>AUTHORITY:</u></b> 1001.64(B) FS; 1009.23 FS; 1009.27 FS; 6A-14.054 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

All student fees and tuition charges assessed are due and payable on dates specified in the annual College schedule of classes or on dates specified. Students with scholarships will be considered as having paid all fees and tuition provided the amount of the scholarship covers all charges due and the scholarship donor subsequently pays the scholarship amount.

Checks and Credit/Debit Cards - Any student paying fees or tuition with a check, credit card or debit card that is dishonored by the bank on which it is drawn for any reason not the fault of the bank or the College will be considered as a registered student. The student's records will be placed on hold until all debts are paid.

Any student whose fee or tuition payment at the time of registration is deferred in accordance with 1009.27(1) FS is subject to suspension for violation of financial regulations if the amount deferred is not paid on or before the agreed date.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.050 Fees	<b><u>NUMBER:</u></b> 3.050
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1009.23 FS; 6A-14.054 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

All course-related student fees and fines must be approved annually by the District Board of Trustees.

A schedule of course-related fees and fines shall be published in the College catalog by the first day of fall classes each academic year



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.052 Laboratory and Special Course Fees	<b><u>NUMBER:</u></b> 3.052
<b><u>AUTHORITY:</u></b> 1009.23(12) FS; 6A-14.054 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 1/18/2011; 2/21/2017	

**POLICY:**

- I. Lab fees or special course fees may be established for any course to cover “other than base instructional costs”.
  
- II. “Other than base instructional costs” are defined as any additional expense incurred to conduct a specific course that would otherwise not be incurred to conduct a course in general. Examples include expenses incurred for course specific materials, supplies and equipment, as well as unusually high labor expenses associated with low teacher to student ratios. Further examples include extra costs associated with directed individualized study and independent study courses, as well as costs incurred to provide testing and tutorial services.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.060 Scholarships	<b><u>NUMBER:</u></b> 3.060
<b><u>AUTHORITY:</u></b> 1001.64 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007, 4/21/2015; 11/15/2016; 2/21/2017	

**POLICY:**

The President or the President’s designee is authorized to grant scholarships for numbers and categories of in-state and out-of-state students at Chipola College according to the following and as a part of a total financial aid plan:

Basketball (Men)	15 per year
Basketball (Women)	15 per year
Baseball	24 per year
Softball	24 per year
Cross Country (Women)	8 per year
Fine and Performing Arts	18 per year
Science & Mathematics Lab Assistants	9 per year
Communications	1 per year
Student Government Association	1 per year

Names of persons for whom scholarships are granted and the scholarship amounts shall be maintained as a financial record of the College.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.070 Fee Waivers and Exemptions	<b><u>NUMBER:</u></b> 3.070
<b><u>AUTHORITY:</u></b> 1009.26 FS; 1009.265 FS; 6A-14.054 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017; 10/15/2019	

**POLICY:**

The President or the President’s designee is authorized to grant fee waivers and exemptions as specifically established by law. Use of the following waivers and exemptions are allowed only on a space-available basis: Chipola College Employee Fee Waiver; State Employee Fee Waiver.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.080 Refund of Fees	<b><u>NUMBER:</u></b> 3.080
<b><u>AUTHORITY:</u></b> 1001.64 FS; 6A-14.0541 FAC	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

### **POLICY:**

Matriculation, tuition and other fees assessed students shall be refunded in accordance with the following criteria:

- I. Credit Courses Following the College Calendar
  - A. Students who officially withdraw or drop one or more classes prior to the last published date for registration for any term shall receive a 100 percent refund of matriculation, tuition, lab, activity, and financial aid fee.
  - B. Students who do not officially withdraw or drop one or more classes or who do so after the last published date for registration for any term shall receive no refund except with the President's or the President's designee's approval.
- II. Credit Courses Not Following the College Calendar
  - A. Students who officially withdraw or drop one or more classes prior to completing 1/16 of the total clock hours required to complete the course shall receive a 100 percent refund of matriculation, tuition, lab, activity, and financial aid fee.
  - B. Students who do not officially withdraw or drop one or more courses or who do so after completing 1/16 or more of the total clock hours required to complete the course shall receive no refund.
- III. Courses for Which No College Credit is Given
  - A. Students who officially withdraw from class one work day prior to the first class meeting shall receive a 100 percent refund of class related fees.
  - B. Students who do not officially withdraw or who do so after the deadline shall receive no refund.

## IV. Non-Refundable Fees

- A. Residence Hall rent, paid on a semester or term basis.

## V. Exceptions to the Refund Criteria

- A. Up to 100 percent (amount to be determined by the President) may be refunded when a student withdraws from school or drops a course due to circumstances determined by the College to be exceptional and beyond the control of the student, which may include but not limited to: (1) documented extended illness; (2) death; (3) involuntary call to active military duty; (4) the time, date, or place of a course offering is changed to a time, date, or place other than was listed at the time of registration; (5) the College cancels a class or program; (6) a College error has been made and a student is adversely affected; (7) a refund of course fees may be given for law enforcement or corrections minimum standards courses if the student fails to complete the firing range portion of the class.
- B. Pro rata refunds as per the Federal Student Financial Aid Handbook, Part VI, 668.22. A pro rata refund shall be made for a student who received Title IV, HEA program assistance, or whose parent received a Federal PLUS loan on behalf of the student and is attending the institution for the first time whose withdrawal date is on or before the 60 percent point-in-time in the period of enrollment for which the student has been charged. The refund shall be not less than that portion of the charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the withdrawal date, rounded downward to the nearest ten percent of that period.
- C. Continuing students who received Title IV, HEA program assistance, or whose parent received a Federal PLUS loan on behalf of the student shall receive refunds based upon the Federal Refund Calculation as follows: 100 percent if resignation occurs prior to the last published date for registration for any term; 90 percent if the resignation is within 10 percent of the beginning of the enrollment period; 50 percent if the resignation is between the first 10 and 25 percent of the enrollment period; and 25 percent if the resignation is between the end of the first 25 percent and the end of the first 50 percent of the enrollment period. The College may exclude from the refund documented costs of unreturnable equipment or returnable equipment not returned in good condition within 20 days of the student's withdrawal.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.090 Admission to Class	<b><u>NUMBER:</u></b> 3.090
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 1007.263 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

Students who have officially registered shall be admitted to class. Students whose names are not listed on the official class roster shall be denied admission to class unless they registered during the late registration period. Late registration: Students who register during late registration must present to the instructor a fee receipt indicating their enrollment to be admitted into the class.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.100 Class Attendance	<b><u>NUMBER:</u></b> 3.100
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1004.68 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

Regular attendance is expected of all students. Each student is accountable to the instructor concerned for all class absences except those resulting from official College activities. Evaluation of absences is the responsibility of the instructor. Students who are absent from classes for any reason other than official College activities must satisfy the instructor concerned that the absence was due to illness, religion, or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Any questionable excuse shall be verified by the Office of the Vice President of Student Affairs when requested by the instructor.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.120 Dean's List	<b><u>NUMBER:</u></b> 3.120
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 1001.41 FS; 1004.726 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

Full-time enrollment (12 semester hours for fall and spring and six semester hours for summer session) of completed college credit course work with a grade point average of 3.25 is required to list a student on the "Dean's List."



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.140 Graduation and/or Completion Requirements	<b><u>NUMBER:</u></b> 3.140
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 1004.68 FS; 1007.265 FS; 6A-14.030 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

The College awards bachelor's degrees, associate degrees, college credit certificates, and workforce development certificates for satisfactory completion of a planned program of studies. The Board of Trustees authorizes and directs the President or the President's designee to develop, establish, and publicize graduation and completion requirements for all degrees and certificates.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.160 Student Government Association (SGA)	<b><u>NUMBER:</u></b> 3.160
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 6A-14.057 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

The Student Government Association shall promote a campus climate of responsible participation and leadership in the College community and shall promote a positive relationship and understanding spirit among the student body and faculty and administration. All Chipola College clubs and organizations will be operated under the jurisdiction of the SGA. All students enrolled at the College will be members of the SGA and may, through their chosen representatives, express a voice in the curricular and extra-curricular programs of the College.

The Constitution of the Student Government Association is subject to approval of the Board upon recommendation of the President.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.170 Student Organizations	<b><u>NUMBER:</u></b> 3.170
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 6A-14.057 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/17/2007; 2/21/2017	

**POLICY:**

Student organizations at Chipola College are a part of the total educational program of the College in that they contribute to the academic, recreational, and cultural climate of the College.

All campus clubs and organizations must operate according to a charter (constitution and bylaws) initially approved by the Student Government Association (SGA). In addition to SGA approval, a charter must be approved by the Vice President of Student Affairs and the College President.

Individual club or organization funds may be held in a custodial account with the Chipola College business office. Funds from custodial accounts may be expended with appropriate check requests/purchase orders approved by the designated College faculty or staff advisor of the campus club or organization.

Individual clubs and organizations may establish separate bank accounts if they choose to do so.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.180 Student Rights and Responsibilities	<b><u>NUMBER:</u></b> 3.180
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 1006.60 FS; 1006.61 FS; 1006.62 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/17/2007; 2/21/2017	

**POLICY:**

The Student Governance, Student Rights and Responsibilities and Code of Conduct, as printed annually in the Chipola College catalog and the Chipola College student handbook/planner, when approved by the Board of Trustees, are automatically incorporated into College policy.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.190 Identification Cards	<b><u>NUMBER:</u></b> 3.190
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/17/2007; 11/15/2016; 2/21/2017	

### **POLICY:**

- I. Each Chipola student shall be issued an identification (ID) card after registration is completed and fees are paid. This card is the only official College identification for admission to College-sponsored activities and use of facilities including the library. Students are required to carry student ID cards at all times while on campus.
- II. To receive a student I.D. card, the following criteria must be met:
  - A. Registration in an FTE producing course.
  - B. Registration in at least one credit hour course or a thirty clock hour course.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.200 Housing for Students	<b><u>NUMBER:</u></b> 3.200
<b><u>AUTHORITY:</u></b> 1001.64(5) FS; 1001.64(44) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

Student housing shall be operated under the control of the College and students living in student housing shall be subject to College housing rules and regulations.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.220 Testing and Evaluation	<b><u>NUMBER:</u></b> 3.220
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1007.263 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

### **POLICY:**

- I. Chipola College applicants for admission as a degree-seeking student may be assessed to determine placement in college-level mathematics and English courses. Degree-seeking students who are defined as exempt are not required to take the common placement test and may enroll in college-level courses. Exempt students may opt to take the college placement test and remediate or refresh their skills by opting into a developmental education course.
- II. Students who are enrolled in a workforce development certificate program shall complete the Test of Adult Basic Education (TABE) test within the first six weeks after admission into the program to assess student mastery of basic skills and literacy. Students enrolled in these programs may be exempt from the TABE if any of the following criteria are met.
  - A. Students who have earned either a two-year or four-year degree;
  - B. Students transferring to Chipola College with sufficient evidence for course placement in reading, writing or mathematics from the transferring institution;
  - C. Students who entered 9<sup>th</sup> grade in a Florida public high school in the 2003-2004 year, or any year thereafter, and earned a Florida standard high school diploma;
  - D. Students who are serving as active duty members of any branch of the United States Armed Services;
  - E. Students who show proof of college-ready scores earned on either the Scholastic Achievement Test (SAT), the ACT, or the Post-Secondary Education Readiness Test (PERT) taken within the past two years.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.230 Financial Aid	<b><u>NUMBER:</u></b> 3.230
<b><u>AUTHORITY:</u></b> 1001.64 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

Financial aid in the form of scholarships, grants, loans, and part-time employment may be offered to students in accordance with procedures established by the President.

To qualify for financial assistance, students must possess a Standard High School Diploma or GED. Students who do not possess a standard high school diploma or the GED must demonstrate ability to benefit from college-level programs at Chipola by completing an Ability to Benefit Test earning state approved passing scores.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.250 Fraternities and Sororities	<b><u>NUMBER:</u></b> 3.250
<b><u>AUTHORITY:</u></b> 1001.64 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

Social fraternities or sororities or purely social clubs are prohibited.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.260 Prohibition of Hazing	<b><u>NUMBER:</u></b> 3.260
<b><u>AUTHORITY:</u></b> 1001.64(8)(e) FS; 1006.63 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

All students and student organizations, their officers and members are expressly forbidden to engage in any kind of hazing action, on or off-campus, that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with or participation in any Chipola College club organization.

Per Florida Statute, “hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that could adversely affect the physical health or safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual.

Any Chipola College club or organization found to engage in any of the above hazing behaviors will be subject to disciplinary action as outlined in the Student Governance, Right & Responsibilities section of the student code of conduct. In addition to the penalties listed, Chipola College “may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines. In the case of an organization...which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution. All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.”

This information shall be printed annually in the Chipola College catalog, student handbook/planner, and included on the College website. Additionally, each campus club and organization will include this policy as a part of their individual constitution and bylaws.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.280 Withholding Student Records	<b><u>NUMBER:</u></b> 3.280
<b><u>AUTHORITY:</u></b> 1001.64(41) FS; 1010.03 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

Any student who owes Chipola College any debt shall have his/her official records withheld until such debt is paid. The student will be prohibited from receiving official transcripts, receiving grades, or registering for subsequent classes.

Debts include but are not limited to returned checks; charges for returned checks; fees; damage to or loss of College property, either owned or leased; library fines; and parking.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.300 Academic and Disciplinary Standing	<b><u>NUMBER:</u></b> 3.300
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1006.60 FS; 1006.62 FS	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

### **POLICY:**

A student is entitled to a status of good academic standing if the student is not indebted to the College and is not on disciplinary probation or suspension or on academic alert, warning, suspension, or dismissal.

The official academic transcript of a Chipola College student shall indicate if the student is in good standing or, if applicable, disciplinary dismissal or termination status.

Academic transcripts shall be furnished to the student not indebted to the College or the student's designee only upon the student's official request.

### **ACADEMIC ALERT, WARNING, SUSPENSION AND DISMISSAL**

#### **I. Academic Alert**

- A. A student after completing a minimum of ten semester credit hours of college-level coursework, must maintain at least a 2.0 cumulative GPA. Failure to do so will result in the student being placed on academic alert. This definition shall apply throughout this Policy.
- B. A transfer student who is admitted to the College with less than a 2.0 GPA is placed on academic alert. While in academic alert status, the student is considered to be in good academic standing.

#### **II. Academic Warning**

- A. After being placed on academic alert, a student must make a good faith effort to remediate his/her cumulative GPA by maintaining at least a 2.0 cumulative GPA in any academic term he/she is enrolled. Failure to do so will result in the student being placed on academic warning.
- B. A student will be placed on academic warning for either of two reasons:

1. A cumulative quality point deficiency of 19-29 points; or
2. Completion of two academic terms on Alert with less than a 2.0 cumulative GPA.

### III. Academic Suspension

- A. After being placed on academic warning, a student will be suspended at the end of any academic term for which his/her academic term GPA is below 2.0
- B. While under academic suspension, the student is ineligible to reenroll for a period of one academic term.
- C. Following the completion of an academic suspension, the student is required to consult with an academic advisor prior to re-admission to the College.
- D. Upon return from academic suspension, the student must maintain a minimum GPA of 2.0 each academic term until the student's cumulative GPA is at least 2.0.

### IV. Academic Dismissal

- A. A student who has been suspended for at least one academic term, and who returned and then fails to maintain a minimum GPA of 2.0 each academic term will be dismissed from the College.
- B. A student who has been academically dismissed is not eligible for further enrollment for at least one calendar year (12 months) following such dismissal.
- C. Following the completion of an academic dismissal (B above) the student is required to consult with an academic advisor to re-admission.
- D. Upon return from academic dismissal, the student must maintain a minimum GPA of 2.0 each academic term until the student's cumulative GPA is at least 2.0.

Students who successfully appeal academic suspension shall be allowed to remain in college on a probationary basis.

Appeals must be made through the Vice President of Student Affairs or his/her designee.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.320 Smoking and Tobacco Use	<b><u>NUMBER:</u></b> 3.320
<b><u>AUTHORITY:</u></b> 1001.64 FS; Chapter 386 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

All buildings owned or operated by the College are designated as nonsmoking areas. Faculty, staff, students, and visitors who choose to use tobacco products, including smokeless tobacco, or products that simulate smoking, including electronic cigarettes, may do so only in areas designated for smoking. It is the responsibility of the individual to properly dispose of tobacco waste products, including, but not limited to cigarette remnants and tobacco product disposal containers.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.330 Student Records	<b><u>NUMBER:</u></b> 3.330
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 1002.225 FS	<b><u>PAGE:</u></b> 1 of 4
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

The College shall comply with the Family Educational Rights and Privacy Act (FERPA) with respect to the educational records of students.

I. Definitions:

- A. Records means any and all official records, files, and data directly related to students that are created, maintained, and used by the College, including all material that is incorporated into each student’s permanent record and intended for College use or to be available to parties outside the College for legitimate educational or research purposes. However, the term “records” shall not include:
1. Records of instructional personnel in the sole possession of the maker thereof and that are not accessible or revealed to any other individual except a substitute.
  2. Employment records.
- B. Directory Information (listed below) may be released to anyone unless the student specifies in writing to the Admissions and Records Office that the information is to be withheld:
1. Student’s name
  2. Student’s address
  3. Educational Institutions attended
  4. Dates of attendance (session dates only)
  5. Published photographs
  6. Degrees and awards received

7. Major field of study
  8. Participation in college activities and sports
  9. Height and weight of members of athletic teams.
- II. A student may request in writing that all directory information not be released. Such requests must be made prior to the end of the ten days after the beginning of classes for any session and shall be effective for one academic year and shall become a part of the student's records. Said written request should be made to the Admissions and Records Office.
- III. The rights involved in student records (e.g., right of access and right of privacy) are normally the rights of the student only. If the parent or guardian of the student meets the support test of Section 152 of the Internal Revenue Code and claims the student as a dependent, the parent or guardian will also have these rights.

When a parent or guardian seeks access to student records and claims that a student is a dependent and is unable to obtain the student's voluntary consent to the release of the records, the parent or guardian must establish dependency by providing a copy of the most recent Federal income tax return, which return must show that the student is claimed as a dependent. Upon receipt of the tax return, the Registrar will notify the student of the student's right to contest the dependency issue within ten calendar days. In the absence of a contest by the student the records may be released to the parent or guardian.

In the event of a contested issue of the dependency the Registrar will make a decision and such decision may be appealed to the President.

A. Right of Access

1. A student has the right upon request directed to the Registrar, to be provided with a list of the types of records, directly relating to the student, maintained by the College and with a copy of this Policy.
2. A student has the right, upon request, to be shown any record relating to the student maintained by the College. The student's request shall be granted within 30 days after receipt of such request.

B. Right of Waiver of Access to Confidential Letters or Statements

A student or person applying for admission may waive the right of access to letters or statements of recommendation or evaluation, except that such waiver shall apply to recommendation or evaluation only if:

1. The student is upon request notified of the names of all persons submitting confidential letters or statements; and
2. Such recommendations or evaluation are used solely for the purpose for which they were specifically intended.



3. Such waivers shall not be required as a condition for admission to, receipt of financial aid or receipt of any other services or benefits from the College.

C. Rights to Challenge and Hearing

A student has the right to challenge the content of any report to which the student is granted access under this Policy, in order to insure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction of inappropriate information.

1. Any challenge to a student record shall be considered a student grievance and shall be handled in accordance with Policy 3.340.
2. A student who feels that the decision rendered through the grievance resolution is unacceptable may submit explanatory statements for inclusion in the student's records.

D. Right of Privacy

1. A student has a right of privacy with respect to the records maintained by the College on the student. The College shall not permit the release of personally identifiable records of a student, other than directory information, without the written consent of the student, to any individual agency, or organization, except the following:
  - a. In connection with a student's application for, or receipt of, financial aid;
  - b. Accrediting organizations, in order to carry out their accrediting functions;
  - c. Individuals or organizations conducting studies for the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if such studies do not permit the personal identification of students and if such information is destroyed after its use;
  - d. In an emergency, if necessary to protect the health or safety of the student or other persons;
  - e. In compliance with a judicial order from a court of competent jurisdiction or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that notification is sent to the student's last known address of the order or subpoena in advance of compliance therewith;
  - f. The State Auditor General in connection with his/her official functions; and
  - g. Other Federal, state and local governmental officials as required by law.
2. All requests for release of information from the records of a student shall be incorporated into the student's records.

3. All information transferred to a third party under a.- g. above will bear the following statement:  
  
“The attached information has been forwarded to you with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information without the student’s written consent. Please return this material to us if you are unable to comply with this condition of release.”
4. College employees shall have access to all student records for legitimate educational purposes.
5. Directory information may be released to the general public, upon request, unless a student has requested in writing that such information not be released. Any such request must be made prior to the end of the ten days after the beginning of classes for any session, shall be effective for one academic year, and shall become a part of the student’s records.
6. In addition to directory information, the United States armed forces may be furnished with the dates and places of birth, addresses, levels of education, prior military experience, major fields of study, most previous educational institution enrollment, and degrees and awards of students and former students.
7. College employees who have access to student records must report any improper requests for access to student records to their supervisors.

E. Security of Records

The President shall develop and publish procedures for the security of all student records.

F. Notification to Students

Annually, the student handbook shall inform the students of:

1. Their rights as set forth in this Policy;
2. The location and availability of this Policy.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.340 Student Grievance Policy	<b><u>NUMBER:</u></b> 3.340
<b><u>AUTHORITY:</u></b> 1001.64(8)(f) FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/1997; 3/13/2007; 2/21/2017	

**POLICY:**

The student grievance policy shall be included in the Chipola College Catalog and the Chipola College Student Handbook/Planner.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.360 Fees for Repeated Courses	<b><u>NUMBER:</u></b> 3.360
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1009.28 FS; 1009.285 FS; 6A-14.0301 FAC	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 7/21/1998; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

A student enrolled in the same developmental education, clock hour credit, or college-credit course more than twice shall pay 100 percent of the full cost of the student’s course tuition and fees to support continuous enrollment of that student in the same class, and the student shall not be included in calculations of full-time equivalent enrollments for state funding purposes; however, students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class, provided approval is granted according to policy established by the District Board of Trustees. Courses designated as repeatable for credit are exempt from this policy unless the student is repeating the course because of earning a final grade of less than C.

For purposes of this policy, first-time enrollment in a class shall mean enrollment in a class beginning fall semester 1997 or thereafter.

Exceptions to the rule that students must pay 100 percent of the full cost of instruction when repeating a developmental education course or college-credit course within a skill area are based on extenuating circumstances or financial hardship.

- I. Extenuating circumstances are those circumstances that the Vice President of Student Affairs has determined to be exceptional and beyond the control of the student. An exception for extenuating circumstances may be granted only once for each class. These circumstances may include but are not limited to the following:
  - A. Serious illness;
  - B. Medical condition preventing completion;
  - C. Death of an immediate family member;
  - D. Learning disability;
  - E. Involuntary call to active military duty;
  - F. English as a second language background;

- G. Change in conditions of employment;
  - H. Other emergency circumstances or extraordinary situations.
- II. Financial hardships exceptions will be granted only after the student has demonstrated reasonable effort to succeed in the course. Financial hardship circumstances may include, but not limited to the following:
- A. Qualification for federal need-based financial aid;
  - B. Documented financial hardships such as:
    - 1. Loss of income;
    - 2. Heavy expenses associated with medical treatment, nursing care, and property losses that affect the immediate family.
- III. Granting of Exceptions  
Student appeals will be made to, and exceptions will be granted by the Vice President of Student Affairs.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.370 Student-Athlete Drug Testing and Drug Education	<b><u>NUMBER:</u></b> 3.370
<b><u>AUTHORITY:</u></b> 1001.64(8) FS; 1006.60 FS	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 3/30/2004; 3/13/2007; 11/15/2016; 2/21/2017	

### **POLICY:**

#### I. Drug Education

- A. All student athletes are required to attend educational sessions involving the promotion of healthy lifestyle choices and the negative consequences of illegal drug use. Included must be discussions on the College's policies and procedures for illegal drug screening/testing and the consequences of positive test results. In addition, discussions of state and federal laws regarding possession and use of illegal drugs shall occur.

All members of the coaching and athletic administrative team shall be trained in the identification of signs and behaviors of illegal drug use and appropriate reporting procedures.

#### B. Overview

1. All student-athletes must participate in a random sample drug screening/testing program throughout the year.
2. All student-athletes must submit to additional testing under reasonable cause.
3. Any student-athlete testing positive for a first time is required to receive drug counseling assisted by the Athletic Director and Vice President of Student Affairs.
4. Any student-athlete testing positive for a second time shall be suspended from athletic competition for the next two scheduled contests as well as receiving additional drug counseling.
5. Any student-athlete testing positive three times shall be removed from his/her scholarship and athletic participation.

II. Appeal Process

- A. A student-athlete who believes he/she received a positive test result on any drug screening test in error may appeal the test result to the athletic director. The student-athlete will be directed to secure a second test at student expense. The test must be performed by a state certified screening/testing facility selected by the College, and shall be at a time and place determined by the College and upon such notice as the College determines to be appropriate.

III. Confidentiality

- A. All information involving participation by student-athletes in the College's drug screening/testing and drug education program is considered confidential.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.380 Children on Campus	<b><u>NUMBER:</u></b> 3.380
<b><u>AUTHORITY:</u></b> 1001.64 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/13/2007; 2/21/2017	

**POLICY:**

- I. Chipola College values family life and is supportive of families. However, Chipola College employees, students, and visitors should not use the College in lieu of a childcare provider. Accordingly, minor children of employees, students, or visitors may be on campus only under the special circumstances below:
  - A. Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. children’s theatre programs/workshops, athletic camps, etc.)
  - B. Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the College. Courtesy to other campus visitors is important; therefore, please leave young children in the care of others when visiting campus for academic activities such as registering for classes, using the testing center and/or Academic Center of Excellence, counseling/advising sessions, seeking financial aid assistance, attending class, conducting research, participating in labs or study groups, or using the library.
  - C. In no case are minor children permitted in labs, shops, construction/repair sites, classrooms, offices, or other areas where potential hazards exist unless enrolled in classes or activities scheduled at the site.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.390 Service Animals and Animals on Campus	<b><u>NUMBER:</u></b> 3.390
<b><u>AUTHORITY</u></b> Florida Statue 1001.64 (2), (4), & (5); 413.08 F.S.	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 04/17/2018	

**POLICY:**

**SERVICE ANIMALS AND ANIMALS ON CAMPUS**

- I. Animals shall not be permitted in any building owned or leased by Chipola College, except as otherwise provided herein, for reasons of safety and health. Dogs on campus must be on a leash and dog owners are responsible for dog's actions.
- II. Employees and students of Chipola College shall not touch, feed, or attempt to feed animals on the grounds or in any building owned or leased by Chipola College. In the event a stray animal is sighted, the employee or student should alert College Security and Physical Plant Office so that Jackson County Animal Control can be notified.
- III. Service animals as defined by the Americans with Disabilities Act (ADA) are welcome on campus.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 3.400 Credit from Nontraditional Sources	<b><u>NUMBER:</u></b> 3.400
<b><u>AUTHORITY:</u></b> 1001.01 FS; 240.319(4)(b) FS; 240.321 FS; 240.325 FS; 6A-14.031 FAC; 6A-14.054 FAC; 6A-14.0247 FAC; 6A-14.0262(8) FAC	<b><u>PAGE:</u></b> 1 of 3
<b><u>DATE ADOPTED:</u></b> 2/21/2017	

**POLICY:**

Credit may be accepted from nontraditional sources such as: the Advanced Placement Program, the International Baccalaureate Program, the College-Level Examination Program, and Assessment of Prior Learning/Experiential Learning Program (ELP). The maximum amount of credit which may be accepted from all sources in combination is 45 semester hours. In instances where students utilize only one source, the maximum amount of credit which may be accepted is as follows:

Advanced Placement Examinations	45 semester hours
International Baccalaureate Program	30 semester hours
College-Level Examination Program	45 semester hours
Assessment of Prior Learning/ Experiential Learning Program	45 semester hours

I. **Advanced Placement**

Advanced Placement examinations are a special program of the College Entrance Examination Board (CEEB) offering special instruction to high school seniors.

The examination must have been taken while the student was still enrolled in high school.

Advanced Placement credit is treated as transfer credit. The procedure followed for the granting of credit are the same as those followed for the College-Level Examination Program.

Sources are reported to the College on a scale of 5 to 1, with 5 being the highest. Credit will be granted to students who achieve scores of 3, 4, or 5, on one or more of the advanced placement program examinations. Such credits will be transferable to institutions of higher education within the state of Florida which participate in the state Advanced Placement Program.

II. International Baccalaureate  
Chipola College will grant college credit to a student who presents a score of 4, 5, or 6 on one or more of the International Baccalaureate examinations. Credit thus granted is transferable among Florida institutions of higher education participating in the statewide articulation agreement.

III. College-Level Examination Program (CLEP)  
The College participates in the general examination program and the selected subject examination program. Decision as to acceptability of subject examinations is made by the College Registrar, within the restrictions imposed by Paragraph 6A-14.031(1)(a), State Board of Education Regulations.

Score reports are transmitted by the Educational Testing Service to the Registrar's Office. The Registrar evaluates the test results and the courses for which credit has been granted are entered into the student's course file. These credits are entered as institutional credit, without grades or quality points. The percentile score (for general examinations) or the scaled score (for subject examinations) is also recorded. No record of examinations on which scores are below the acceptable level is kept on the permanent record.

The required level of performance on the examinations will be that required to insure transferability under the articulation agreement.

IV. Credit by Assessment of Prior Learning/Experiential Learning Program (ELP)  
Credit may be awarded under this area for learning in a discipline or program area(s) offered by the College. The assessment of learning shall take place through means consistent with generally accepted techniques of measuring college-level learning. The techniques may include written and oral examinations, portfolio evaluations, interview assessments, and project or product evaluations. In addition, other methods of evaluation shall include use of ACE guidebooks, DANTES, the MOS Specialty Guide, the CAEL Guide, and correlation of military training with college-level credit. Such assessment shall certify levels of attainment consistent with the content and performance expectations established in the curriculum of the College for equivalent courses. Experiential Learning Program (ELP) replaces internal/challenge exams and other methods of evaluating and crediting prior learning. The College Registrar along with College Deans will determine which courses within the curriculum of the department may be eligible for assessment through Experiential Learning. College Registrar and Deans in the Associate in Science and Certificate Programs may limit credit earned through Experiential Learning to 50 percent of the core courses and/or courses within the major. If a student can demonstrate prior learning, the College may award credit for achievement rather than have the student repeat the learning sequence.

When the student has successfully completed an assessment of prior learning, credit is reported according to described procedures:

- A. When the student completes the assessment, a grade of "P" for the course will be awarded and placed on the official college transcript.
- B. A student may not be registered for a course and be simultaneously evaluated for his/her prior learning of that course.

Pursuant to State Board of Education Rule 6A-14.054, matriculation and tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the College or through instruction or experience external to the College.

An assessment fee may be charged for the evaluation of prior learning.

- V. Credits under Advanced Placement, International Baccalaureate, and CLEP are awarded without letter grades or quality points assigned. Credits awarded under ELP utilize a “P” grade. Credit will not be awarded which is duplicative of credit awarded through any other examination program, courses taken at Chipola College, or courses received in transfer. However, if the course(s) for which credit is awarded under this Rule has a previous grade of “F,” the provisions of Rule 6Hx23-4.15 will be applied.

**PERSONNEL**  
**OF**  
**CHIPOLA COLLEGE**  
**4.000**

# Chipola College

## 4.000 Personnel of Chipola College

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## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.010 Employment of Personnel	<b><u>NUMBER:</u></b> 4.010
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1004.65 FS; 1012.83 FS; 1012.855 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

Employment of all personnel shall be upon recommendation of the President, subject to rejection for cause by the District Board of Trustees and subject to the provisions of appropriate Florida law. The President is authorized to fill any vacancy until the next regularly scheduled meeting, at which time a formal recommendation for the appointment shall be made to the Board.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.011 Background Checks	<b><u>NUMBER:</u></b> 4.011
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 768.096 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 11/24/2009; 11/27/2012; 11/15/2016; 2/21/2017	

### **POLICY:**

All employees, volunteers and interns, referred to herein as a “Covered Person”, shall submit to background checks, which may include, but are not limited to:

- I. Criminal history
- II. Credit history
- III. Driver’s license
- IV. Previous employment and references

Every Covered Person shall be required to sign a waiver allowing the release of state and national criminal history record information to the College.

Employment decisions based on background checks shall be at the discretion of the President.

This policy does not apply to individuals acting in their capacity as an advisory committee/council member.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.012 Personal Obligations	<b><u>NUMBER:</u></b> 4.012
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 11/24/2009; 11/27/2012; 2/21/2017	

**POLICY:**

All College personnel, employed on a full and part time basis, are expected to handle their personal, legal, financial, and social obligations in such a manner as to prevent the involvement of the College. Failure to comply with this policy may constitute grounds for personnel action up to and including termination.

Employees who have been arrested or convicted of a crime are required to notify the Human Resources Department of their status within two working days of the arrest or conviction. An arrest on certain charges may result in suspension with pay until resolution of the charges. The right to suspend with pay does not impinge upon the District Board of Trustees' right to discipline an employee at any time and at any level up to and including termination. Convictions of certain crimes may subject the employee to termination.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.020 Certification of Personnel	<b><u>NUMBER:</u></b> 4.020
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

Full-time and part-time instructional and administrative personnel will possess credentials consistent with principles of accreditation of the Southern Association of Colleges and Schools and the Faculty Credentials Guide.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.040 Employee Classifications	<b><u>NUMBER:</u></b> 4.040
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 1012.82 FS	<b><u>PAGE:</u></b> 1 of 3
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/18/2003; 11/27/2012; 2/16/2016; 11/15/2016; 2/21/2017	

**POLICY:**

The College classifies positions based on a variety of factors including the nature of the duties assigned, the percentage of workload performing the duties, and state and/or College guidelines. Employment classifications are used as one factor to ensure a uniform and consistent determination of salaries and equitable alignment of positions.

I. Employment Classifications

- A. Faculty – Teaching faculty positions are officially designated to perform instructional activities in degree or certificate granting programs. The primary and predominant activities of such positions involve direct instruction. Regular full-time teaching faculty are covered by the Agreement Between the Chipola College District Board of Trustees and the Chipola Faculty Association.
- B. Executive and Administrative – The primary duties involve executive, managerial and decision-making responsibilities, including planning, directing, developing, organizing and utilizing College resources (manpower, material, financial, and facility resources).
- C. Professional – The primary duties provide oversight of specific operations of the College or provide services of a highly specialized or technical nature. Employees in these positions generally have specific training, experience or certifications that relate directly to the functions of the positions and may supervise other employees.
- D. Career Service – The primary duties involve performance of support functions essential for the effective operation of the College. Some Career Service employees may supervise other employees.
- E. Student Assistants – The primary duties vary greatly and depend on the needs in the employing department. Availability of positions may vary from semester to semester. Student Assistant is a position set aside strictly for students enrolled on a full-time basis.

- F. Other – In order to conduct effective operations, the College may periodically employ individuals to perform services in positions that are not classified in one of the above groups.
- G. Work-study Student Assistants – The primary duties vary greatly and depend on the needs in the employing department. Positions are contingent upon the availability of funds, and eligibility to participate in the Federal Work-Study Program. The Financial Aid Department will determine eligibility.

## II. Position Status

- A. Adjunct (part time faculty) – An adjunct position is a temporary, part time position established for the purpose of direct instruction. There is no expectation the position will continue in the future. Employees holding an adjunct position are considered temporary employees and are ineligible for benefits. An adjunct instructor shall not be assigned more than 12 credit hours per semester (Fall and Spring) or 4 credit hours during a summer term. Courses that meet at the same time and are not used in the calculation for payment shall not be included. Adjunct instructors teaching clock hour courses shall not be assigned more than 100 hours per calendar month.
- B. Full-time – A full time non-instructional position is established for a minimum of 37.5 hours per week. Faculty full time positions are governed by the collective bargaining agreement.
- C. Grant funded – A grant funded position is established through a grant and may be eliminated when the grant funding ends. Individuals employed through a grant or similar types of non-recurring funds hold their positions only for the duration of the grant. Faculty in grant funded positions may not be eligible for continuing contract status.
- D. Limited Term – A position that is established to meet a specific need for a limited period of time. Limited term is defined as an employee hired for no less than 120 days and generally no more than (1) year. Limited term positions include special assignments, contractual work, interim appointments and other positions that do not expect to have a continuing or recurring workload. Limited term positions may receive select benefits afforded to regular positions for the term of employment.
- E. Probationary – A probationary employee is a full-time career employee who has not completed a six-month probationary period, has been returned to probationary status or has had the probationary period extended for a specific period of time.
- F. Regular – A position that is authorized and established in the Table of Positions/Personnel to satisfy a continuing and recurring workload requirement. The position may be either full-time or part-time. A part time position cannot be established for more than 25 hours per week. Part-time positions may receive select benefits afforded to regular positions for the term of employment.
- G. Temporary, Other Personnel Services (OPS) – A position that is established to meet a workload of a temporary nature. Employees in temporary OPS positions do not receive benefits except those required by statute or regulation. Temporary OPS positions include student assistants, substitutes, test proctors, and others. Temporary OPS positions are funded

from the OPS budget category. A temporary OPS employee must not work more than 25 hours per week. Employees working in multiple departments simultaneously must not exceed a combined total of 25 hours per week. Exceptions to the 25-hour rule may be granted for special events/circumstances upon written request and approval by the President or Associate Vice President of Human Resources. Such request and approval shall be made prior to commencement of the event.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.050 College Employee Working Hours	<b><u>NUMBER:</u></b> 4.050
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.261 FAC	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

The President is authorized to establish working schedules.

I. Work Week

The College work week is defined to begin at 12:01 A.M. on Sunday and end at 12:00 midnight Saturday. The work week for part-time employees shall be defined by the supervising administrator and must not exceed 25 hours per week. Work week for full-time employees:

- A. Faculty – the work week is outlined in the Agreement between the Chipola College District Board of Trustees and the Chipola Faculty Association.
- B. Executive, Administrative, and Professional Exempt Personnel – the official work week will be comprised of a minimum of thirty-seven and one-half (37 ½) hours or until the task(s) is (are) done.
- C. Career Service Non-Exempt Personnel – the official work week will be comprised of thirty-seven and one half (37 ½) hours per week.

II. Meal Periods

All Executive-Administrative, Professional, Career Service and Student Assistant employees working more than six (6) hours in a day shall schedule a non-paid meal period of one hour except during the summer four-day work week, which may be less than one hour. An employee may not forego this non-paid meal period except on an occasional basis and only with advance approval by the supervisor.

III. Breaks

Each employee may take a 15-minute break for each three and one-half hour period worked.

IV. Appointments During Working Hours

Career Service non-exempt employees must take leave (sick or vacation) for medical or other appointments scheduled during working hours. At the supervisor’s discretion, an adjustment in work hours during the same week may be authorized in advance, in lieu of taking leave. Exempt employees shall not take leave for partial day absences for appointments except in accordance with Federal, state

or local laws including but not limited to the Family and Medical Leave Act. All employees may be required by the supervisor to document a medical appointment and the time taken.

V. Class Attendance During Working Hours

Employees cannot take credit or non-credit classes during working hours. In-service training courses or seminars taken in order to acquire/update skills or knowledge needed in their assigned position may be taken during the work day when authorized by the supervisor. Typically, in-service training is a one-time training and not ongoing throughout a semester.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.060 Award of Tenure and Evaluation of Tenured and Tenure Track Faculty	<b><u>NUMBER:</u></b> 4.060
<b><u>AUTHORITY:</u></b> 1001.65 FS; 6A-14.0411 FAC	<b><u>PAGE:</u></b> 1 of 3
<b><u>DATE ADOPTED:</u></b> 2/18/2014; 2/21/2017	

**POLICY:**

- I. It is the policy of the District Board of Trustees to award continuing contracts to full-time faculty in accordance with the law, and procedures to be developed and approved by the President. Tenured and tenure track faculty will be evaluated according to procedures developed in consultation with faculty and approved by the President. Tenure shall be awarded only by the affirmative vote of the District Board of Trustees, as decided in its sole discretion, and tenure shall never be awarded in the absence of the affirmative vote of the District Board of Trustees for any reason, including without limitation, by default or procedural and deficiency(ies).
  
- II. For the purpose of this policy, the word “tenure” shall refer to the condition of “continuing contract” as described by rule of the State Board of Education. Whenever the terms “continuing contract” and “tenure” appear in this policy or any of its implementing procedures, they shall be construed identically. Tenure shall be further defined as a professional status conferred upon faculty members who have been judged to have demonstrated scholarship and teaching ability or other skills sufficient to warrant recognition of their achievement of predetermined standards of professional competence.
  
- III. Any employee holding a continuing contract who accepts an offer of employment at the College in a capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence pursuant to the College’s procedures.
  
- IV. In order to be eligible to be considered for the award of a continuing contract, a full-time faculty member must:
  - A. Complete at least five (5) years of satisfactory service at Chipola College, during a period not in excess of seven (7) years. In all cases, such service shall be continuous except for leave duly authorized and granted.
  
  - B. Receive the recommendation of the President and approval by the District Board of Trustees for a continuing contract based on successful performance of duties, demonstration of professional competence pursuant to Chipola College policies and procedures, and the needs of the College.



- V. Criteria that must be met by a full-time faculty member before a continuing contract may be awarded shall include:
- A. Quantifiable measured effectiveness in the performance of faculty duties;
  - B. Continuing professional development;
  - C. Currency and scope of subject matter knowledge;
  - D. Relevant feedback from students, faculty and employers of students;
  - E. Service to the department, College, and community;
  - F. Relevant student success results, as appropriate, for the particular field of learning and the individual faculty member; and
  - G. Other criteria determined by the College and specified in procedures adopted to implement this policy, which may include:
    - 1. Educational qualifications, efficiency, compatibility, student learning outcomes, character;
    - 2. Capacity to meet the educational needs of the community; and,
    - 3. The length of time the duties and responsibility of this position are expected to be needed.
    - 4. Such other criteria as shall be included by the District Board of Trustees

Criteria becomes effective beginning with the 2013-2014 fiscal year.

Continuing Contract may become effective at the beginning of an academic year only.

- VI. Each faculty member issued a continuing contract shall be entitled to continue in his or her respective faculty position at the College without the necessity for annual nomination or reappointment until the individual resigns from employment, except the District Board of Trustees may, upon recommendation of the President, terminate a full-time faculty employee under continuing contract, or return the employee to an annual contract, for failure to meet post-award performance criteria as prescribed in College administrative procedure, or, for cause in accordance with College policies and procedures. Upon recommendation of the President, the Board may terminate a full-time faculty employee under continuing contract upon consolidation, reduction, or elimination of a program, or restriction of the required duties of a position by the Board. The Board shall determine on the basis of the criteria set forth in sections D and E of this rule which full-time faculty employees to retain on a continuing contract and which shall be dismissed or returned to annual contract. The decision of the Board shall not be controlled by any previous contractual relationship. In evaluation of these factors, the decision of the Board shall be final.

- VII. Each faculty member issued a continuing contract shall have an annual post-award performance review using the criteria set forth in section E of this rule and as prescribed in College administrative procedure.
  
- VIII. The College may establish full-time faculty positions that are not eligible for continuing contract. Faculty hired in these positions may be awarded multiple year contracts, annual contracts, or contracts of less than one (1) year. Multiple year contracts shall not exceed three (3) years. Non-renewal of these contracts shall not entitle the person to the reasons for non-renewal or to a hearing.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.080 Salary Administration	<b><u>NUMBER:</u></b> 4.080
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 1012.85 FS; 1012.886 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

The College President will recommend the compensation plan for administrators, career employees, other professionals, adjunct instructors and student assistants to the District Board of Trustees. The plan, as approved by the Board, will be used in determining the compensation of these employees. Salary payments for twelve-month personnel shall be distributed on the last work day of the month.

Faculty compensation and payment schedule shall be consistent with the “Agreement between the Chipola College District Board of Trustees and the Chipola Faculty Association.”

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.110 Resignation	<b><u>NUMBER:</u></b> 4.110
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

Employees are required to give written notice of their intent to resign.

Career employees shall give a two weeks' notice of their intention to resign, unless a shorter period of notice is arrived at by mutual agreement.

Executive, Administrative, Professional and Instructional personnel shall give at least four weeks' notice of their intention to resign at the end of their contract period of employment. Employees under continuing contract shall give at least a six weeks' notice of their intention to resign at the end of their contract period of employment. Exceptions may be made if a shorter period of notice is arrived at by mutual agreement.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.120 College Committees	<b><u>NUMBER:</u></b> 4.120
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

The President may appoint such employee committees as he or she deems necessary to carry out the objectives of the College.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.130 Holidays	<b><u>NUMBER:</u></b> 4.130
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

College holidays shall be defined by the District Board of Trustees when it adopts the annual College calendar and such holidays shall be named in the calendar.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.140 Leave and Temporary Duty Assignment	<b><u>NUMBER:</u></b> 4.140
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 1012.865 FS; 6A-14.0261 FAC; 6A-014.0432 FAC	<b><u>PAGE:</u></b> 1 of 11
<b><u>DATE ADOPTED:</u></b> 7/21/1998; 1/15/2002; 7/16/2002; 3/28/2006; 11/27/2012; 6/17/2014; 2/21/2017	

**POLICY:**

- I. General Information - Leave of Absence is defined as permission for an employee to be absent from duty for a specified time with the right of returning to employment without prejudice on expiration of the leave. With the exception of sick leave, authorized leave must be approved in advance of the absence. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the President or the President’s designee. Leave may be with or without pay provided by law and this rule.

For purposes of this rule, employees are those filling authorized full-time positions included on the Table of Positions/Personnel.

Part-time employees are not eligible for leave of absence with compensation.

Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to disciplinary action up to and including dismissal.

The President or the President’s designee is authorized to approve all leaves and assignments of temporary duty on behalf of the District Board of Trustees.

- II. Authorized Leave – The College is authorized to grant the following types of leaves of absence:
- Administrative Leave
  - Compensatory Leave
  - Extended Personal Leave
  - Family and Medical Leave Act
  - Illness-in-line-of-duty Leave
  - Incentive Leave
  - Judicial Leave
  - Military Leave
  - Personal Leave
  - Professional Leave
  - Sick Leave
  - Vacation Leave

Special provisions related to each type of leave are included below.

A. Administrative Leave

Administrative leave may be granted at the discretion of the President or his/her designee to protect the health, welfare, or safety of College employees.

B. Compensatory Leave

College employees covered under the Federal Wage-Hour Law, Fair Labor Standards Act may elect to accept compensatory time-off in lieu of monetary payment for assigned overtime hours worked. The following stipulations shall govern such leave:

1. Shall be elected by employee freely and without coercion or pressure.
2. Shall be at the rate of one hour of time off for one hour of overtime work between 37 1/2 and 40 hours per week.
3. Shall be at the rate of one and one-half hours for each hour of work over 40 per week.
4. Shall be granted within a reasonable period after the employee has requested to use it unless the use of such compensatory time will unduly disrupt College operations.
5. When the compensatory time will be taken shall be with the approval of the immediate supervisor.

C. Extended Personal Leave

Personal leave without pay may be granted at the discretion of the President for good cause, and at a time and under conditions that will cause a minimum disruption to operations of the College. Leave may be granted for an extended period of up to one year. An additional application for leave may be filed at the expiration of approved leave and new leave may be granted at the discretion of the President; only one such additional application may be considered by the President.

D. Family Medical Leave Act

Employees who have been employed for at least one (1) year, and for at least 1,250 hours during the preceding twelve-month period are eligible for leave under provisions of the Family Medical Leave Act. If leave is requested for an employee's own serious health condition or that of an immediate family member, the employee must use all of his/her accrued paid sick leave and accrued paid vacation leave. If leave is requested for any of the other reasons listed below, an employee must use all accrued paid vacation leave. The remainder of the leave period will then consist of unpaid leave. Employees will be returned to the same or to a position with equivalent pay, benefits, and other terms and conditions of employment upon their return from leave. The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted.



Employees who meet the applicable time-of-service requirements may be granted a total of twelve weeks of unpaid family leave and paid sick and vacation leave combined (during any twelve-month period) for the following reasons:

1. The birth of the employee's child and in order to care for the child.
2. The placement of a child with the employee for adoption or foster care.
3. To care for a spouse, child or parent who has a serious health condition.
4. A serious health condition that renders the employee incapable of performing the functions of their job.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve months from the date of the birth or placement.

Application for Family or Medical Leave shall be requested on a form provided by the Board. An application for leave based on a serious health condition must also be accompanied by a "Medical Certification Statement" form provided by the Board. Employees must complete "A Notice of Intention to Return from Family or Medical Leave" form, provided by the Board, before he/she can be return to active status.

E. **Illness-in-Line-of Duty Leave**

A full-time employee shall be entitled to illness-in-the-line-of-duty leave when he/she has to be absent from duties because of a personal injury received in the discharge of duty or because of illness from any contagious or infections disease contracted in connection with duty assignments. The following requirements shall be observed:

1. **Duration of leave and compensation** - Leave of any such employee shall be authorized for a total of not to exceed ten (10) duty days during any College fiscal year for illness contracted from such causes as described above.
2. **Claims** - An employee who has any claim for compensation while absent because of illness contacted or injury incurred as prescribed herein shall file a claim consistent with practices defined by the College.

It is agreed that the District Board of Trustees, in order to satisfy itself that a claim for illness-in-the- line of duty leave correctly states the facts and that such claim is entitled to payment, may require a certificate of illness from a licensed physician or from a county health officer attesting the illness.

The following provisions shall also apply:

- a. This provision shall apply only to uncommon diseases such as meningitis and scarlet fever and illnesses commonly called "childhood diseases" such as chicken pox, mumps, measles, etc.

- b. Claims for illness-in-the-line-of-duty shall be approved and payment thereof authorized upon determination that the employee came in contact with the disease at the work location.
- c. It shall be the responsibility of the employee to furnish conclusive proof of his/her meeting the above stated guidelines.

Failure to secure such a certificate or meet other requirements will relieve the District Board of Trustees from payment of any claim for illness-in-the-line-of-duty. The District Board of Trustees may also require whatever additional facts are necessary in order to satisfy itself that a claim for illness or injury was for illness or injury received in the line of duty.

F. Incentive Leave

Incentive leave is compensatory time off for employees covered under the Federal Wage-Hour Law, Fair Labor Standards Act, engaged in incidental activities that are not an extension of their regular duties and are not treated as compensable working time by the Federal Wage-Hour Law. The following stipulations shall govern such leave:

1. Incidental activities shall be defined as, but not limited to, such activities as concession stand work, ticket sellers, ticket takers, student organization sponsors for which no monetary compensation is given, chaperon at College functions, etc.
2. To qualify for incentive leave as opposed to regular compensatory leave employees must volunteer and their services are offered freely and without pressure or coercion, direct or implied, from their supervisor or other College officials.
3. Incentive leave shall be at the rate of one-half hour of time off for one hour of time worked.
4. Use of the Leave shall be granted within a reasonable period after the employee has requested to use it unless the use of such time off will unduly disrupt College operations.
5. Both the accrual of and the taking off for incentive leave must have the prior approval of the President or the President's designee.

G. Judicial Leave

Any full-time employee who is summoned as a member of a jury panel shall be granted judicial leave with pay, and jury fees shall be retained by the employee. The District Board of Trustees shall not reimburse the employee for meals, lodging and travel expenses while serving as juror. Employees shall file an Application for Leave of Absence supported by a copy of the summons from the court.

An employee subpoenaed as a witness, not involving litigation in which he/she is a principal, shall be granted judicial leave with pay and any witness fees shall be retained by the employee. The District Board of Trustees shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

An employee subpoenaed in the line of duty to represent the District Board of Trustees as a witness or defendant shall not be granted judicial leave and the employee's appearance on such cases shall be considered a part of his or her job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over to the District Board of Trustees any fees received from the court.

In no case shall judicial leave with pay be granted for court attendance when an employee is engaged in personal litigation in which he/she is a principal; however, an employee may be granted vacation or personal leave in such cases, with the approval of the President or the President's designee.

An employee who is involved in litigation as a result of action related to the carrying out of his/her official College duties and responsibilities may be granted judicial leave with pay for court attendance upon the approval of the President.

H. Military Leave

Military leave shall be granted in accordance with Florida Statute and Florida Administrative Code.

I. Personal Leave

Full-time employees shall be entitled to earn a maximum of 2.5 hours of leave per month to be used for personal reasons. Such leave shall not be charged to any other type leave and shall be so scheduled that there will be minimum disruption of the operation of the College and upon approval of the President or the President's designee.

Any accumulated and unused personal leave shall be forfeited without compensation on June 30 of each year.

J. Professional Leave

Professional leave is defined as leave granted to full-time employees to engage in activities that will result in their professional benefits or advancements, including earning of college credits and degrees, or that will contribute to the profession of teaching or to the benefit of the College. Extended professional leave is such leave extending for more than thirty (30) consecutive days. Professional leave or extended professional leave ordinarily will be initiated by the full-time employee and will be primarily for their benefit, or that of the teaching profession, and only incidentally for the benefit of the District Board of Trustees.

Employees receiving leave shall file with the President a plan for college study, professional travel or other approved activity. In the event a person granted leave does not follow the plan submitted, financial support will be discontinued and all funds paid shall be refunded to the District Board of Trustees.

At the end of any period of professional leave the employee shall submit to the President or the President's designee an official transcript of all college work pursued and/or written report of professional travel or other approved activities.

The President may at his or her discretion grant professional or extended professional leave subject to the limitation shown below and compensation granted from Staff and Program Development funds will be determined by the President upon recommendation based on the internal procedures of the District Board of Trustees.

All applications for professional or extended professional leave must be submitted in advance of the intended absence to the President for his or her consideration.

Kinds of professional or extended professional leave and compensation:

1. A full year extended professional leave consists of leave for the normal academic year or two semesters as defined by the College calendar. Full-time administrators and other professionals who have been employed by Chipola College and full-time faculty holding a continuing contract with six (6) or more years of full-time experience at Chipola College are eligible for extended professional leave. Compensation is at the discretion of the President and must not exceed 100 percent of the contract salary. An employee receiving a full year extended professional leave with compensation shall agree to return to the College for two contract years for each year of leave granted. The recipient shall sign a promissory note to the District Board of Trustees to repay funds paid while on leave. If recipient elects not to return after being granted leave, the note is due and payable. If the recipient returns for employment as agreed, the note is cancelled.

If the employee receives related outside financial compensation, the combined compensation shall not exceed 100 percent of the contract salary for full-time employment.

Employees granted extended professional leave shall be given the same consideration as though on full time duty in all matters of seniority except that the time on professional leave will not count as experience for salary schedule purposes.

Employees receiving extended professional leave have the right to continue health and life insurance and retirement benefits if compensation is granted. If compensation is not granted, the employee may continue health insurance at their own expense if they desire to do so.

2. A semester/session extended professional leave consists of leave for one semester or one summer session as defined by the College calendar. Full-time administrators and other professionals are eligible for a semester/session extended professional leave. Compensation may be awarded at the discretion of the President and is limited to one-half the contract daily rate. An employee receiving a semester/session extended professional leave with compensation shall agree to return to the College for one contract year for each semester/session of leave granted. The recipient shall sign a promissory note to the District Board of Trustees to repay funds paid while on leave. If recipient elects not to return after being granted leave, the note is due and payable. If the recipient returns for employment as agreed, the note is cancelled.

If the employee receives related outside financial compensation, the combined compensation shall not exceed 100 percent of the contract salary for full-time employment.

Employees granted semester/session professional leave shall be given the same consideration as though on full time duty in all matters of seniority except that the time on professional leave will not count as experience for salary schedule purposes.

Employees receiving semester/session professional leave have the right to continue health and life insurance and retirement benefits if compensation is granted. If compensation is not granted, the employee may continue health insurance at their own expense if they desire to do so.

3. Other professional leave is defined as leave for less than thirty days and all full-time employees are eligible. A maximum of five days per calendar year with full pay may be granted.
4. Professional or extended professional leave without compensation may be granted at the discretion of the President.

K. Sick Leave

Any full-time employee who is unable to perform his/her duty at the College on account of personal sickness, accident disability or extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child or other close relative or member of the employee's own household, and who consequently has to be absent from work shall be granted leave of absence for sickness by the President or the President's designee provided the employee has accrued sick leave to cover the period of absence.

1. Extent of leave with compensation:
  - a. Each full-time employee shall earn one day of sick leave with compensation for each calendar month or major portion of a calendar month of service, not to exceed the equivalent of twelve (12) days for each fiscal year; provided that such leave shall be taken only when necessary because of sickness as herein prescribed. Such leave shall be cumulative from year-to-year. Accumulated sick leave may be transferred from another Florida College System institution, the Florida Department of Education, the Florida University System, a Florida district school board, or a state agency, provided that at least one-half (½) of the sick leave accumulated at any time shall have been established at Chipola College. A major fraction of a month is defined as one-half (½) of the days in a calendar month.
  - b. Accrued sick leave available upon termination of employment and not subject to terminal pay as defined below may be transferred to another Florida College System institution, the Florida Department of Education, the Florida University System, a Florida district school board, or a state agency. Leave not transferred shall remain available and shall be reinstated upon re-employment by the College.

- c. Each full-time employee who meets eligibility requirements of completing eight or more years of creditable service and attains age 62, or completing 30 years of creditable service, regardless of age, and retires under the Florida Retirement System will be provided terminal pay upon retirement, or payment will be made to his/her beneficiary if service is terminated by death; provided, however, that such terminal pay shall not exceed an amount determined by the daily rate of pay of the employee at retirement or death.

Such pay shall not exceed an amount determined as follows:

- 1) Upon completion of eight through nine years of creditable service, the daily rate of pay shall be multiplied by 45 percent times the number of accumulated sick leave days, or 120 duty days, whichever is less.
- 2) Upon completion of ten years of service the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave, or 120 duty days, whichever is less.
- 3) During the next nineteen years of service, the daily rate of pay multiplied by 50 percent plus an additional 2.5 percent per year for each year of service beyond ten years, not to exceed a total of 75%, times the number of days of accumulated sick leave, or 120 days, whichever is less.
- 4) Upon completion of thirty or more years of service the daily rate of pay multiplied by 75% times the number of days of accumulated sick leave, or 130 duty days, whichever is less.

However, if a claim for benefits under this paragraph is made without having provided notice of intention to retire by July 1 of the year in which retirement occurs; or, an employee has made known his/her intention to retire and then fails to separate on the designated date, the maximum number of accumulated sick leave days for which compensation may be awarded shall be 100.

If an employee retires and receives terminal pay benefits based on unused sick leave credit, all unused sick leave credit shall become invalid; however, if an employee retires without receiving terminal pay benefits and is reemployed, his/her sick leave credit shall be reinstated.

Accrued vacation leave converted to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay.

Retirees who received compensation for accrued sick leave upon retirement and are subsequently re-employed shall receive no further compensation for accrued sick leave.

Payment for sick leave shall be made on the payroll immediately following separation of employment.

For executive/managerial employees (State Accounting Code 510000) the Board hereby provides terminal pay for accumulated unused sick leave as set forth below.

- For unused sick leave accumulated before July 1, 2001, terminal pay shall be made pursuant to rules or policies of the Board of Trustees that were in effect on June 30, 2001.
  - For unused sick leave accumulated on or after July 1, 2001, terminal payment shall not exceed an amount equal to one-fourth of the employee's unused sick leave or 60 days of the employee's pay, whichever amount is less.
  - If the employee had an accumulated sick leave balance of 60 days or more on June 20, 2001, sick leave earned after that date shall not be accumulated for terminal pay purposes until the accumulated leave balance as of June 30, 2001, is less than 60 days.
2. Claims must be filed - Any full-time employee who finds it necessary to be absent from their duties because of illness, as defined in this provision, shall notify the President or the President's designee, if possible before the opening of the College day on which he/she must be absent, or during the day except for emergency reasons recognized by the District Board of Trustees as valid. Any full-time employee shall, before claiming and receiving leave as prescribed in this section, make and file written certificate that shall set forth the day or days absent, that such absence was necessary, and that he/she is entitled or not entitled to receive pay for such absence in accordance with the provision of this section; provided, however, that the President, at his/her discretion, may require a certificate of illness from a licensed physician or from the county health officer to substantiate such claim.
- Sick Leave used shall be deducted in the order prescribed below:
- Sick leave accumulated based on unused vacation leave.
  - Sick leave earned as an Executive/Managerial (Senior Management) employee
  - All other sick leave
3. Compensation - Any full-time employee having unused sick leave credit shall receive full-time compensation for the time justifiably absent on sick leave, provided that no compensation shall be allowed beyond that provided for in this provision.
4. The College is authorized to develop and implement a sick leave pool program for full-time employees' subject to Florida Statue and standards of fairness of all employees.

- L. Temporary Absence from Regular Duty Leave  
Temporary duty may be approved for employees who may be temporarily absent from their regular duties and place of employment for the purpose of performing other educational services such as attendance at professional meetings and workshops. Such assignment will be initiated by the College administration and will be for the benefit of the College. Such

temporary duty shall be considered equal to the regular duties of the employee. Any approved temporary assignment of duty shall be on a form prescribed by the President.

M. Vacation Leave

Vacation leave for full-time 12-month personnel is authorized. Vacation leave earned, and eligibility for terminal pay shall be calculated according to the following schedule:

1. Career, Career-exempt and Other Professional Employees

<b>Years of Full-time Service at Chipola College</b>	<b>Hours Earned Per Month</b>	<b>Days Eligible for Terminal Pay</b>
01-05	8.00	35
06-10	10.00	35
11-15	12.00	40
15+	14.00	40

2. Administrative Employees

<b>Hours Earned Per Month</b>	<b>Days Eligible for Terminal Pay</b>
14.00	40

Vacation leave shall be so scheduled that there will be minimum disruption of the operation of the College and upon approval of the President or the President’s designee. The College will pay employees upon termination of employment for unused vacation leave not to exceed limits as set forth in this policy. In case of death, such pay shall be paid to the employee’s beneficiary, estate, or as provided by law.

The maximum days of accrued vacation leave that may be carried over on December 31 is the equivalent of 44 days (330 hours). Accrued vacation leave in excess of the maximum on December 31 shall be transferred to sick leave. Such vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay as authorized in Florida Statutes.

Payment of vacation leave based on separation of employment shall be made on the payroll date immediately following separation of employment.

Vacation leave in excess of the amount allowed for compensation shall not be reinstated upon re-employment.

Employees who were previously employed by the College, and received payment of accrued vacation leave, shall receive additional compensation upon subsequent separation of employment. The combination of the number of days paid during the previous employment and the days of the subsequent employment shall not exceed the maximum as stated in this policy.



Employees transferring from a 12-month position authorized to earn vacation leave to a position not authorized to earn vacation leave shall have accumulated leave paid upon the transfer and at a rate consistent with that of the salary of the 12-month position.

If an employee changes to a position with a different accrual rate, the accrual will be adjusted effective on the appointment date of the new position.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.150 Professional Development	<b><u>NUMBER:</u></b> 4.150
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 1012.98 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

A professional development program shall be carried on throughout the school year on a scheduled basis. This program shall be designed for the purpose of increasing the success of educators; provide continuous support for education professionals; temporary intervention for education professionals who need improvement in knowledge, skills, and performance; explore new ideas for programming; and provide greater unity, understanding, and cohesiveness of purpose in the local program.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.160 Recognition of Outstanding Achievement	<b><u>NUMBER:</u></b> 4.160
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

The President is authorized to award special recognition to employees who give an outstanding performance on the job or who contribute in other ways to the improvement of, or bring positive recognition to Chipola College.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.170 Access to College Records	<b><u>NUMBER:</u></b> 4.170
<b><u>AUTHORITY:</u></b> 1001.64 FS, 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 3/28/2006; 11/27/2012; 2/21/2017	

**POLICY:**

Access to student records, personnel records, or financial records shall be given only by personnel designated by the President. Any requests for records shall be referred to the President or the President's designated representative(s).

Access to College records shall be only as provided by Federal and State Statutes and Rules.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.180 Dismissal of Classes	<b><u>NUMBER:</u></b> 4.180
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

No classes may be dismissed for an entire period without the approval of the President or the President's designee. Early dismissal of any class should be avoided.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.190 Field Trips	<b><u>NUMBER:</u></b> 4.190
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 11/15/2016; 2/21/2017	

**POLICY:**

Field trips or any College sponsored off-campus trips shall be approved by the President or the President's designee. The request for approval and a list of students involved must be provided to the President or the President's designee at least 5 days prior to the trip or activity.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.200 Graduation and Honors Exercises	<b><u>NUMBER:</u></b> 4.200
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

All instructional and administrative employees of the College shall participate in all graduation and honors exercises if requested to do so by the President. Dress in full academic regalia may be required.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.210 Assemblies	<b><u>NUMBER:</u></b> 4.210
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

General assemblies of students and faculty members may be scheduled on the College calendar and special assemblies may be called by the College President or the President's designee. Such assemblies will have precedence over all other College activities and no other activities may conflict with scheduled or called assemblies.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.220 Care of College Property	<b><u>NUMBER:</u></b> 4.220
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

Each employee is responsible for the protection and proper care of College property assigned to the employee or under the employee's use including, but not limited to, facilities, equipment and vehicles.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.230 Emergencies	<b><u>NUMBER:</u></b> 4.230
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

All emergencies should be reported to the President or the President's designee as soon as possible.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.240 Other Business or Employment by Employees	<b><u>NUMBER:</u></b> 4.240
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1004.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

Each employee shall give first priority to his or her duties and responsibilities at the College. Although there is no explicit prohibition of business interests or outside employment, College personnel should not become involved with such outside interests to the extent that the effectiveness of their contribution to the program of the College is impaired.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.250 Gratuities	<b><u>NUMBER:</u></b> 4.250
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 1004.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

No personnel on the payroll of the College shall accept any gratuity of any value or proceeds from any merchandise sold on-campus, or on College time, to College personnel, or to students; or from the sale to College personnel, or students of any commodity required in fulfillment of their employment or scholastic obligations. Acceptance of gratuities shall, upon substantiation, be a basis for termination of employment and the termination of any business relationship with such person, agency, or organization that may be involved.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.260 Political Involvement	<b><u>NUMBER:</u></b> 4.260
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

No employee of the College shall solicit support for or be involved in preparation, production, or dissemination of political materials of any candidate during assigned work hours at the College.

Any individual employed or retained by the College who wishes to seek an elected public office shall establish a specific agreement with the President of the College relative to activities in campaigning for and serving in that office in relationship to his or her responsibilities to the College.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.270 Solicitation	<b><u>NUMBER:</u></b> 4.270
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 11/15/2016; 2/21/2017	

**POLICY:**

No employee, student, or other College representative shall solicit money, merchandise or use of equipment for the direct support of College student activities unless approved the College President or the President’s designee.

No employee, student, or other College representative shall give written or oral endorsement in the name of the College to any product or service for personal gain.

The Chipola College Foundation, Inc. along with its affiliates such as the Chipola Appreciation Club and the Chipola Regional Arts Association, are recognized as the official entities through which funds in support of College student activities and programs are channeled. However, individuals and organizations who initiate direct contributions to the College will have such contributions accepted in accordance with Board policy.

A salesperson may be permitted to solicit employees on campus to the extent such solicitation is directly related to College business needs and offers services, supplies, or equipment generally used by the College.

Solicitation for sale of personal items to employees on campus is prohibited except by College chartered student service organizations operating under the provisions of Board policy.

Solicitation for employee optional benefits may be permitted subject to approval by the College President or the President’s designee.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.280 Drug Free Workplace and Use or Possession of Alcoholic Beverage or Other Abused Substance	<b><u>NUMBER:</u></b> 4.280
<b><u>AUTHORITY:</u></b> 1001.64 FS; Drug Free Workplace Act of 1989 (PL 101-226), Section 22 Drug Free Schools Act of 1986	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997, 7/21/1998; 2/21/2017	

### **POLICY:**

The consumption, use, or possession of alcoholic beverages and any other controlled substance by any college employee or official volunteer while in the presence of minor students at any time or place while serving as an official representative of the College, or at any college-sponsored events or activities involving the name of the College is prohibited and such action shall be regarded and acted upon as professionally unethical behavior.

#### I. Disciplinary Actions

Faculty members, administrators, and other employees are responsible for complying with the provisions of Florida law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Florida Statutes. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited in the workplace. Any violation of this policy may result in discipline up to and including dismissal and referral for prosecution

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.300 Parking Permits and Traffic Regulations	<b><u>NUMBER:</u></b> 4.300
<b><u>AUTHORITY:</u></b> 240.323 FS; 6A-14.262 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 2/21/2017	

**POLICY:**

A parking permit for each employee of the College parking an automobile on the College campus is required. Employees shall observe College traffic regulations listed in Board policy and the College Student Handbook.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.310 Compliance with College Policies	<b><u>NUMBER:</u></b> 4.310
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 1012.80 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

Each employee of the College shall comply with Board policies, College Administrative Procedures, Florida Administrative Code, Florida Statutes and Federal laws and regulations.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.320 Non-Renewal of Annual Contract	<b><u>NUMBER:</u></b> 4.320
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.041 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/18/2003; 3/28/2006; 11/27/2012; 11/15/2016; 2/21/2017	

### **POLICY:**

The President may determine not to renew the annual contract of an Administrator, Other Professional or Faculty in accordance with the following procedures:

When a determination is made that a contract is not to be renewed, that employee shall be notified in writing of the expiration date of his or her contract and that it will not be renewed. This action does not release the institution from the contractual commitment to compensation for the employee until the date the contract expires.

The notice of non-renewal to a faculty employee shall be transmitted to the employee as per the agreement with the Chipola Faculty Association.

The notice of non-renewal of an administrator or other professional shall be transmitted to the employee no later than June 1 of the contract year.

A contract shall not create the expectancy of employment beyond the term of the contract. Non-renewal of a contract shall not entitle the person to the reasons for non-renewal or to a hearing.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.330 Suspension, Dismissal or Return to Annual Contract for Cause	<b><u>NUMBER:</u></b> 4.330
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0262 FAC; 6A-14.0411 FAC	<b><u>PAGE:</u></b> 1 of 6
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/18/2003; 2/21/2017	

**POLICY:**

- I. The suspension and dismissal of instructional, administrative and other professional personnel on either annual or continuing contract and the return to annual contract of those employees on continuing contract shall be conducted subject to the provisions of the State Board of Education regulations and Florida Statutes and in accordance with the following procedures. An employee on continuing contract shall have the right to a public hearing if he or she is dismissed, suspended or is returned to annual contract. An employee on annual contract shall have the right to a public hearing if the employee is suspended or the employee's contract is terminated prior to its expiration date.
  
- II. The following shall constitute the grounds for termination of employment at any time during the year pursuant to State Board of Education Regulations.
  - A. Consolidation, reorganization or reduction of the College program that necessitates a decrease in the number of personnel employed.
  
  - B. Immorality - Conduct that is inconsistent with the standards of public conscience and good morals of the district in which the College is located. It is conduct sufficiently notorious to bring the individual concerned or the education profession into public disgrace or disrespect and impair the individual's service in the College.
  
  - C. Misconduct in Office - (1) Deliberate, persistent, unlawful or improper conduct by an individual that violates established rules, policies, directives, or guidelines for performing assigned duties; (2) negligent failure of an employee to perform the duties assigned to him; (3) showing the effects of abusive or excessive use by an individual of alcohol or other debilitating intoxicants, drugs or narcotics on campus; and (4) participation by an individual in disruptive activities that interfere with the normal operation of the College.
  
  - D. Incompetency - An inability or lack of fitness to discharge required duties as a result of inefficiency or incapacity.

1. In the determination of what constitutes inefficiency, the District Board of Trustees may consider repeated failure to perform duties; repeated failure on the part of the instructor to communicate with and relate to students in the classroom to such an extent that the students are deprived of minimum educational experiences; or repeated failure on the part of an administrator supervisor to communicate with and relate to teachers and students under his or her supervision to such an extent that the program for which he or she is responsible is seriously impaired.
  2. In the determination of what constitutes incapacity or inability, the District Board of Trustees may consider a lack of emotional stability; a lack of adequate physical ability; a lack of general educational background; or a lack of adequate command of the employee's area of specialization or job description.
- E. Gross Insubordination - An intentional, constant or continuing refusal to obey a direct order, reasonable in nature, and given by and with property authority.
- F. Willful Neglect of Duty - Deliberate failure of an employee to perform the duties assigned to him.
- G. Drunkenness - That condition that exists when an individual publicly is under the influence of alcoholic beverages or drugs to such an extent that his or her normal faculties are impaired; or conviction by a Court of Law, or a finding or legal establishment of guilt on same by a Court regardless of whether adjudication of guilt is withheld, on the charges of drunkenness, driving while intoxicated, or abusive use of drugs or narcotics.
- H. Conviction of Any Crime Involving Moral Turpitude - A crime that is evidenced by an act of baseness, vileness, or depravity in the private, professional, or social duties that a person owes to his fellow person or to society in general, contrary to the accepted and customary rules of right and duty between man and man.
- I. Falsification - Misrepresentation, misstatement, or falsification on any record or document either by omission or commission.
- III. An instructor or administrator who is under continuing contract may be dismissed or may be returned to annual contract status for an additional period, not to exceed three (3) years, by the District Board of Trustees when a recommendation to that effect is submitted in writing by the President to the Board on or before April 1 of any College year giving good and sufficient reasons therefore (State Board of Education Regulation. The good and sufficient reasons that must accompany any such recommendation by the President are not limited to those reasons set forth above in Section 2, but may include those reasons among others. The reasons given by the President shall be stated with particularity. An employee on continuing contract who is returned to annual contract or who is dismissed under this provision shall be afforded a public hearing upon request as provided herein.
- IV. The suspension of an employee by the President shall be in accordance with State Board of Education Regulation, and suspensions by the Board shall be in accordance with State Board of Education Regulations.

- V. Procedure for suspension, dismissal or return to annual contract: The President shall notify the instructor or administrator in writing that the employee is suspended or that the President intends to recommend the suspension, dismissal or return to annual contract of said employee to the District Board of Trustees. The notice by the President to the employee shall be communicated in writing to the employee at least five (5) days prior to the filing of the written recommendation with the Board and the notice shall include a copy of the charges and the recommendation to be made to the Board. Upon the receipt of the President's recommendation, the Board shall officially notify the employee that it will consider the charges against him. The official notice shall specify the charges made against the employee in terms sufficiently specific both to inform him thereof and enable him to make a determination whether to request a hearing on said charges. The official notice shall advise the employee that he or she has an opportunity to request a hearing on said charges and that said request must be made in writing to the Board within ten days after the employee's receipt of the official notice. A copy of these procedures shall accompany the notice. The official notice and other such formal notices governed by time requirements should be sent by certified mail return receipt requested, or hand delivered to the employee with instructions to the individual delivering the notice to record the time and date of delivery.

If the employee requests a public hearing, the Board shall, within ten days of receipt of such request, notify the employee that the Board shall conduct a public hearing and the time and place of such hearing, or that the Board has appointed a hearing examiner or examiners to conduct the hearing.

The District Board of Trustees shall, within ten days of the receipt of the request for a public hearing, determine whether it will hear the charges or whether it will appoint a hearing examiner or a Faculty Hearing Committee to sit as hearing examiners. If the Board determines to hear the charges, it shall schedule a public hearing to be held at least fifteen days after the employee's receipt of the notice of hearing. The notice of hearing shall also inform the employee that the employee shall have the right to be heard in his or her own defense; to be represented by legal counsel of his or her own choice at his or her own expense; that the employee or the employee's counsel shall have the right to produce and cross-examine witnesses; and to produce other relevant evidence.

If the Board determines to appoint hearing examiners, it shall do so and cause to be sent to the employee and the hearing examiners a notification of appointment. The hearing examiners thus selected shall be bound by the same procedures as the Board and shall, within ten days of the date of appointment, cause to be sent to the employee a notice of hearing bearing the same content as is required of the notice of hearing that the Board would be required to send were it to conduct the hearing.

Not later than ten days prior to the hearing, the parties shall exchange in affidavit form a list of the names and addresses of witnesses anticipated to be called, together with a brief and accurate statement as to the proposed testimony of each witness; and a like statement as to any other proposed evidence, such as all papers, statements, document, or other tangible things seemed to constitute potential evidence, together with a copy of the evidence itself. Each party shall have the right to examine and copy the evidence of the other. The affidavit shall be signed under oath by the parties and their counsel. Any rebuttal witness need not be listed.

The District Board of Trustees may determine to appoint a hearing examiner or hearing examiners to hear the charges against the employee. The hearing examiner shall be impartial and competent by reason of training and experience. In the case of a faculty member, the formal hearing will be conducted by a hearing officer. In the case of an administrator or other professional employee the committee shall be composed of not less than three (3) impartial administrators at or above the director level not in the division of the administrator charged and they shall be selected by lot by the Board from a list of not less than five (5) administrators chosen from all administrators by the President in the presence of and with the advice of administrative representatives. The individual employee involved in any hearing shall have the right to one preemptory challenge to remove one tenured faculty member or administrator from sitting as a hearing examiner prior to presentation of the evidence. In addition, both the President and the employee may challenge for cause. The members of the hearing panel, other than the member challenged, shall determine whether the member challenged shall be excused. An initial panel member who is excused upon challenge shall be similarly replaced by lot.

- A. The hearing shall be conducted in the following manner:
- a. The hearing shall be fully and accurately recorded and all testimony and exhibits shall be preserved.
  - b. Formal public hearings shall in general use the rule of evidence recognized by law in this State, but said rules shall be adapted to College circumstances when justice may require. All rulings as to the POLICY admissibility of evidence shall be made by the presiding member of the hearing panel, subject to objection by any member, and in such case any ruling shall be determined by the majority vote of the members of the panel.
  - c. The District Board of Trustees or hearing examiners, upon the hearing of the cause, shall inform the parties of the following rights and privileges and to afford same unto them to assure due process:
    - i. Each party shall have the opportunity to make an opening statement.
    - ii. Each party shall have the opportunity to present his or her case or defense by oral and documentary evidence.
    - iii. Each party shall be afforded the opportunity to confront and cross-examine witnesses.
    - iv. Each party shall be afforded the opportunity to be accompanied, represented and advised by counselor to represent himself.
    - v. Each party shall be afforded the opportunity to attain the assistance of the District Board of Trustees or hearing examiners in obtaining the attendance to testify or the deposition of any witness, and in obtaining any other evidence.
    - vi. All witnesses shall be sworn or required to affirm to tell the truth prior to testifying.
    - vii. Each party shall be afforded the opportunity to make a final argument and to present proposed findings of fact and conclusions of law within a prescribed time.

- d. No public statements to news gathering agencies or otherwise as to cases pending before or concluded by the District Board of Trustees or hearing examiners shall be made by any party or any member thereof. All hearings are public and no interested person shall be precluded from attendance except by operation of the "exclusionary rule". No ex parte communications relative to the merits of any pending action shall be received nor considered by the hearing examiners. Should any ex parte communications be attempted, the name of such person and the matter about which they sought to communicate shall be furnished to all parties.
- e. The hearing is to determine whether or not the charges have been sustained by the evidence. The President must bear the burden of proving his or her charges.
- f. The attorney for the District Board of Trustees shall serve as legal advisor to the Board or hearing examiners assigned to hear the charge. His or her role is that of a procedural and technical advisor and he or she shall take no part in the deliberations of the hearing body. Upon request, the attorney for the District Board of Trustees may assist in preparation of the written findings, conclusions, and recommendations or determination. The District Board of Trustees shall appoint an attorney to represent the President in preparation and presentation of the charges against the employee.

VII. Hearing Examiners Determination - The hearing examiners shall effect a thorough and prompt hearing. The District Board of Trustees shall provide the hearing examiners with the time and resources necessary to conduct a fair and impartial hearing. At the conclusion of the hearing, the hearing examiners shall make a proposed findings of fact, conclusions of law, and recommendations as to the disposition to be made of the matter involved. The hearing examiners shall make their determination solely upon legal issues and evidence adduced at the hearing. Within ten (10) days after receipt of such information, the parties shall have the right to submit written objections thereto, which objections shall be delivered to the presiding member for consideration by the hearing examiners.

The opposing party may reply to such written objections within the time period prescribed by the presiding officer. The parties shall also have the right, upon request, to be heard by the hearing examiners on such objections. After consideration by the hearing examiners of any objections to its proposed findings of fact, conclusions of law and recommendations, the hearing examiners shall determine finally its findings, conclusions, and recommendations. Dissents from such determination shall be noted with dissenting hearing examiners having the right to submit separate findings, conclusions, and recommendations. In any event, the final findings, conclusions, and recommendations, together with all evidence received, and the transcript of the proceedings shall be delivered by the presiding member to the District Board of Trustees Chairman as soon as possible after determination is made, and a copy of the final findings, conclusions, and recommendations delivered to each party.

VIII. The District Board of Trustees determination is as follows:

- A. If the matter is heard by hearing examiners, it shall receive and review the findings, conclusions and recommendations of the hearing examiners. The District Board of Trustees may reverse the recommendations of the findings and conclusions of the hearing examiners,

or it may make its own findings and conclusions from the transcript and the evidence if it determines that the examiners' findings and conclusions are not supported by competent, substantial evidence. The District Board of Trustees may hear oral argument. The Chairman of the Board shall see that a final determination is rendered at the earliest possible date, but in no event shall action be deferred more than thirty (30) days from the time of receipt of the information from the hearing examiners. The Board shall make final findings, conclusions, and a determination.

- B. If the matter is heard by the District Board of Trustees, it shall promptly conduct a fair and impartial hearing. At the conclusion of the hearing it shall make proposed findings of fact, conclusions of law, and determination as to the disposition of the matter involved. The Board shall make their determination solely upon legal issues and evidence adduced at the hearing. Within ten (10) days after receipt of such information, the parties shall have the right to submit written objections hereto to the chairman. The opposing party may reply to any such written objections within the time period prescribed by the chairman. The parties shall have the right, upon request of either party, to be heard by the Board on such objections. After consideration of any objections to its proposed findings, conclusions, and determination, the Board shall determine finally its findings, conclusions and determinations.
  - C. Action by the Board shall be final and becomes effective immediately. In the event dismissal charges are sustained by a majority vote of the full membership of the Board and the employee is discharged, pay shall cease immediately and the employee's contract of employment shall be canceled. In the event of suspension, pay shall be withheld as of the day of suspension. If the faculty member is found innocent, salary payments shall be retroactive to the date of his or her suspension.
- IX. The decision of the District Board of Trustees is the final administrative procedure available.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.340 Suspension, Dismissal or Return to Probationary Status of Career Employees	<b><u>NUMBER:</u></b> 4.340
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0262 FAC	<b><u>PAGE:</u></b> 1 of 6
<b><u>DATE ADOPTED:</u></b> 10/1997; 2/21/2017	

**POLICY:**

- I. The District Board of Trustees or the President may determine to dismiss, suspend or return to probationary status any career employee classified as a permanent employee for cause in accordance with the following: The employee shall be entitled to a public hearing if dismissed, suspended or returned to probationary status.
  
- II. The following shall constitute grounds for dismissal, suspension or return to probationary status:
  - A. Consolidation, reorganization or reduction of the College program that necessitates a decrease in the number of personnel employed.
  
  - B. Immorality - Conduct that is inconsistent with the standards of public conscience and good morals of the district in which the College is located. It is conduct sufficiently notorious to bring the individual concerned or the education profession into public disgrace or disrespect and impair the individual's service in the College.
  
  - C. Misconduct in Office - (1) Deliberate, persistent, unlawful or improper conduct by an individual who violates established rules, policies, directives, or guidelines for performing assigned duties; (2) negligent failure of an employee to perform the duties assigned to him; (3) showing the effects of abusive or excessive use by an individual of alcohol or other debilitating intoxicants, drugs or narcotics on campus; and (4) participation by an individual in disruptive activities that interfere with the normal operation of the College.
  
  - D. Incompetency - An inability or lack of fitness to discharge required duties as a result of inefficiency or incapacity.
    1. In the determination of what constitutes inefficiency, the District Board of Trustees may consider repeated failure to perform duties; or repeated failure on the part of employee to communicate with and relate to other employees and students to such an extent that the job for which the employee is responsible is seriously impaired.

2. In the determination of what constitutes incapacity or inability, the District Board of Trustees may consider a lack of emotional stability; a lack of adequate physical ability; a lack of general educational background; or a lack of adequate command of his or her area of specialization or job description.
  - E. Gross Insubordination – An intentional, constant, or continuing refusal to obey a direct order, reasonable in nature and given by and with proper authority.
  - F. Willful Neglect of Duty - Deliberate failure of an employee to perform the duties assigned to him.
  - G. Drunkenness - That condition which exists when an individual publicly is under the influence of alcoholic beverages or drugs to such an extent that his or her normal faculties are impaired; or conviction by a Court of Law, or a finding or legal establishment of guilt on same by a Court regardless of whether adjudication of guilt is withheld, on the charges of drunkenness, driving while intoxicated, or abusive use of drugs or narcotics.
  - H. Conviction of Any Crime Involving Moral Turpitude - A crime that is evidenced by an act of baseness, vileness, or depravity in the private, professional, or social duties that a person owes to his fellow person or to society in general, contrary to the accepted and customary rules of right and duty between man and man.
  - I. Falsification - Misrepresentation, misstatement, or falsification on any record or document either by omission or commission.
- III. The President shall submit in writing to the District Board of Trustees documenting good and sufficient reasons for the action taken. The reasons given shall be stated with particularity.
- IV. Process for dismissal, suspension, or return to probationary status:
- A. The President shall notify the employee in writing that the employee is suspended or that the President intends to recommend the suspension, dismissal or return to probationary status of said employee to the Board of Trustees. The notice by the President to the employee shall be communicated in writing to the employee and shall include a copy of the charges and the recommendation to be made to the Board. The official notice shall specify the charges made against the employee in terms sufficiently specific both to inform him thereof and enable him to make a determination whether to request a hearing on said charges. The official notice shall advise the employee that he or she has an opportunity to request a hearing on said charges and that said request must be made in writing to the Board within ten (10) calendar days after the employee's receipt of the official notice. If the 10<sup>th</sup> day falls on a weekend or holiday, the following work day becomes the deadline. A copy of these procedures shall accompany the notice. The official notice and other such formal notices governed by time requirements should be sent by certified mail return receipt requested, or hand delivered to the employee with instructions to the individual delivering the notice to record the time and date of delivery.

- B. If the employee requests a public hearing, the Board of Trustees shall within ten (10) days of the receipt of the request for a public hearing, determine whether it will hear the charges or whether it will appoint a hearing examiner or an Employee Hearing Committee to sit as hearing examiners. If the Board of Trustees determines to hear the charges, it shall schedule a public hearing to be held at least fifteen (15) days after the employee's receipt of the notice of hearing. The notice of hearing shall specify the date, time, and place of the hearing to be conducted upon the charges preferred by the President. The notice of hearing shall also inform the employee that he or she shall have the right to be heard in his/her own defense; to be represented by legal counsel of the employee's own choice at the employee's own expense; that the employee or the employee's counsel shall have the right to produce and cross-examine witnesses; and to produce other relevant evidence. If the Board of Trustees determines to appoint hearing examiners, it shall do so and cause to be sent to the employee and the hearing examiners a notification of appointment. The hearing examiners thus selected shall be bound by the same procedures as the Board and shall, within ten (10) days of the date of appointment, cause to be sent to the employee a notice of hearing bearing the same content as is required of the notice of hearing that the Board of Trustees would be required to send were it to conduct the hearing.
- C. Not later than ten (10) days prior to the hearing, the parties shall exchange in affidavit form a list of the names and addresses of witnesses anticipated to be called, together with a brief and accurate statement as to the proposed testimony of each witness; and a like statement as to any other proposed evidence, such as all papers, statements, documents, or other tangible things deemed to constitute potential evidence, together with a copy of the evidence itself. Each party shall have the right to examine and copy the evidence of the other. The affidavit shall be signed under oath by the parties and their counsel.
- D. The District Board of Trustees may determine to appoint a hearing examiner or hearing examiners to hear the charges against the employee. The hearing examiner shall be impartial and competent by reason of training and experience. The Employee Hearing Committee, selected by the District Board of Trustees as hearing examiners to hear charges against the employee, shall consist of not less than three (3) impartial career employees not in the department of the employee charged and they shall be selected by lot by the Board from a list of not less than seven (7) employees chosen from all career employees by the President in the presence of and with the advice of employee representatives. The individual employee involved in any hearing shall have the right to one peremptory challenge to remove one employee from sitting as a hearing examiner prior to presentation of the evidence. In addition, both the President and the employee may challenge for cause. The members of the hearing panel, other than the member challenged, shall determine whether the challenged member shall be excused. An initial panel member who is excused upon challenge shall be similarly replaced by lot.
- E. The hearing shall be conducted in the following manner:
1. The hearing shall be fully and accurately recorded and all testimony and exhibits shall be preserved.
  2. Formal public hearings shall in general use the role of evidence recognized by law in this State, but said rules shall not be strictly applied and shall be adapted to

College circumstances when justice may require. All rulings as to the admissibility of evidence shall be made by the presiding member of the hearing panel, subject to objection by any member, and in such case any ruling shall be determined by the majority vote of the members of the panel.

3. The District Board of Trustees or hearing examiners, upon the hearing of the cause, shall inform the parties of the following rights and privileges and to afford same unto them to assure due process:
  - a. Each party shall have the opportunity to make an opening statement.
  - b. Each party shall have the opportunity to present his or her case or defense by oral and documentary evidence.
  - c. Each party shall be afforded the opportunity to confront and cross-examine witnesses.
  - d. Each party shall be afforded the opportunity to be accompanied, represented, and advised by counselor to represent himself.
  - e. Each party shall be afforded the opportunity to attain the assistance of the Board or hearing examiners in obtaining the attendance to testify or the deposition of any witness, and in obtaining any other evidence.
  - f. All witnesses shall be sworn or required to affirm to tell the truth prior to testifying.
  - g. Each party shall be afforded the opportunity to make a final argument and to present proposed findings of fact and conclusions of law within a prescribed time.
4. No public statements to news gathering agencies or otherwise as to cases pending before or concluded by the District Board of Trustees or hearing examiners shall be made by any party or any member thereof. All hearings are public and no interested person shall be precluded from attendance except by operation of the "exclusionary rule." No ex parte communications relative to the merits of any pending action shall be received nor considered by the hearing examiners. Should any ex parte communications be attempted, the name of such person and the matter about which they sought to communicate shall be furnished to all parties.
5. The hearing is to determine whether or not the charges have been sustained by the evidence. The President must bear the burden of proving his or her charges.
6. The attorney for the District Board of Trustees shall serve as legal advisor to the Board or hearing examiners assigned to hear the charge. His or her role is that of a procedural and technical advisor and he or she shall take no part in the deliberations of the hearing body. Upon request, the attorney for the District Board of Trustees may assist in preparation of the written findings, conclusions, and recommendations

or determination. The Board shall appoint an attorney to represent the President in the preparation and presentation of the charges against the employee.

- F. The hearing examiners shall effect a thorough and prompt hearing. The District Board of Trustees shall provide the hearing examiners with the time and resources necessary to conduct a fair and impartial hearing. At the conclusion of the hearing, the hearing examiners shall make a proposed findings of fact, conclusions of law, and recommendations as to the disposition to be made of the matter involved. The hearing examiners shall make their determination solely upon legal issues and evidence adduced at the hearing. Within ten (10) days after receipt of such information, the parties shall have the right to submit written objections thereto, which objections shall be delivered to the presiding member for consideration by the hearing examiners. The opposing party may reply to such written objections within the time period prescribed by the presiding officer. The parties shall also have the right, upon request, to be heard by the hearing examiners on such objections. After consideration by the hearing examiners of any objections to its proposed findings of fact, conclusions of law and recommendations, the hearing examiners shall determine finally its findings, conclusions, and recommendation. Dissents from such determination shall be noted with dissenting hearing examiners having the right to submit separate findings, conclusions, and recommendations. In any event, the final findings, conclusions, and recommendations, together with all evidence received, and the transcript of the proceedings shall be delivered by the presiding member to the chairman of the Board as soon as possible after determination is made, and a copy of the final findings, conclusions, and recommendations delivered to each party.
- G. The District Board of Trustees determination is as follows:
1. If the matter is heard by hearing examiners, it shall receive and review the findings, conclusions and recommendations of the hearing examiners. The Board may reverse the recommendations of the hearing examiners and may make its own determination upon the findings and conclusions of the hearing examiners, or it may make its own findings and conclusions from the transcript and the evidence if it determines that the examiners findings and conclusions are not supported by competent, substantial evidence. The Board may hear oral argument. The chairman of the Board shall see that a final determination is rendered at the earliest possible date, but in no event should action be deferred more than thirty days from the time of receipt of the information from the hearing examiners. The District Board of Trustees shall make final findings, conclusions, and a determination.
  2. If the matter is heard by the District Board of Trustees, it shall promptly conduct a fair and impartial hearing. At the conclusion of the hearing it shall make proposed findings of fact, conclusions of law, and determination as to the disposition of the matter involved. The District Board of Trustees shall make their determination solely upon legal issues and evidence adduced at the hearing. Within ten (10) days after receipt of such information, the parties shall have the right to submit written objections thereto to the chairman. The opposing party may reply to any such written objections within the time period prescribed by the chairman. The parties shall have the right, upon request of either party, to be heard by the Board on such objections. After consideration of any objections to its proposed findings, conclusions and

determination, the Board shall determine finally its findings, conclusions, and determinations.

3. Action by the District Board of Trustees shall be final and becomes effective immediately. In the event dismissal charges are sustained by a majority vote of the full membership of the Board and the employee is discharged, pay shall cease immediately and his or her employment shall be cancelled. In the event of suspension, pay shall be withheld as of the day of suspension. If the employee is found innocent, salary payments shall be retroactive to the date of his or her suspension.

- H. The decision of the District Board of Trustees is the final administrative procedure available.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.350 Employee Grievance	<b><u>NUMBER:</u></b> 4.350
<b><u>AUTHORITY:</u></b> 240.319 FS; 240.335 FS; 6A-14.0262 FAC	<b><u>PAGE:</u></b> 1 of 5
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/18/2003; 2/21/2017	

**POLICY:**

- I. Coverage - This policy applies to employees of Chipola College except those covered by CFA Contract. Complaint procedures for employees covered by CFA Contract can be found in the Agreement between the Chipola College District Board of Trustees and the Chipola Faculty Association.
  
- II. Definition of Grievance - A grievance is defined as an allegation by an employee that there has been:
  - A. A breach, misinterpretation, or improper application of contract or employment agreement; or
  - B. Violation or misapplication of any law, statute, or constitutional guarantee, an arbitrary or discriminatory application of, or a failure to act pursuant to the written policies of the College related to the terms and conditions of employment; or
  - C. An arbitrary, improper or discriminatory practice that results in unjust treatment of the employee; or
  - D. Violation of policy as stated in the Policy Manual, District Board of Trustees.
  
- III. Informal Procedure for Handling Grievances - It is understood that the informal procedure outlined below will be without the use of a secretary, minutes, or any recording device.

In the event that an employee or group of employees believes there is a basis for a grievance, he, she, or they shall:

- A. Informally discuss the grievance with the immediate supervisor concerned. Should the supervisor be the respondent, the employee should request a meeting with the supervisor's supervisor.
  
- B. If the grievance is unresolved within one calendar week, the aggrieved person(s) shall informally discuss the grievance with the College employee holding the administrative or supervisory position immediately above the immediate supervisor.

- C. If the grievance is still unresolved within one calendar week, the aggrieved person(s) shall carry the matter, still on an informal basis to the President.
  - D. If the grievance is still unresolved within one calendar week after presentation to the President, then the employee(s) may file a formal grievance.
  - E. At no time in the process shall the employee(s) stating a grievance be threatened, intimidated, unnecessarily delayed or otherwise discouraged from pursuing satisfaction of the grievance.
  - F. The number of days indicated at each level shall be considered as maximum, and every effort should be made to expedite the process. However, time limits may be extended by mutual consent of all concerned. Time allowed between the incident and filing the informal complaint is 60 days.
- IV. Formal Procedure for Handling a Grievance for Career and Administrative Personnel - Grievances relating to faculty personnel will follow the procedures described in their contract.
- A. If, as a result of informal discussion, the grievance is still unresolved, the employee or group of employees may invoke a formal grievance procedure by outlining, in writing, on a prescribed form from the grievance. Two copies of the grievance form, signed by the employee(s) concerned, shall be filed with the President or the President's designated representative.
  - B. Within one calendar week of receipt of the formal grievance, the President or the President's designated representative shall transmit the grievance to the Employees' Grievance Committee. The Employees' Grievance Committee shall, within one calendar week of receipt of the grievance, hold a hearing on the grievance.
  - C. Within one calendar week of the end of the formal hearing, the Employees' Grievance Committee shall indicate its recommendation with regard to the disposition of the grievance, in writing, to the President, with a copy to the employee(s) filing the grievance.
  - D. If the President approves the disposition of the grievance as recommended by the Employees' Grievance Committee, the President shall, within one calendar week of the date of delivery of the recommendation, so state, in writing, to the employee(s) who filed the grievance, with a copy to the Chairman of the Employees' Grievance Committee. If the President rejects or disapproves the recommendation, he or she shall, within one calendar week, so notify the employee(s) who filed the grievance, with a copy to the Chairman of the Employees' Grievance Committee.
  - E. Failure of the President to respond within the time limits of any step in the process shall be interpreted as a disapproval or rejection of the grievance or the recommendation of the grievance committee and shall result in referral of the grievance to the District Board of Trustees if a meeting is scheduled more than two calendar weeks in the future. If the next regularly scheduled meeting is scheduled for a time less than two weeks from the date of the President's failure to respond within the time limits, the grievance shall be placed on the agenda for the regularly scheduled meeting of the following month.



- F. If the President approves the recommendation the Employees' Grievance Committee with regard to the disposition of the grievance and if the aggrieved employee or employees are unwilling to accept the decision as approved by the President, the aggrieved may within one calendar week of being notified, appeal and request a hearing by the District Board of Trustees.
- G. If the President does not accept the recommendation of the Employees' Grievance Committee concerning the disposition of the grievance, and if the employee(s) still wish to pursue the grievance, the Employees' Grievance Committee shall, within one calendar week of being so notified, refer the grievance to the District Board of Trustees, indicating their recommendation and making available records and requesting the Board to consider the grievance.
- H. No reprisals of any kind shall be taken against any employee for participating in any grievance. If any employee for whom a grievance is filed, processed, or sustained is found to be unjustly discharged, they shall be restored to their position with full reimbursement of all compensation list.
- I. No reprisals of any kind shall be taken against any member of the Employees' Grievance Committee or any other employees for their participation in the grievance procedure.
- J. The number of days indicated at each level of discussion shall be considered as maximum and every effort shall be made to expedite the process. However, the time limit may be extended by mutual consent of all concerned.
- K. It is agreed that each party of a grievance shall furnish the other with any information in its possession that may be legally released and is necessary for the processing of grievances or complaints.
- L. If an employee or a supervisor has a matter that they wish to discuss with the other, they are free to do so without recourse to the grievance procedures.
- M. A grievance may be withdrawn at any level by the employee(s) filing the grievance.
- N. All documents, forms, communications and records dealing with a grievance shall be filed separately from the personnel files of the participants except that a copy of the grievance and its final disposition shall be filed in the personnel files of participants after the conclusion of all grievance proceedings.
- V. The Employees' Grievance Committee - The Committee shall consist of three (3) members elected by constituent groups and approved by the President. (1) One administrative employee; (2) one FLSA Non-Exempt employee; and (3) one FLSA Exempt employee.
  - A. Original appointments shall be for terms of two years. A vacancy caused by resignation and/or severance of employment shall be filled by the constituent group.
  - B. All terms of members shall be for all or part of a year or years ending August 31. All new terms of members shall begin on September 1.

- C. The Employees' Grievance Committee shall elect its own chairman, vice-chairman and secretary.
- VI. The Employees' Grievance Committee Process - The grievance process is in the following manner:
- A. The chairman, upon receipt of a written complaint, shall include the grievance on the agenda of the next scheduled meeting or shall call a special meeting for the purpose of handling the grievance. All committee members and the employee(s) filing the grievance shall be notified, in writing, at least four (4) days in advance of the meeting. The President and/or the President's representative shall not attend the meeting unless summoned by the committee.
  - B. A quorum of two members must be present at the meeting in order for a grievance to be heard except that if a member of the committee is directly involved in the grievance and excused from service on a particular grievance.
  - C. The chairman shall read to the committee the report of the grievance as submitted by the employee(s).
  - D. The employee(s) filing the grievance shall be present to explain the grievance and shall be subject to questioning by committee members. The employee(s) filing the grievance shall deliver to the committee all written documents or records pertinent to the grievance being processed if same is available.
  - E. If the committee feels that testimony from a person(s) who have allegedly aggrieved the employee(s) is necessary, the committee shall have the right to request that such persons appear before the committee for questioning and that they bring to the committee all pertinent records and documents. Such persons shall be given at least three (3) days' notice of the meeting. If attendance is impossible, the chairman shall set an appropriate meeting date within the next calendar week. The committee shall also have the right to ask the aggrieved employee(s) to appear at a second meeting.
  - F. The Employees' Grievance Committee shall have the privilege of requesting the appearance of anyone who might have information relative to the case, whether or not the person(s) are College employees.
  - G. All testimony given to the committee shall be recorded by tape recorder and/or an external secretary.
  - H. After completion of all questioning by the committee, the employee(s) filing the grievance and all witnesses shall be excused from the meeting and committee deliberations shall take place. Such deliberations shall be confidential and the secretary shall keep only such records as instructed by the committee.
  - I. Disposition of the grievance shall be by vote of a simple majority of those committee members present and voting. The vote shall be recorded by number "for," number "against," and number "abstaining," and shall be included in the report to the President.

VII. Grievance Referred or Appealed to the District Board of Trustees:

- A. The District Board of Trustees may elect to appoint a hearing examiner who will conduct a hearing and report to the Board or the Board of Trustees may elect to hear the grievance.
- B. The President of the College, acting as Executive Secretary of the District Board of Trustees, will notify the employee(s) filing the grievance and any other person involved of the date of the hearing at least one calendar week prior to the scheduled date.
- C. After the Board reaches a decision concerning any grievance considered, the President, serving as Executive Secretary of the Board, will notify the aggrieved person(s) in writing within three (3) days.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.370 Retirement Bonus	<b><u>NUMBER:</u></b> 4.370
<b><u>AUTHORITY:</u></b> 1001.64 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 7/21/1998; 11/27/2012; 11/15/2016; 2/21/2017	

### **POLICY:**

- I. Career, Administrative and Other Professional employees who officially retire under the Florida Retirement System and meet the age and service requirements of a “normal retirement date” as defined below, shall have fifteen (15) percent of his or her base annual salary (retirement bonus) added to his/her annual salary provided that, by March 1 of the fiscal year prior to the year the employee retires or the employee submits a Notice of Intent to Retire to the Human Resources Division. An employee having duly notified the College of his or her intent to retire, as previously stated, may change his or her retirement date to an earlier date within the same fiscal year, provided the employee officially makes this change six weeks prior to the date he or she plans to retire. The retirement bonus will be paid upon retirement.
- II. Normal retirement date is defined as:
  - A. Employees initially enrolled in the Florida Retirement System before July 1, 2011, the first day of the month the member attains age 62 and is vested; or the first day of the month following the date the member completes 30 years of creditable service, regardless of age.
  - B. Employees initially enrolled in the Florida Retirement System on or after July 1, 2011, the first day of the month the member attains age 65 and is vested; or, the first day of the month following the date the member completes 33 years of creditable service, regardless of age.
  - C. It shall be the responsibility of each employee to determine eligibility for retirement and to meet the requirements set forth above for collection of the bonus.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.390 Employee Insurance	<b><u>NUMBER:</u></b> 4.390
<b><u>AUTHORITY:</u></b> 112.08 FS; 112.0801 FS; 1001.64 FS; 1004.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 11/15/2016; 2/21/2017	

**POLICY:**

The College is authorized to pay all or a portion of the premium for life and health insurance for full-time employees. Participation by part-time employees shall be in accordance with applicable Federal and State Statutes and Rules and subject to plan rules as defined by the Florida College System Risk Management Consortium.

Retired employees and their eligible dependents may participate in the group health and life insurance plan at a premium cost of no more than the premium cost applicable to active employees. The premium will be paid by the retired employee.

For purposes of this section “retired employee” means one who meets the “normal retirement date” as defined in College Policy 4.370.

Participation is subject to plan rules as defined by the Florida College System Risk Management Consortium.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.400 Payroll Deductions	<b><u>NUMBER:</u></b> 4.400
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

The College is authorized to provide payroll deductions for College employees. Any employee electing payroll deductions under this policy must execute and sign the necessary authorization papers. All payroll deductions except those required by Florida Statutes, Florida Administrative Code and Federal Law and Rule must include a minimum of ten employees for permission to be granted to make payroll deductions. A minimum of five must remain active in order to maintain the deduction. Exceptions to this policy may be made at the discretion of the District Board of Trustees.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.410 Employee Identification Cards	<b><u>NUMBER:</u></b> 4.410
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0262 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 2/21/2017	

**POLICY:**

- I. Full-time College employees will be issued I.D. cards without charge.
- II. Part-time College employees must meet the following criteria to be issued an I.D. card.
  - A. Teach at least one-credit hour course or thirty-hour clock hour course.
  - B. Teach in FTE producing courses.
  - C. The I.D. card is good for the employee only.
  - D. Employee cards may be issued for part- time employees at the President’s discretion.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.420 Sexual Harassment	<b><u>NUMBER:</u></b> 4.420
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0262 FAC	<b><u>PAGE:</u></b> 1 of 3
<b><u>DATE ADOPTED:</u></b> 10/1997; 2/21/2017	

### **POLICY:**

It is the policy that no member of the College community may sexually harass another. Any employee or student will be subject to the appropriate disciplinary action for violation of this policy. Sexual harassment is illegal under both state and federal laws and is a violation of the rules and regulations of the College. Sexual harassment should not be tolerated by any member of the College community, and any action should be reported.

The College is equally opposed to bad faith claims of sexual harassment that have no rational basis in fact and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

#### I. Definition of Sexual Harassment

Sexual harassment includes continual or repeated verbal abuses of a sexual nature including, but not limited to, graphic commentaries on the victim's body, sexually suggestive objects or pictures in the workplace, sexually degrading words used to describe the victim, or propositions of a sexual nature. Sexual harassment also includes the threat or insinuation that lack of sexual submission will adversely affect the victim's employment, wages, advancement, assigned duties or shifts, academic standing or other conditions that affect the victim's livelihood.

Sexual harassment constitutes a form of employee misconduct that undermines the integrity of the College. All employees and students must be allowed to work in an environment free from unsolicited and unwelcomed sexual overtures. Sexual harassment does not refer to occasional compliments; it refers to repeated behavior that is not welcome, that is personally offensive, and that interferes with the work or educational effectiveness of its victims and their co-workers or fellow students.

Sexual harassment is a prohibited personnel practice when it results in the taking or refusal to take a personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed towards employees, students, or applicants for a position at the College, particularly when one or more of the following circumstances are present:



- A. Toleration of sexual harassment as a condition of employment, admission, or academic evaluation;
- B. Submission to or rejection of sexual harassment as a basis for a personnel or academic decision affecting an individual;
- C. Interference with an individual's work performance;
- D. Creation of an intimidating, hostile, or offensive working or learning environment.

## II. Actions That May Constitute Sexual Harassment

Sexual harassment may include but is not limited to such actions as:

- A. Comments or jokes about individuals of the opposite sex;
- B. Explicit, derogatory sexual remarks;
- C. Placing obscene photographs, cartoons, graphics, or suggestive objects in the workplace;
- D. Physical contact such as patting, grabbing, pinching, or constant brushing against another's body;
- E. Any repeated or unwanted verbal or physical sexual advances that are offensive or objectionable to the recipient or that cause the recipient discomfort or humiliation or that interferes with the recipient's job performance;
- F. The threat or insinuation that the lack of sexual submission will adversely affect the victim's: employment, wages, advancement, assigned duties, or academic standing.

## III. Who May be Involved in Sexual Harassment

Sexual harassment can occur between individuals of the opposite sex; between individuals of the same sex; between a supervisor and an employee; between an employee and a co-worker; between an employee and a student; between an employee and an applicant for a position at the College; against men as well as women.

Tolerances of sexual harassment on the part of students or employees is not acceptable. It is the responsibility of students and employees to report incidents of sexual harassment. Liability for sexual harassment can be avoided when sexually harassing situations are corrected as soon as the College becomes aware of them. Only by reporting incidents is the College alerted to possible harassment. Therefore, it is necessary for anyone with knowledge of sexual harassment to report such activity.

Failure to report sexual harassment may affect the mental or physical well-being of the victim. It can prevent the individual from being a fully productive member of the College community.

## IV. Steps to Prevent Sexual Harassment Include:

- A. Learn to recognize actions that constitute sexual harassment.

- B. Do not accept sexual harassment as "the way things are" or as a joking matter. Correct the problem.
  - C. Encourage individuals who have knowledge of sexual harassment, who may or may not be victims, to report such action.
  - D. Be supportive of individuals who are victims of sexual harassment.
- V. If You Are a Victim
- A. Tell the individual, firmly but politely, that you think what he or she is doing is sexual harassment, which is against College policy.
  - B. If the problem continues, report the situation to your immediate supervisor or to the offender's immediate supervisor. In the case of students report the problem to the individual student's advisor or a College administrator.
  - C. The advisor, supervisor, or administrator will confer with the claimant and refer the person to the College's Equal Access/Equal Opportunity Officer. At this point the charges must be reduced to writing and signed prior to any formal College investigation.
  - D. The EA/EO Officer with advice of counsel will investigate the charges on a confidential basis and make a report directly to the President.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.421 Harassment	<b><u>NUMBER:</u></b> 4.421
<b><u>AUTHORITY:</u></b> Federal - Title VI, 1964	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 6/20/2000; 2/21/2017	

### **POLICY:**

Chipola College is committed to maintaining a supportive educational environment for all members of the College community. A key component of this commitment is the elimination of racial and ethnic harassment on campus. Harassment of any nature is prohibited whether it is sexual, racial, or based on national origin. Harassment is a form of discrimination and is conduct unbecoming of a College employee or student. Note: This policy also applies to employment applicants and prospective students.

Harassment includes unwelcome conduct and verbal or physical conduct reflecting on an individual's race, ethnic background, or national origin that has the purpose or effect of creating intimidating, hostile, or offensive educational or work environment, has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely effects an individual's employment or educational opportunities.

The College is equally opposed to bad faith claims of race and national origin harassment that have no rational basis in fact and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

This document shall be included in all future publications of the College Catalog. Full Time and Part Time Faculty Handbooks, and similar handbooks issued for other employees and will provide basic steps of due process available to the complainant.

- I. Disciplinary Action – Any employee or student of this institution who is found to have harassed another employee or student will be subject to disciplinary action up to and including termination, suspension, and/ or expulsion; within the provisions of applicable current Board rules.
- II. Steps to Prevent – Tolerances of race and national origin harassment on the part of students or College employees is not acceptable. It is the responsibility of students and employees to report incidents of harassment. Liability for harassment can be avoided when harassing situations are corrected as soon as the College becomes aware of them. Only by reporting incidents is the College alerted to possible harassment. Therefore, it is necessary for anyone with knowledge of harassment to report such activity.

Failure to report harassment may affect the mental or physical well-being of the victim. It can prevent the individual from being a fully productive member of the College community.

Steps to prevent race and national origin harassment include:

- A. Learn to recognize actions that constitute harassment.
- B. Do not accept harassment as “the way things are” or as a joking matter. Correct the problem.
- C. Encourage individuals who have knowledge of harassment, or may or may not be victims, to report such action.
- D. Be supportive of individuals who are victims of harassment.

### III. If You Are a Victim

- A. Tell the individual, firmly but politely, that you think what he or she is doing is harassment, which is against College policy.
- B. If the problem continues, report the situation to your immediate supervisor or to the offender’s immediate supervisor. In the case of students, report the problem to the individual student’s advisor or a College administrator.
- C. The advisor, supervisor, or administrator will confer with the claimant and refer the person to the College’s Equal Access/Equal Opportunity Officer. If the aggrieved individual wishes to initiate a normal complaint, or if efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written complaint with the EA/EO officer. The College will not take formal action on an allegation unless the complaint is filed in writing. In the interest of a timely resolution of complaints, a formal complaint must be filed within sixty (60) days of the alleged incident of harassment.
- D. The EA/EO officer shall conduct a prompt, thorough and confidential (to the extent feasible) formal investigation of any allegations of harassment including: reviewing documents and interviewing witnesses submitted by both the complaining party and the individual accused of the harassing activity.
- E. All documents, communications, and records dealing with the investigation shall be kept confidential to the greatest extent possible and shall be filed separately from the personnel files of other College records of all participants. All such files shall be maintained in the office of the EA/EO officer.
- F. The EA/EO officer shall file with the President a written report within thirty (30) days after a formal harassment complaint is filed indicating his/her conclusions as to whether or not there is reasonable cause to believe harassment has occurred based on the evidence obtained. The EA/EO officer with advice of counsel will make a report directly to the President. The EA/EO officer shall provide a copy of this report and discuss its findings in confidential meetings with the complainant and the accused party.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.430 Employee Performance Evaluation	<b><u>NUMBER:</u></b> 4.430
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1001.65 FS; 1012.86 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 10/1997; 11/27/2012; 2/21/2017	

**POLICY:**

Annual evaluations will be completed on all College personnel included on the "Table of Personnel." The President shall establish evaluation procedures and submit the institution's Employee Performance Evaluation instruments to the District Board of Trustees for approval. Upon completion, the Evaluation will be placed in the employee's personnel file.

The District Board of Trustees shall be responsible for evaluation of the President annually.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 4.442 Reporting Child Abuse	<b><u>NUMBER:</u></b> 4.442
<b><u>AUTHORITY:</u></b> 39.205 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/21/2017	

**POLICY:**

College employees shall report known or suspected child abuse, abandonment, or neglect committed on the property of the College or during an event or function sponsored by the College as required by Florida Statute.

No employee shall knowingly and willfully prevent another person from doing so.

**BUSINESS SERVICES**  
**OF**  
**CHIPOLA COLLEGE**  
**5.000**

# Chipola College

## 5.000 Business Services of Chipola College

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## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.010 Budget Amendments	<b><u>NUMBER:</u></b> 5.010
<b><u>AUTHORITY:</u></b> 1001.02(6)(f) FS; 1011.01 FS; 1011.30 FS; 6A-14.0716 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 11/15/2016; 2/21/2017	

**POLICY:**

Budgets may be amended as follows:

- I. The President, or the President’s designee, is authorized to reallocate funds between organizational units of a fund and among general ledger object code and class codes.
- II. Budget amendments as described by 6A-14.0716(3)(b) Florida Administrative Code require approval by the District Board of Trustees and subsequent review by the Chancellor of the Florida College System

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.030 Facsimile Signature	<b><u>NUMBER:</u></b> 5.030
<b><u>AUTHORITY:</u></b> 1001.64 FS; 1010.03 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

The President or authorized representative may use facsimile or electronic signatures for conducting official College business.

The facsimile or electronic signatures of the President and the Chairman of the District Board of Trustees may be used for signing College checks.

To facilitate business transactions during a period of changes to the Board of Trustees, the signature of the immediate past Board Chair may be used on checks for a reasonable time period. The facsimile or electronic signature of the new Board Chair shall be used upon receipt.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.040 Bank Depositories	<b><u>NUMBER:</u></b> 5.040
<b><u>AUTHORITY:</u></b> 136.01 FS; 282.02 FS; 6A-14.075 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

The Board of Trustees shall designate one or more qualified public depositories for the deposit of all funds of the Board in accounts in the name of the Board of Trustees.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.050 Security Deposits	<b><u>NUMBER:</u></b> 5.050
<b><u>AUTHORITY:</u></b> 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

The President or the President's designee is authorized to require security deposits for the use of College property. The President or the President's designee is authorized to withhold the refunding of security deposits when College property is damaged, not returned, or as otherwise necessary.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.060 Investment of Funds	<b><u>NUMBER:</u></b> 5.060
<b><u>AUTHORITY:</u></b> 218.415 FS; 6A-14.0765 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 3/13/2007, 1/15/2013; 2/21/2017	

**POLICY:**

The President or the President’s designee may invest College funds, surplus to current College needs, in a manner authorized by Florida Statutes and Florida Administrative Code.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.061 Electronic Transfer of Fund	<b><u>NUMBER:</u></b> 5.061
<b><u>AUTHORITY:</u></b> 1010.11 FS; 215.85 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 11/2012; 1/15/2013; 2/21/2017	

**POLICY:**

The President or the President's designee is authorized to withdraw, transfer, pay or disburse College funds by any means of electronic transfer pursuant to Florida Statutes. The President or the President's designee will establish appropriate procedures to ensure funds are adequately protected. Such procedures shall include putting controls in place to monitor and control electronic funds transfers for any purpose including direct deposits, wire transfers, investments, or payments. Procedures shall include appropriate separation of duties and/or other compensating controls concerning the initiation, authorization and independent review of transactions.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.070 Petty Cash	<b><u>NUMBER:</u></b> 5.070
<b><u>AUTHORITY:</u></b> 1001.02(9) FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

A petty cash fund not to exceed an amount established by the President is authorized.

The President shall designate the custodian of the fund and shall provide for adequate internal controls. Procurement of goods and services on behalf of the College shall follow normal purchasing procedures.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.080 Check Cashing	<b><u>NUMBER:</u></b> 5.080
<b><u>AUTHORITY:</u></b> 1001.64 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

- I. The Business Office is authorized to cash checks for Chipola College faculty, staff and students.
  - A. Faculty and Staff: Limits and restrictions are: Unlimited and unrestricted within funds available, except, payroll checks will not be cashed.
  - B. Chipola Students: (1) Student personal checks may be cashed within funds available. (2) Checks issued by the College up to the amount of the check, including payroll checks, within funds available. (3) A current Student Identification Card must be presented before a student check is cashed.
- II. Check cashing privileges may be suspended by the President or the President's designee for any person having returned checks.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.090 Returned Check Fee	<b><u>NUMBER:</u></b> 5.090
<b><u>AUTHORITY:</u></b> 832.07 FS; 832.08 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

The President, or the President's designated representative, is authorized to take such legal actions as necessary to effect payment of any check that has been given to the College in payment of a debt.

Twenty-five dollars (\$25) will be charged for any check returned by the bank which is not the fault of the bank or College. Notification from the bank that has refused payment certifying that the bank was in error will eliminate this charge. The President or the President's designee is authorized to waive the fee for extenuating circumstances.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.100 Accounts Receivable and Notes Receivable	<b><u>NUMBER:</u></b> 5.100
<b><u>AUTHORITY:</u></b> 1001.64 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

The President, or designated representative, is authorized to establish accounts receivable in the College financial records as follows:

- I. Governmental organizations for sales and fees
- II. Governmental organizations pledging revenue
- III. Reputable businesses, civic clubs, and other organizations pledging, in writing, funds to pay for sales and fees.
- IV. Notes receivable in the Loan Fund from approved student loan contracts.
  - A. Loans from the Loan Fund shall not be made for a period to extend beyond the end of the semester or term of current enrollment.
  - B. Loans may only be made for tuition and fees to students enrolled at Chipola College.
- V. Establishment of additional receivables may be suspended by the President or the President’s designee for any organization with delinquent accounts.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.110 Delinquent Accounts	<b><u>NUMBER:</u></b> 5.110
<b><u>AUTHORITY:</u></b> 1001.64 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

The Board authorizes the President to employ the services of a collection agency and any other legal means in collecting delinquent accounts.

Delinquent accounts may be charged off upon approval of the District Board of Trustees.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.120 Miscellaneous Charges	<b><u>NUMBER:</u></b> 5.120
<b><u>AUTHORITY:</u></b> 1001.64 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

The President is authorized to assess miscellaneous fees, fines, and charges necessary for the operation of the College.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.130 Collection of Funds on Campus	<b><u>NUMBER:</u></b> 5.130
<b><u>AUTHORITY:</u></b> 1001.64 FS; 6A-14.075 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

No employee of the College is authorized to collect funds of any nature for College purposes unless the collection of such funds is authorized by the President or the President's designee and permitted by State Board of Education regulations and Florida Statutes.

All authorized collections to be used by the College for any College purposes must be turned in to the Business Office as soon as practicable for accounting.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.140 Auxiliary Enterprise Funds and Undesignated Gifts	<b><u>NUMBER:</u></b> 5.140
<b><u>AUTHORITY:</u></b> 1010.08 FS; 6A-14.077 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 11/15/2016; 2/21/2017	

**POLICY:**

The College is authorized to operate a bookstore, food service, vending, and other auxiliary enterprises for the benefit and convenience of its students, employees, and their guests.

Funds derived from auxiliary enterprises and undesignated gifts may be budgeted for such purposes as the President may deem beneficial or in the best interest of the College. Such purpose may include but not be limited to student activities, athletics, graduation, visiting committees, orientation and work conferences, recruitment of faculty and staff, official meetings and receptions, guest speakers, other developmental and general College activities, provided that such purpose shall not be in conflict with Florida Statutes and State Board of Education regulations for the operation of community colleges.

In addition to the purpose above, an amount may be included and disbursed for hospitality of business guests at the College and elsewhere as provided by law; provided that such additional disbursements shall not exceed one percent of the prior year total expenditures in the current unrestricted fund and provided further, no employee traveling on per diem from the state shall be considered a business guest.

Funds for the above purposes shall be transferred to the appropriate fund and included in the appropriate budget.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.150 Funds for Student Activity Purposes	<b><u>NUMBER:</u></b> 5.150
<b><u>AUTHORITY:</u></b> 1001.02 FS; 1001.64 FS; 6A-14.057 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 3/13/2007; 2/21/2017	

**POLICY:**

All funds designated for use in student activities shall be included in an approved budget, prepared jointly by students and College staff and approved by the President. This provision includes only student organizations and activities and other College funds budgeted for student activities.

Funds budgeted for student activities may include, but not limited to, student newspapers, yearbooks, athletic programs, intramural sports, lyceum series, campus movies, and social functions, including banquets and picnics for students and guests invited by students. Recognition awards to students and other persons by students are also included.

All laws, rules and regulations governing the use of other monies of the College shall apply to funds used for student activities.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.160 Purchasing	<b><u>NUMBER:</u></b> 5.160
<b><u>AUTHORITY:</u></b> 240.319 FS; 287.017 FS; 6A.14.0734 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 9/16/2008; 2/21/2017	

**POLICY:**

- I. Purchases requiring District Board of Trustees approval:
  - A. The District Board of Trustees shall request bids from at least three sources, or solicit a request for proposals as defined in Section 287.012(16) Florida Statutes, when purchasing services or commodities exceeding the amount specified in Section 287.017, Florida Statutes for Category Three.
  - B. The three-bid requirement is waived for those items listed as exceptions in Florida State Board of Education (SBE) Administrative Rule 6A-14.0734(2).
  - C. The District Board of Trustees may reject bids or proposals and request new bids or proposals.
  - D. When accepting bids or proposals, the Board shall accept the lowest or best bid or proposal. If other than the lowest bid or best proposal meeting specifications is accepted, the Board shall enter the justification in its minutes.
  - E. All purchased in excess of the amount as specified in Category Three, Florida Statute 287.017, shall be approved by the Board.
  
- II. Purchases not requiring District Board of Trustees approval:
  - A. The President or the President’s designee is authorized to approve the purchase of services or commodities not exceeding the amount as specified in Section 287.017 for Category Three, in accordance with procedures established by the President.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.161 Credit Cards and Purchasing Cards (P-Cards)	<b><u>NUMBER:</u></b> 5.161
<b><u>AUTHORITY:</u></b> 1001.64 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 1/18/2011; 2/21/2017; 9/18/2018	

### **POLICY:**

- I. College credit cards and P-Cards shall be issued or signed out to College personnel only, unless specifically approved by the President.
- II. Credit card and P-Card purchases shall be approved by assigned cardholders only. (This includes approval by signing receipts at time of purchase.)
- III. Credit cards and P-Cards shall only be used for acquisition of goods or services that are appropriate for the conduct of College business.
- IV. Credit cards and P-Cards shall not be used for personal purchases.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.170 Contractual Agreements	<b><u>NUMBER:</u></b> 5.170
<b><u>AUTHORITY:</u></b> 1001.65 FS; 287.017 FS; 6A-14.0734 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 1/18/2011; 2/21/2017	

**POLICY:**

- I. Under normal circumstances, all contracts require with an annual cost exceeding Category Two (2), Florida Statute 287.017 Board approval prior to the effective date of the contract. Such contracts shall be signed by the outside party, when possible, and reviewed by the Board attorney prior to submission to the Board. Upon approval by the Board, the President or the President’s designee is authorized to sign the contract.
  
- II. The President or the President’s designee may approve and sign contracts with an annual cost less than Category Three (3) Florida Statute 287.017, after consultation with the Board attorney and verbal approval by the Chairperson of the Board, with subsequent Board confirmation when time deadlines do not permit the procedure outlined above to be followed.
  
- III. Contracts with an annual costs greater than Category Three (3) Florida Statute 287.017, must be approved by the Board of Trustees prior to being signed by the President.
  
- IV. The President or the President’s designee is authorized to approve Independent Contractor Agreements (ICA’s) with an annual cost not exceeding the amount specified in Section 287.017, Florida Statutes for Category Two.
  
- V. This policy does not apply to employment contracts or purchase orders that are not accompanied by a written contract.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.200 Reimbursement for Travel Expense	<b><u>NUMBER:</u></b> 5.200
<b><u>AUTHORITY:</u></b> 112.061 FS; 240.319 FS; 6A-14.0732 FAC	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 9/1997; 7/18/2006; 2/21/2017	

**POLICY:**

Travel and subsistence may be paid for Board members, College personnel and other individuals authorized by the President or the President’s designee to travel at College expense. Care shall be exercised that necessary travel shall be performed in the most economical fashion with joint travel required by personnel in a single vehicle whenever feasible.

All travel payments shall be consistent with Section 112.061, Florida Statutes.

The following are the authorized travel expenses schedule for College personnel, Board members and other individuals authorized to travel at College expense.

- I. Travelers reimbursement shall be computed at one-fourth (1/4) of the authorized per diem each quarter day or fraction thereof during travel status involving overnight absence as follows:

All authorized travelers may be allowed the following for travel within or outside of the state in order to conduct bona fide College business serving a direct and lawful public purpose with relation to the College as approved by the President either of the following for each day of such travel at the option of the traveler:

- A. Eighty dollars per diem or
- B. Up to the amount allowed for meals:
  - 1. Breakfast \$6.00 when travel begins before 6:00 A.M. and extends beyond 8:00 A.M.
  - 2. Lunch \$11.00 when travel begins before noon and extends beyond 2:00 P.M.
  - 3. Dinner \$19.00 when travel begins before 6:00 P.M. and extends beyond 8:00 P.M. and

- C. Actual expenses for lodging at a single occupancy rate to be substantiated by paid bills.
- II. All authorized travelers may be reimbursed for the following incidental traveling expenses (receipts required):
- A. Taxi fare or other for-fee transportation
  - B. Ferry rates, and bridge, road and tunnel tolls
  - C. Storage or parking fees
  - D. Communication expenses
  - E. Convention registration fee - Any meals or lodging included in the registration fee will be deducted in accordance with the allowances in Section I.B. above when travel expenses are reimbursed.
  - F. Travel: By College owned vehicle if available, actual expense if travel by common carrier or reimbursement for mileage at the rate of 44.5 cents per mile according to Florida Statutes if travel by privately owned vehicle is authorized.
- III. Travel Advances: The President is authorized to make travel advances to cover anticipated cost of subsistence and travel in connection with trips of travelers and of any person transported in the car or custody of the traveler in the performance of their duties. All such travel advances must be accounted for by receipts. A second advance is not permitted until the last advance has been accounted for by receipts.
- IV. Monthly Allowances: Monthly allowances in fixed amounts may be granted for use of privately owned automobiles on official business in lieu of the mileage rate provided.
- Such allowances may be changed at any time, and shall be made on the basis of a signed statement of the traveler, and filed before the allowance is granted or changed.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.210 Loan to Employees	<b><u>NUMBER:</u></b> 5.210
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0262 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 2/21/2017	

**POLICY:**

Loans of money of any nature from College funds to College employees is prohibited.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.220 Institutional Memberships	<b><u>NUMBER:</u></b> 5.220
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.73(3) FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 2/21/2017	

**POLICY:**

Institutional memberships in professional organizations and associations whose records are open to public inspection may be paid from College funds.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.230 Payroll Preparation and Distribution	<b><u>NUMBER:</u></b> 5.230
<b><u>AUTHORITY:</u></b> 1001.65 FS; 6A-14.0261 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 2/21/2017	

**POLICY:**

Names may be added to the payroll and individual salary or wage rates changed only upon written approval of the President.

The distribution of payroll checks shall be done by a person or persons other than those who approve or certify the payroll records.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.240 Complimentary Passes to College Events	<b><u>NUMBER:</u></b> 5.240
<b><u>AUTHORITY:</u></b> 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 11/15/2016; 2/21/2017	

**POLICY:**

The President is authorized to provide complimentary passes to all College events for which an admission charge to the public is made to various individuals as the President deems necessary to promote the purpose of the College provided that purpose will benefit or be in the best interest of the College.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.250 Ancillary Charges	<b><u>NUMBER:</u></b> 5.250
<b><u>AUTHORITY:</u></b> 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 11/15/2016; 2/21/2017	

**POLICY:**

The College is authorized to operate vocational shops for which charges are made to the general public for services rendered as a part of the instructional program of the College. The President is authorized to set prices to be charged for such services and any limitations to be placed on the type of services to be accepted. Prices are to be those that will recover the costs of such services.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.260 Authority to Apply for Financial Assistance	<b><u>NUMBER:</u></b> 5.260
<b><u>AUTHORITY:</u></b> 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 11/15/2016; 2/21/2017	

**POLICY:**

The Board delegates to the President the authority to apply for financial assistance and/or grants from the federal government or its agencies, from the state government or its agencies, and from private sources. The Board also delegates to the President the authority to enter into contracts with the above listed agencies and to receive and budget funds from same in accordance with State Board Regulations.

Personnel employed through special project funds should be paid based on the adopted College salary schedule. If project funds are not available, the President may use College funds to supplement individual salaries to meet the College pay scale. The Board’s personnel agenda must reflect any use of College funds to supplement the grant funds.

Special project personnel whose grants have not been renewed, but whose grants are expected to be renewed, may be paid for one month through College funds.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.290 Change Order	<b><u>NUMBER:</u></b> 5.290
<b><u>AUTHORITY:</u></b> 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 11/15/2016; 2/21/2017	

**POLICY:**

The President is authorized to approve change orders in construction projects in the name of the District Board of Trustees up to the limits of category two expenditures. Approval of change orders under this policy shall be for the purpose of expediting the work in progress and shall be confirmed by Board action at the next official meeting. Nothing in this policy shall nullify other requirements in the State Board of Education Regulations and the operation of colleges pertaining to change orders.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.300 Property Management	<b><u>NUMBER:</u></b> 5.300
<b><u>AUTHORITY:</u></b> 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 7/19/2001; 11/15/2016; 2/21/2017	

**POLICY:**

A separate record shall be maintained on all furniture and equipment with a value specified in Chapter 69I-72.002 Florida Administrative Code. A physical inventory will be performed annually on such property.

Any item owned by the College may be sold only when declared surplus to the needs of the College by the District Board of Trustees upon recommendation by the President.

The Board may accept donated property, gifts and endowments to the College so long as the acceptance of such contributions does not place unreasonable restrictions on their use or accountability.

The President shall develop written internal procedures for the implementation of the above policies.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.310 Rental of College Facilities	<b><u>NUMBER:</u></b> 5.310
<b><u>AUTHORITY:</u></b> 1001.65 FS	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 11/15/2016; 2/21/2017	

**POLICY:**

The President or the President's designee has the authority to rent all College facilities for amounts determined to be adequate to cover costs, taking into consideration, as best can be determined, the public relations value to Chipola College.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.350 Use of College Assets and Services	<b><u>NUMBER:</u></b> 5.350
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0262 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 11/15/2016; 2/21/2017	

**POLICY:**

College owned assets and services are for use in conducting official College business unless otherwise allowed by policy or direct approval by the Board of Trustees.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 5.380 Staff and Program Development	<b><u>NUMBER:</u></b> 5.380
<b><u>AUTHORITY:</u></b> 1001.65 FS; 6A-14.029 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 1/19/2016; 11/15/2016; 2/21/2017	

**POLICY:**

The College shall comply with Chapter 6A-14.029 Florida Administrative Code in providing funds for staff and program development.

**PHYSICAL FACILITIES**  
**OF**  
**CHIPOLA COLLEGE**  
**6.000**



# Chipola College

## **6.000 Physical Facilities of Chipola College**

[6.010 Use of College Facilities and Equipment](#)

[6.020 Designation of Non-Smoking Areas](#)

[6.030 Campus Safety or Security](#)

[6.050 Construction Projects](#)

[6.060 Requirements for Design Professionals](#)

[6.070 Building Program-Uniform Building Code Compliance](#)

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 6.010 Use of College Facilities and Equipment	<b><u>NUMBER:</u></b> 6.010
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0247 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 2/21/2017	

**POLICY:**

- I. It is the policy of the District Board of Trustees that College facilities and equipment are primarily for the use of College programs and services and are not to be used for personal or non-college related purposes except as provided in the College procedures manual. The President or the President's designee shall establish procedures that include, but are not limited to, the following:
- A. The persons or organizations who may use or have access to specified facilities and equipment;
  - B. The purposes for which the facilities and equipment are to be used and any related limitation of use;
  - C. The College representatives who can authorize the use of specific facilities and equipment;
  - D. The period of time that non-college use can be made of facilities and equipment;
  - E. A schedule of charges for use of facilities and equipment; and
  - F. Fines for late return or damages.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 6.020 Designation of Non-Smoking Areas	<b><u>NUMBER:</u></b> 6.020
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0247 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 2/21/2017	

**POLICY:**

It is the policy of the Board that smoking of any kind shall be prohibited in all buildings used by the College for educational purposes. Any exception to this policy shall be described in the College procedures manual and approved by the Board.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 6.030 Campus Safety or Security	<b><u>NUMBER:</u></b> 6.030
<b><u>AUTHORITY:</u></b> 240.319 FS; 6A-14.0247 FAC	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 9/1997; 2/21/2017	

**POLICY:**

The District Board of Trustees authorizes the development and administration of a safe and secure College environment.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 6.050 Construction Projects	<b><u>NUMBER:</u></b> 6.050
<b><u>AUTHORITY:</u></b> 240.319 FS; 287.055 FS; 287.235 FS; 6A-14.0247 FAC; 6A-14.0262 FAC	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 9/1997; 2/21/2017	

**POLICY:**

- I. Construction projects shall follow the procurement requirements as set forth in Florida Administrative Code and state statutes.
  
- II. The President or the President’s designee shall establish procedures to ensure that construction projects are implemented in a manner consistent with the educational program of the College. Board authorization or approval shall be required for the following:
  - A. Construction project priorities
  - B. Campus facility master plans
  - C. Campus architectural concept
  - D. Project budget
  - E. Change of project scope
  - F. Project preliminary plans
  - G. Project working drawings and bid documents
  - H. Project bidding
  - I. Awarding of bids
  - J. Change orders
  - K. College occupancy of project
  - L. Notice of completion

- III. The Board authorizes the President or the President's designee to approve change orders up to the limits of category two per change order between Board meetings. Any such action shall be reported to the Board for ratification at the next regularly scheduled meeting.
- IV. Payment to Contractors  
A schedule of payments for contractors shall be included in the bid and contract documents. Such schedules shall adhere to the following guidelines:
- A. Move-in and set-up costs may be billed to the College according to contract.
  - B. Estimates of the costs plus overhead of project work completed and the value of material on hand that has not been used may be submitted to the College monthly for payment.
  - C. All change orders, both additions and subtractions, shall be included in the monthly cost items.
  - D. Upon review and approval by the project inspector and the appropriate College administrator, payment for the work less ten percent retainage shall be made to the contractor.
  - E. The retainage shall be paid to the contractor upon completion and acceptance of the project less the cost, if any, of work remaining to be done on the project but which the contractor declines to perform.
  - F. The Board may waive the retainage or reduce its percentage for those projects that are small in cost, short term in length, or paid in lump sum upon completion.
  - G. At its discretion the Board may decline to release all or part of the retainage if any unreasonable amount of time lapses in resolving disputed items required for completion of the project.
- V. Formal Acceptance Release of Retainage  
A construction project that has been approved by the Board shall be formally accepted by the Board on completion before the retainage is released and final payment is made. The President or the President's designee shall be responsible for determining that all obligations have been met and all appropriate inspections have been made in accordance with the provisions of the State Board of Education rules.

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 6.060 Requirements for Design Professionals	<b><u>NUMBER:</u></b> 6.060
<b><u>AUTHORITY:</u></b> 287.055 FS; 1013.45 FS	<b><u>PAGE:</u></b> 1 of 2
<b><u>DATE ADOPTED:</u></b> 5/15/2012; 11/15/2016; 2/21/2017	

### **POLICY:**

The following requirements must be met when engaging a design professional for any construction project meeting the threshold criteria established in Florida Statute 287.055(3)(a)1.

#### **I. REQUIREMENTS:**

##### **A. Public Announcement of the Project:**

1. The College will advertise the project and will set forth in the media a general description of the work to be done and services to be rendered. The advertisement for services must be published in a newspaper of general circulation, for a minimum of two (2) consecutive weeks.

##### **B. Insurance Requirements:**

1. All insurance documents are to be submitted to the College for compliance.
2. All professional firms selected by the Board pursuant to the Consultants' Competitive Negotiations Act, F.S. 287.055, will carry and maintain during the period they are performing such services, and thereafter as referenced below, as a minimum, the following insurance coverages and limits:
  - a. Professional Liability Insurance in limits not less than Five Hundred Thousand (\$500,000) per occurrence, covering errors, omissions or negligent acts. Such coverage will be maintained for a period of three (3) years after the date of final payment to the architect or engineer.
  - b. Commercial Comprehensive Liability Insurance in limits of not less than One Million Dollars (\$1,000,000) per occurrence, covering personal injury, bodily injury, and property damage. The Board will be named as additional insured on the policy.

- c. Comprehensive Automobile Liability Insurance (including owned and non-owned vehicles, if any) in limits of not less than Five Hundred Thousand Dollars (\$500,000) per occurrence, covering personal injury, bodily injury, and property damage.
- d. Workers' Compensation Insurance in compliance with F.S. 440, with unlimited employer's liability coverage.
- e. Certificates evidencing that all of the above insurance coverages and limits are in force will be furnished to the Board before any services are performed, at all renewal times, and will require written notification to the Board at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification.
- f. All insurance will be with insurers authorized to do business in Florida and all non-self-insured companies will be rated at least a VI by Best's Key Rating Guide.
- g. If the architect or engineer should fail to provide or otherwise maintain the required insurance coverages and limits, the Board may purchase the insurance and hold the architect or engineer responsible for the cost thereof.



## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 6.070 Building Program-Uniform Building Code Compliance	<b><u>NUMBER:</u></b> 6.070
<b><u>AUTHORITY:</u></b> 235.017 FS – Florida Building Code; Florida Fire Prevention Code	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 1/21/2003; 2/21/2017	

**POLICY:**

The District Board of Trustees will ensure compliance with the above referenced statute by requiring that the President, or his/her designee, adhere to the requirements of the referenced statute with respect to the design, plan review and construction inspection of all renovation, remodeling, and construction activity. Detailed procedures are contained, and updated as required due to changes in code, in the Policies and Procedures Manual within the facilities department of the College.

Please note the definitions of the following:

- I. Renovation – The refurbishment of space while maintaining the same functional use.
- II. Remodel – Making modifications to space in order to change the functional use.
- III. Construction – The fabrication of new space.