

BOARD POLICY GOVERNANCE MANUAL



100	AUTHORITY.....	4
100.1	MISSION OF EASTERN FLORIDA STATE COLLEGE	4
100.2	VISION	4
100.3	DEGREE GRANTING AUTHORITY	4
100.4	AUTHORITY OF THE BOARD OF TRUSTEES	5
100.5	AUTHORITY OF THE PRESIDENT	9
100.6	ADHERE TO FLORIDA BOARD OF EDUCATION GOALS.....	10
100.7	STUDENT PERFORMANCE STANDARDS FOR THE AWARD OF DEGREES AND CERTIFICATES.....	10
100.8	FREE SPEECH AND EXPRESSION ON COLLEGE PROPERTY	10
100.9	SAFETY AND SECURITY	11
100.10	INSTITUTIONAL REPRESENTATION	12
200.1	CODE OF ETHICS.....	13
200.2	STRATEGIC PLANNING.....	14
200.3	CONFLICT OF INTEREST	15
200.4	SELECTION AND EVALUATION OF THE PRESIDENT	15
200.5	NAMING OF FACILITIES	16
200.6	BOARD MEETINGS.....	16
200.7	DISCHARGE OF BOARD MEMBERS	20
200.8	CHANGES TO THE POLICY GOVERNANCE MANUAL	20
300.1	PRESIDENTIAL PROFESSIONAL AND BUSINESS PRACTICES	21
300.2	PRESIDENT AS CHIEF EXECUTIVE OFFICER OF THE COLLEGE	22
300.3	PRESIDENTIAL AUTHORITY FOR PERSONNEL.....	23
400.0	EDUCATIONAL PRACTICES	24
400.1	NON-DISCRIMINATION AND EQUITY.....	24
400.2	ADMISSION TO THE COLLEGE.....	24
400.3	STUDENT RIGHTS AND RESPONSIBILITIES	25
400.4	HARASSMENT.....	25
400.5	CLASS ATTENDANCE AND RELIGIOUS OBSERVANCES.....	26
400.6	AIDS AND OTHER COMMUNICABLE DISEASES.....	27
400.7	MILITARY SERVICE	27
400.8	PARKING AND TRAFFIC.....	27
400.9	HAZING.....	27
400.10	FACULTY AND ADJUNCT	28
400.11	STUDENT ACHIEVEMENT.....	28
400.12	EVALUATIONS	29
400.13	CURRICULUM	29
500.1	EMPLOYEE COMPORTMENT STANDARD	30
500.2	MILITARY SERVICE	32
500.3	RECRUITMENT, APPOINTMENT, TRANSFER, DISCIPLINE AND TERMINATION OF EMPLOYEES	32

500.4	HOLIDAYS	32
500.5	EMPLOYEE BENEFITS	33
500.6	ADMINISTRATIVE AND STUDENT SUPPORT SERVICES.....	33
600	EDUCATIONAL PRACTICES	34
600.1	PROGRAM LENGTH	34
600.2	PROGRAM CONTENT	35
600.3	COURSEWORK FOR DEGREES	36
600.4	CONTINUING EDUCATION/SERVICE PROGRAMS.....	37
600.5	SUBSTANTIVE CHANGE.....	37
600.6	LIBRARY RESOURCES.....	37
700.0	FINANCIAL RESOURCES.....	38
700.1	DIRECT SUPPORT ORGANIZATIONS	38
700.2	COLLEGE FEES.....	39
700.3	COLLEGE BUDGETS.....	40
700.4	FACILITY USAGE.....	41
800.0	SAFETY AND SECURITY	42
800.1	APPOINTMENT OF SAFETY POLICIES AND PROCEDURES COMPLIANCE COMMITTEE.....	42
800.2	DISCLOSURE OF CRIME AND FIRE STATISTICS AND ANNUAL SECURITY AND FIRE SAFETY REPORT	42
800.3	CRIME REPORTING AND RELATIONSHIP WITH LOCAL LAW ENFORCEMENT	43
800.4	SECURITY AND ACCESS TO COLLEGE FACILITIES.....	43
800.5	TIMELY WARNING POLICY	44
800.6	EMERGENCY NOTIFICATION.....	44
800.7	EMERGENCY RESPONSE AND EVACUATION.....	45
800.8	SEX OFFENDER REGISTRATION.....	45
800.9	CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS.....	45
800.10	SEXUAL MISCONDUCT AND TITLE IX GRIEVANCE POLICY.....	46
800.11	ALCOHOL AND DRUG PREVENTION	46
800.12	CRIME AND FIRE LOG	47

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 100	TITLE: AUTHORITY	
LEGAL AUTHORITY: §1001.60; §1001.64; §1001.65; §1004.64; §1004.65; §1006.60; §1006.61; §1007.33, Fla. Stat. (2012) Fla. Admin. Code 6A-14.024; 6A-14.029; 6A- 14.030; 6A-14.041; 6A-14.060	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 07-20

100.1 MISSION OF EASTERN FLORIDA STATE COLLEGE

The College has a clearly defined comprehensive and published mission statement that is specific to the College and appropriate for higher education. The mission addresses teaching and learning and public service.

(SASCOC Standard 2.1; 4.2.a)

To engage our diverse population in quality, accessible, learning opportunities which successfully meet individual and community needs Eastern Florida State College fulfills its mission by offering the following:

- Specified baccalaureate degree programs through formal written agreements between the College and other regionally accredited postsecondary education institutions or with the College for the purpose of meeting district, regions or statewide workforce needs.
- Undergraduate studies and Associate Degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, partially online classes and online classes.
- Technical and vocational training for Associate Degrees and Certificates to enter the workforce, improve professional skills and develop new competencies.
- Instructions support services such as advising and career guidance.
- Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
- Workshops and classes for personal growth, development instruction and lifelong learning.

[§1004.65, § 1007.33, Fla. Stat. (2016)]

100.2 VISION

Eastern Florida State College is committed to being our community’s center for quality teaching and lifelong learning.

(SASCOC Standard 2.1)

100.3 DEGREE GRANTING AUTHORITY

The College received authorization from the State of Florida to award degrees in 1960; it is authorized to award certain Degrees and Certificates. The Board assigned the responsibility to the College President to award Degrees and Certificates in accordance with Florida State of Education Rules, Florida Statutes, and criteria established by national/regional accrediting agencies. The Degrees and Certificates the College offers include: Baccalaureate Degrees (BS and BAS), Associates in Arts (AA), Associate’s in Science (AS), Applied Technical Certificate (ATC), Applied Technical Diploma (ATD), College Credit Certificate (CC) and Post-Secondary Adult Vocational Certificate (PSAV).

(SASCOC Standard 3.1.a)

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

The College received authorization from the State of	TITLE: AUTHORITY	
LEGAL AUTHORITY: §1001.60; §1001.64; §1001.65; §1004.64; §1004.65; §1006.60; §1006.61; §1007.33, Fla. Stat. (2012) Fla. Admin. Code 6A-14.024; 6A-14.029; 6A-14.030; 6A-14.041; 6A-14.060	HISTORY:	DATE APPROVED:
	04-88 12-97	08-16
	08-01 12-04	06-17
	05-05 12-12	10-18
	04-14	07-20

The College established and maintains a transfer and articulation partnership, a joint resourcefulness with the University of Central Florida (Direct Connect) and Florida Institute of Technology.

[§1004.65; §1007.33, Fla. Stat. (2016); Fla. Admin. Code 6A-14.030]

100.4 AUTHORITY OF THE BOARD OF TRUSTEES

A. The Board of Trustees of EFSC is comprised of five voting members appointed by the Governor and confirmed by the Florida Senate in regular session. The Board is a corporate body with all of the powers and duties pertaining thereto as provided by the law of the State of Florida including “cost-effective policy decision appropriate to the College’s mission, the implantation and maintenance of high-quality performance, the reporting of information and the provision of input regarding state policy, budgeting and education standards.” The Board is an active policy making body for the College and is ultimately responsible for the financial resources of the College that are adequate to provide a sound educational program.

[§1001.60; §1001.64, Fla. Stat. (2016); Fla. Admin. Code 6A-14.024]

B. The primary processes involving the Board include:

- Developing and maintaining EFSC Policies
- Establishing community linkages
- Assuring Executive Performance
- Providing EFSC Board Representation on Direct Support Organizations of EFSC

C. An important role of the Board is to establish linkages with community stakeholders as a means to ascertain their current and future educational requirements and any other opportunities for enhancing the services provided by the College.

D. The Board will evaluate its performance on a routine basis. The evaluation includes assessment of adherence to the Governance Policies.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

Exhibit I

100.4 Board of Trustee Annual Self-Appraisal

Board of Trustee Annual Self-Appraisal

Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) Standard 4: Governing Board states that the governing board defines and regularly evaluates its responsibilities and expectations.

Please respond to the following questions.

- Does Eastern Florida State College have a governing board of at least five members that:

	Yes	No
Is the legal body with specific authority over the College?		
Exercises fiduciary oversight over the College?		
Approves the annual budget?		
Approves contracts, disposition of property, and disposal of records as recommended by the President?		
Ensures that both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, personal, or familial financial interest in the College?		
Is not controlled by a minority of board members or by organizations or institutions separate from it?		
Is not presided over by the chief executive officer of the College?		

Comments:

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

2. Does the governing board:

	Yes	No
Ensure the regular review of the institution's mission?		
Ensure a clear and appropriate distinction between the policy-making function of the board and the responsibility of the administration and faculty to administer and implement policy?		
Focus on being a policy maker by supporting the clear distinction between the policy-making functions of the Board and the responsibility of the administration and faculty to administer and implement these policies?		
Select, support and regularly evaluate the College's chief executive officer?		
Ensure institutional effectiveness through professional management of the College by the President?		
Define and address potential conflict of interest for its members?		
Vote on all motions of the Board except when removal from action for conflict of interest is declared?		
Have an appropriate and fair process for the dismissal of a board member?		
Protect the College from undue influence by external persons or bodies in its relations with the public?		
Support a climate for effective change?		
Preserve institutional autonomy?		
Define and regularly evaluate its responsibilities and expectations considering the best interest of the College at all times?		
Attend Board meetings and review all materials prior to the meetings to assure meaningful participation?		

Comments:

Approval

Date

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

E. Members of the EFSC Board of Trustees should be involved with the state's legislative process for two primary purposes:

- To ensure that the interests of EFSC are used to influence legislation affecting the College.
- To ensure that the interests of EFSC are used to influence new legislation.

F. The Board has Legal authority and operating control of the College for the areas within the institution's governance structure.

(SACSCOC Standard 4.1; 4.2)

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 100	TITLE: AUTHORITY	
LEGAL AUTHORITY: §1001.60; §1001.64; §1001.65; §1004.64; §1004.65; §1006.60; §1006.61; §1007.33, Fla. Stat. (2012) Fla. Admin. Code 6A-14.024; 6A-14.029; 6A-14.030; 6A-14.041; 6A-14.060	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 07-20

100.5 AUTHORITY OF THE PRESIDENT

The President shall be the College’s chief executive officer, corporate secretary for the Board of Trustees and Contact point for all staff and performance matters related to the Trustees and contact point for all staff and performance matters related to the College. The primary responsibility of the President is to the College. The Board of Trustees authorizes the President to make all decisions necessary and pertinent to his office as executive officer and corporate secretary of the District Board of Trustees of the institution, and as the chief administrative office of the College.

As such, all questions pertaining to the function or performance of the College should be channeled through him/her. EFSC board members will forward any employees, student or citizen complaints to the President for action. The President is not the presiding officer of the board.

EFSC board members may become engaged in staff committees or may contribute their talent to functional areas of the College, if required, but participation should be requested by the President.

As sole employee of the EFSC Board, the EFSC president will be accountable to the Board for his individual performance and the performance of the organization. The Board of Trustees is vested with the authority to appoint, and remove the President, as well as to evaluate the President and submit such evaluations to the State of Board of Education.

The EFSC Board of Trustees empowers the President to select the necessary strategies, plans and actions required to meet the expected results. The President shall have all the powers and duties enumerated by Florida Statutes pertaining to the Florida College System (§1001.65, Florida Statutes) and the Rules of the State Board of Education.

[§1001.64; §1001.65, Fla. Stat. (2016)]

The President shall:

- (1) Exercise general oversight of the College to determine needs and recommend improvements.
- (2) Advise and counsel the Board of Trustees and recommend Board action.
- (3) Recommend and enforce rules of the Board of Trustees.
- (4) Recommend and enforce minimum standards for the operation of College programs and for student completion of instructional programs.
- (5) Perform duties and exercise responsibilities assigned by law, per rules of the State of Education, and by the Board of Trustees.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 100	TITLE: AUTHORITY	
LEGAL AUTHORITY: §1001.60; §1001.64; §1001.65; §1004.64; §1004.65; §1006.60; §1006.61; §1007.33, Fla. Stat. (2012) Fla. Admin. Code 6A-14.024; 6A-14.029; 6A- 14.030; 6A-14.041; 6A-14.060	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 07-20

- (6) Delegate authority necessary to insure that law and rules are executed efficiently.
- (7) Establish, organize and operate programs, classes and services as needed to provide adequate educational opportunities for all students.
- (8) Provide for and implement the appointment, compensation, promotion, suspension and dismissal of all employees of the College without the necessity of Board approval and establish grievance procedures.
- (9) Establish practices and procedures to enact the policies established by the BOT.
 (SACSCOC Standard 4.1.e; 4.2.b; 4.2.b; 5.1; 5.2.a; 5.2.b; 10.4)
 [§1001.65, Fla. Stat. (2016); Fla. Admin. Code
 6A-14.029; 6A-14.060]

100.6 ADHERE TO FLORIDA BOARD OF EDUCATION GOALS

The College will conduct all of its business in a manner that supports the goals and objectives of the Florida Education and the Standards of the Southern Association of Colleges and Schools, Commission of Colleges.

100.7 STUDENT PERFORMANCE STANDARDS FOR THE AWARD OF DEGREES AND CERTIFICATES

The Board assigns the responsibility to the College President to award degrees and certificates in accordance with the Florida State Board of Education Rules, Florida Statutes, and Criteria established by national/regional accrediting agencies.
 (SACSCOC Standard 10.4)
 [§1004.65; §1007.33, Fla. Stat. (2016); Fla. Admin. Code 6A-14.030]

100.8 FREE SPEECH AND EXPRESSION ON COLLEGE PROPERTY

The College recognizes the rights of students, faculty, and staff and members of the community to express their views on matters public interest and to assemble peacefully.
 The College will not authorize, permit or condone public demonstrations or individuals actions on College property which:

- Interfere with the educational programs of the College, or the administration of such;
- Disrupt activities, functions or other College services;
- Interfere with College traffic (pedestrian or vehicle), block access to, occupy, or infringe on the rights of the students, faculty, staff and/or other authorized persons to gain access to or to leave any College facilities, or to attend any College function; or
- Result in an unlawful assembly, a breach of peace, physical obstruction, disorderly conduct, excessive coercion, noise, or other disturbance.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 100	TITLE: AUTHORITY	
LEGAL AUTHORITY: §1001.60; §1001.64; §1001.65; §1004.64; §1004.65; §1006.60; §1006.61; §1007.33, Fla. Stat. (2012) Fla. Admin. Code 6A-14.024; 6A-14.029; 6A- 14.030; 6A-14.041; 6A-14.060	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 07-20

The President or his or her designee will establish procedures to implement this policy. Students or employees who violate the right to free speech or the right to dissent, or who participate in campus disorder or who in doing so damage College property, may be subject to disciplinary action.

The President or his or her designee shall at all times be deemed authorized to prohibit or regulate any free speech and expression that violates or is reasonably expected to violate applicable law, this policy, or any College procedure. In addition, the President or his or her designee shall at all times be deemed authorized to assess reasonable costs incident to free speech and expression on College property, to include costs of security and damage to College property.

(SACSCOC Standard 13.8)
 [§1004.097, Fla. Stat. (2018)]

100.9 SAFETY AND SECURITY

Eastern Florida State College is committed to maintaining an educational and workplace environment that is free of violence. The College further recognizes the existence of extensive legislative acts and constitutional provisions pertaining to safety and security. Faculty, staff and students are expected to comply with applicable Florida Law and safety and security laws, including firearm laws. In an effort to provide a safe environment which is conducive to student learning, the College under the direction of the President will establish operational procedures to address safety measures on each campus.

The College will enact procedures to provide the campus community with information necessary to make informed decisions about their health and safety. This information will include procedures to:

- Collect, classify, and count crime and fire reports and crime and fire statistics.
- Issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees, and/or emergency notifications upon the confirmation of significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- Publish an annual security and fire safety report containing safety and security related policy statements and crime and fire statistics and distribute to all current students and employees. Prospective students and employees will be informed about the availability of the report.
- Participate in a Web-based data collection to disclose crime and fire statistics by type, location and year.
- Maintain a campus security department daily crime and fire log of alleged criminal and fire incidents that is opened to public inspection.

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. 20 USC § 1092(f)(18)]

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 100	TITLE: AUTHORITY	
LEGAL AUTHORITY: §1001.60; §1001.64; §1001.65; §1004.64; §1004.65; §1006.60; §1006.61; §1007.33, Fla. Stat. (2012) Fla. Admin. Code 6A-14.024; 6A-14.029; 6A- 14.030; 6A-14.041; 6A-14.060	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 07-20

While on college grounds or facilities or at college-sponsored activities and events, students, staff, faculty, administration, employees and invitees, hereinafter referred to as “person”, are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms destructive devices or explosives [§790.001; Fla. Stat. 2016]

Exceptions: The following circumstances shall not be a violation of this policy:

- It is lawful and not a violation of Florida or Eastern Florida State College policy for a person 18 years of age or older to possess a concealed firearm or other weapons for self-defense or other weapons is securely encased or is otherwise not readily accessible for immediate use. Nothing in this policy prohibits the carrying of a legal firearm other than a handgun anywhere in a private conveyance when such firearm is being carried for a lawful use.
- A firearm in the possession of a law enforcement officer who is authorized to possess the firearm whether on or off duty, by the employing law enforcement agency
- A firearm in the possession of an “Armed Security Officer”, as that term is defined by College procedures.
- Any other possession of a firearm specifically authorized pursuant to the provision of Fla. Stat.

§790.115 (2016).
 (SACSCOC Standard 13.8)
 [§1006.60; §1006.61, §790.115; §790.25; §790.251; Fla. Stat. (2016)]

100.10 INSTITUTIONAL REPRESENTATION

The College will accurately represent and publish its accreditation status in accordance with SACSCOC requirements and federal policy. The College will represent itself accurately to all U.S. Department of Education recognized accrediting agencies with which it holds accreditation and inform those agencies of any change in accreditation status.

The College will comply with changes to SACSCOC policy statements that may be initiated.
 (SACSCOC Standard 14. 1; 14.4; 14.5)

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 200	TITLE: BOARD OF TRUSTEES LEADERSHIP	
LEGAL AUTHORITY: §286.011; §112.311; §112.313; §112.317; §101.64; §120.54; §1001.62; §1001.64; §1001.65; §112.311; §112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.026; 6A-104-029; Art. IV §7. Fla. Const.	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

200.1 CODE OF ETHICS

- (1) Board members will acquaint themselves with laws, regulations, and policies relating to public education, and will observe and enforce them;
- (2) Board members will understand the basic function of the Board is to develop policies and governance, and not to manage, and they will accept the responsibility of discriminating between these two functions;
- (3) The Board will represent, at all times, the entire College community;
- (4) Board members will transact college business only in officially-called meeting of the Board, realizing the individual members have no legal status to bind the Board outside of such meetings;
- (5) Board members will refuse to discuss personnel matters or any other confidential business of the Board except at regular sessions of the Board;
- (6) The Board will give the President full administrative authority for properly discharging his professional duties, and will hold him or her responsible for acceptable results;
- (7) The Board will accept and effectively carry out or assist in carrying out all Board decision, once they are made;
- (8) The Board will act upon the recommendations of the President in securing or dismissing college personnel;
- (9) The Board will procure adequate financial support for the College;
- (10) The Board will ensure that the best possible program of education is developed with the resources available;
- (11) Any Board member in a position that might be interpreted as posing a conflict of interest should disclose this fact to the Board prior to transacting any related college business;
- (12) Any action from the Board must be the result of a decision from the entire Board. No individual Board member has authority to take official action for the Board;
- (13) The Board shall not be subject to undue pressure from any political, religious, or other private interest body. The Board shall also protect the administration from similar pressures.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 200	TITLE: BOARD OF TRUSTEES LEADERSHIP	
LEGAL AUTHORITY: §286.011; §112.311; §112.313; §112.317; §101.64; §120.54; §1001.62; §1001.64; §1001.65; §112.311; §112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.026; 6A-104-029; Art. IV §7. Fla. Const.	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

(14) The Board should abide by all other requirements of Chapter 112, Florida Statutes, “Code of Ethics for Public Officer and Employees” not specifically mentioned in this list.

(15) The Board is not controlled by a minority of board members or by organizations or interest separate from it. Both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, or personal or familial financial interest in the institution.

(SACSCOC Standard 4.1; 4.2)

[§112.236; §112.311, Fla. Stat. (2016)]

200.2 STRATEGIC PLANNING

Under the leadership of the President, the Board of Trustees shall develop the strategic plan for the college. The President is empowered to conduct a systematic review of the College’s mission, goals and objectives, opportunities for continuing improvements and assessment of institutional effectiveness and report this periodically to the Board of Trustees. The strategic plan will focus on the needs of the students and will include academic excellence, enhancement of job related skills and credentials, enhanced student collegiate experience and stable financial position.

The College engages in ongoing, integrated, and comprehensive research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness, and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.

The College has a Quality Enhancement Plan that has a topic identified through its ongoing, comprehensive, planning and evaluation processes; has broad-based support of institutional constituencies; focuses on improving specific student learning outcomes and/or student success; and commits resources to initiate, implement, and complete the QEP; and includes a plan to assess achievement.

The College will evaluate success with respect to student achievement through reports which include but are not limited to: enrollment data, retention, graduation, course completion, job placement rates, and state licensing exams. The College administration, through the President, will develop procedures and processes to manage the strategic plan.

(SACSCOC Standard 7.2; 7.3; 8.1)

[§1001.65, Fla. Stat. (2016); Fla. Admin. Code 6A-14.029]

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 200	TITLE: BOARD OF TRUSTEES LEADERSHIP	
LEGAL AUTHORITY: §286.011; §112.311; §112.313; §112.317; §101.64; §120.54; §1001.62; §1001.64; §1001.65; §112.311; §112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.026; 6A-104-029; Art. IV §7. Fla. Const.	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

200.3 CONFLICT OF INTEREST

The Board of Trustees shall comply with the fiduciary principles as well as any other requirement of law set forth in the “Code of Ethics for Public Offices and Employees”, Chapter 112, Part III, Florida Statutes, as amended from time to time. The governing board is free from undue influence from political, religious, or other external and bodies protects the institution from such influence.

Three members of the appointed Board constitute a quorum, ensuring that a minority interest cannot control the Board’s decision-making process. Two or more trustees may not meet to discuss items that may come before the full Board and any discussion of College business by two or more members be advertised and open for the public attendance.

A trustee may not vote on an issue that results in private gain or loss for the trustee or his/her company, client, relative or business associate. (Ethics Policy)

All trustees must disclose actual conflicts of interest that arise while serving on the Board.

The Board must give notice to amend, repeal or adopt a policy and provide this information to the public as requested. The Board will evaluate the President’s performance on a yearly basis. A summary of that evaluation will be submitted to the State, as required, by August. The Board will also review and adjust the President’s contract and salary as part of this process
(SACSCOC Standard 4.2.d; 4.2.f)

200.4 SELECTION AND EVALUATION OF THE PRESIDENT

The Board of Trustees is responsible for the selection and annual evaluation of the President in accordance with the rules of the State Board of Education and shall submit such evaluations to the State Board of Education as required.

(SACSCOC Standard 4.2.c)

[§1001.64, Fla. Stat. (2016); Fla. Admin. Code 6A-14-026]

Exhibit I

200.4 President's Annual Evaluation

**Florida Board of Education
STATUTORY OR LEGISLATIVE DIRECTIVES
For The Annual Presidential Evaluation Review**

PLEASE NOTE: THIS FORM MUST BE COMPLETED AND MUST ACCOMPANY EACH ANNUAL PRESIDENTIAL EVALUATION SUBMITTED TO THE FLORIDA BOARD OF EDUCATION.

COLLEGE: _____

PRESIDENT: _____

EVALUATION PERIOD: _____

EVALUATION ADDRESSES STATUTORY MANDATES RELATING TO:

____ YES ____ NO Accountability (§1008.45(3), Fla. Stat (2012))

1008.45 Florida College System institution accountability process.

(3) The State Board of Education shall address within the annual evaluation of the performance of the executive director, and the Florida Colleges System institution of trustees shall address within the annual evaluation of the presidents, the achievement of the performance goals established by the accountability process.

____ YES _____ NO Equity (§1012.86(3) (b), Fla. Stat (2012))

1012.86(3) (b) Florida College System institution employment equity accountability program.

(3) Florida College System institution presidents and the heads of each major administrative division shall be evaluated annually on the progress made toward meeting the goals and objectives of the Florida College System institution’s employment accountability plan.

(b) Florida College System institution boards of trustees shall annually evaluate the performance of the Florida College System presidents in achieving the annual and long- term goals and objectives. A summary of the results of such evaluations shall be reported to the Commissioner of Education and State Board of Education and the State Board of Education as part of the Florida College System institution’s annual employment accountability plan, and to the Legislature and as part of the annual equity progress report submitted by the State Board of Education.

Exhibit II
EASTERN FLORIDA STATE COLLEGE BOARD OF
TRUSTEES PERFORMANCE EVALUATION OF COLLEGE
PRESIDENT

Part I: Please assess the performance of EFSC President in each of the following categories by encircling one of the following ten (10) rankings:

Unsatisfactory [0.5 1.0 1.5 2.0]	Meets Expectations [2.5]	Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]
---------------------------------------	-------------------------------	---

- **Student Enrollment.** Improving access to affordable higher education by increasing the recruitment, admission, and retention of current and prospective students.

Unsatisfactory [0.5 1.0 1.5 2.0]	Meets Expectations [2.5]	Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]
---------------------------------------	-------------------------------	---

- **Public Awareness.** Increasing awareness of the opportunities, offerings, and reputation of the College, as evidenced by local, regional and/or national recognition of the College’s programs, initiatives, personnel, students, and alumni.

Unsatisfactory [0.5 1.0 1.5 2.0]	Meets Expectations [2.5]	Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]
---------------------------------------	-------------------------------	---

- **Community Relations.** Initiating and/or strengthening partnerships with non-profit community organizations, business and industry representatives, educational institutions, and other organizations promoting the social, educational and economic development of the county.

Unsatisfactory [0.5 1.0 1.5 2.0]	Meets Expectations [2.5]	Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]
---------------------------------------	-------------------------------	---

- **Diversity Initiatives.** Collaborating with leaders and organizations of the diverse increasingly communities served by the College in order to increase the diversity of the College’s workforce and student body.

Unsatisfactory [0.5 1.0 1.5 2.0]	Meets Expectations [2.5]	Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]
---------------------------------------	-------------------------------	---

- **Employee Relations.** The ability to achieve positive relations with all employee groups, directly and/or through their representatives, in order to increase employee retention and for the betterment of morale in a collegiate setting.

Unsatisfactory [0.5 1.0 1.5 2.0] Meets Expectations [2.5] Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]

- **Financial Management.** The ability to plan and implement financial decisions for the prudent use of funds for the operation of the College.

Unsatisfactory [0.5 1.0 1.5 2.0] Meets Expectations [2.5] Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]

- **Fundraising.** The ability to attract major donations and make key decisions to enhance the success of the College’s Direct Support Organizations.

Unsatisfactory [0.5 1.0 1.5 2.0] Meets Expectations [2.5] Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]

- **Trustee Relations.** The ability to maintain a positive working relationship with board members as characterized by open communications, responsiveness, and mutual respect.

Unsatisfactory [0.5 1.0 1.5 2.0] Meets Expectations [2.5] Exceeds Expectations [3.0 3.5 4.0 4.5 5.0]

Part II. Please provide additional comments concerning your assessment of the leadership of President during the past year.

Part III. Using the scale of “0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0”, with 2.5 average (meets expectations) and 3.0+ as above average (exceeds expectations), please assign a numerical grade to the overall performance of President James H. Richey during the past year.

Numerical Score: _____ **Signature of Trustee:** _____

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 200	TITLE: BOARD OF TRUSTEES LEADERSHIP	
LEGAL AUTHORITY: §286.011; §112.311; §112.313; §112.317; §101.64; §120.54; §1001.62; §1001.64; §1001.65; §112.311; §112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.026; 6A-104-029; Art. IV §7. Fla. Const.	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14 10-14	DATE APPROVED: 08-16 06-17 10-18

200.5 NAMING OF FACILITIES

A. The Board of trustees is authorized to approve the naming or renaming of all college facilities as described herein. Facilities shall include, but not limited to, any college building, structure, room classroom or space within a facility, plaza, complex open space or thoroughfare, landscaped area or other physical improvements within a facility or natural features of any of the college’s campuses or other property under the administrative control of Eastern Florida State College. Prior to naming or renaming of a facility, the president shall present to the Board the proposed term of the naming right (which shall not exceed 25 years unless extraordinary circumstances exist), and conditions and relevant facts contemplated by the proposal. Upon approval, the president shall administer and direct the proceeds from all naming rights agreements.

B. The name on any facility or parts thereof, as defined above, that exist prior to October 20, 2014, shall remain in place until such time that the facility or space ceases to exist, is removed by action of the Board of Trustees, or is renamed by the Board of Trustees under 200.5 (A) above.
[§1001.64; §1001.60 Fla. Stat. (2016)]

200.6 BOARD MEETINGS

The Board will meet, at a minimum, six (6) times annually. A quorum is required for a Board meeting to be held. A quorum shall consist of at least three Board members who are physically present at the meeting via teleconference or other recognized communications media.

Board meetings will be held at a regular time throughout the year. The Board shall determine the schedule of its meetings annually. Board meetings may be preceded by Board workshops. The President, in consultation with the Board Chairperson will prepare the agenda for every Board meeting and shall provide for public notice of the meeting as required by law. Although the President advises and counsels the Board, recommends Board actions, and prepares the agenda in consultation with the Board’s chairperson, the chairperson is the presiding officer of the Board and presides over all Board meetings. The President is a non-voting participant at Board meetings and is therefore not eligible to serve as presiding officer.

Board meeting focus on adequacy of financial resources, policy issues, mission and performance of the President. Each Board meeting agenda may provide an opportunity for the President to address targeted areas, including, but not limited, items such as accountability, enrollment, grants reporting and other relevant topics.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 200	TITLE: BOARD OF TRUSTEES LEADERSHIP	
LEGAL AUTHORITY: §286.011; §112.311; §112.313; §112.317; §101.64; §120.54; §1001.62; §1001.64; §1001.65; §112.311; §112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.026; 6A-104-029; Art. IV §7. Fla. Const.	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14 10-14	DATE APPROVED: 08-16 06-17 10-18

In the event a full time faculty member requests an informal hearing before the Board related to disciplinary action as defined in the Collective Bargaining Agreement, the Chair of the Board will appoint a board member as designee, which maybe the chair, vice chair or any other board member to conduct the informal hearing of the faculty members and may make recommendations to the full Board at an appropriately noticed meeting.

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

1. In accordance with §286.0114, Florida Statutes, as may be amended from time to time, the public shall be given a reasonable opportunity to be heard on a proposition before the Board. For purposes of this policy, a “proposition before the Board” means an item on the Board’s Agenda for the meeting at which members of the public are requesting to be heard.
2. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by the Board Chairperson (or other presiding member in the absence of the Board Chairperson).
3. The opportunity to be heard is subject to all College policies and procedures, and does not prohibit the Board from maintaining orderly conduct or proper decorum in a Board meeting.
4. The opportunity to be heard may or may not occur at the same meeting at which the Board takes action, as long as the opportunity occurs at a meeting during the decision-making process and is within reasonable proximity in time before the Board takes official action.
5. Any person or group who wishes to be heard on an Agenda item during a Board meeting must observe the following:
 - a. Complete a “Request for Public Comment” form prior to the meeting. Forms shall be available on the College’s website, as well as outside the Board Room at least thirty (30) minutes prior to the scheduled start of the meeting.
 - b. If written materials are requested to be distributed in conjunction with the Request for Public Comment, no less than seven (7) copies must accompany the form. Any written materials submitted may be retained as part of the public record of the meeting.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 200	TITLE: BOARD OF TRUSTEES LEADERSHIP	
LEGAL AUTHORITY: §286.011; §112.311; §112.313; §112.317; §101.64; §120.54; §1001.62; §1001.64; §1001.65; §112.311; §112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.026; 6A-104-029; Art. IV §7. Fla. Const.	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14 10-14	DATE APPROVED: 08-16 06-17 10-18

- c. Persons may submit completed forms and any related documents to the Office of the President during normal operating hours on Monday through Thursday or to any Security Officer who is present in the Board Room on the day of the meeting at least fifteen (15) minutes prior to the meeting’s Call to Order.

- d. In order for meetings to proceed in an efficient and orderly manner, the Board Chairperson may in his or her absolute discretion:
 - (1) Limit the number of speakers, shorten or lengthen the time allowed to speakers, or designate a representative to speak on behalf of a group or faction consisting of 5 or more individuals.
 - (2) Interrupt, warn, or terminate public comment when a person’s allotted time has elapsed, or is unrelated to the Agenda item identified by the person’s request, or when it is personally directed, abusive, obscene, or irrelevant.
 - (3) Request any individual to leave the meeting when that person does not observe reasonable decorum.
 - (4) Request the assistance of security and/or law enforcement in the removal of a disobedient person when that person's conduct interferes with the orderly progress of the meeting.
 - (5) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

- e. When recognized by the Board Chairperson, an individual or representative may approach the audience podium, state their name and address for the record, and be heard on the Agenda item identified by the individual or representative’s Request for Public Comment. Reasonable accommodations will be made for individuals or representatives with a disability who wish to be heard.

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

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

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 200	TITLE: BOARD OF TRUSTEES LEADERSHIP	
LEGAL AUTHORITY: §286.011; §112.311; §112.313; §112.317; §101.64; §120.54; §1001.62; §1001.64; §1001.65; §112.311; §112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.026; 6A-104-029; Art. IV §7. Fla. Const.	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14 10-14	DATE APPROVED: 08-16 06-17 10-18

6. The opportunity to be heard shall be limited to five (5) minutes for an individual or for a representative of a group or faction. The time periods may be extended at the sole and absolute discretion of the Board Chairperson. Persons allowed to make public comment may not cede all or part of their allotted time to other individuals or representatives.
7. Individuals and representatives will generally be permitted to speak in the order in which their Request for Public Comment forms are received, however the Board Chairperson shall have the authority to arrange the order of speakers in any manner deemed appropriate for the orderly conduct of the meeting.
8. Requests to address the Board for items not on the Board’s Agenda must be received by the Office of the President no later than 5:00 p.m. on the Thursday preceding the Board meeting. Such requests shall be evaluated by the Board Chairperson. In reaching a decision to grant or deny such requests, the Board Chairperson shall consider the following:
 - a. the number of items on the Board’s Agenda;
 - b. the number of requests made or anticipated to speak on Agenda items;
 - c. the substantive nature of the requested matter;
 - d. the prior presentation or consideration of the matter by the Board;
 - e. the likelihood of disruption if the request is granted; and
 - f. whether the interests of the College would be advanced by granting the request.

Unless required by applicable law, such requests shall be denied with respect to any ongoing legal or personnel matter, or any matter that has not been fully exhausted through internal administrative channels.

9. The opportunity to be heard does not apply to the following:
 - a. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act.
 - b. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations.
 - c. A meeting that is exempt from §286.011, Florida Statutes, as may be amended (the Public Meetings Law).

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 200	TITLE: BOARD OF TRUSTEES LEADERSHIP	
LEGAL AUTHORITY: §286.011; §112.311; §112.313; §112.317; §101.64; §120.54; §1001.62; §1001.64; §1001.65; §112.311; §112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.026; 6A-104-029; Art. IV §7. Fla. Const.	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14 10-14	DATE APPROVED: 08-16 06-17 10-18

d. A meeting at which the Board is sitting in its quasi-judicial capacity.

10. Notwithstanding the provisions of this section, at no time may the number of individuals present in the Board Room exceed the allowed number of occupants established by the Brevard County Fire Marshal. In such a case, the College may restrict access to the Third Floor of Building 8 (Melbourne Campus) to anyone who, if present inside the Board Room, would cause the maximum number of occupants to be exceeded.

[§1001.64; §112.311, Fla. Stat. (2016)] [§286.0114, Fla. Stat (2016)]

200.7 DISCHARGE OF BOARD MEMBERS

Board members may only be discharged for an appropriate reason and by a fair process. The governor of the State of Florida appoints members to the District Board of Trustee with confirmation by the Florida Senate. It is the duty of the Board chairperson to notify the governor whenever a Board member fails to attend three consecutive regular Board meetings in any one fiscal year. Such absences may be grounds for removal. The governor may suspend a state officer for a variety of reason such as malfeasance, neglect of duty, or permanent inability to perform official duties. The Florida Senate may, in proceedings prescribed by law, remove from office or reinstate the suspended official. For such purpose, the Senate may be convened in special session by its president or by a majority of its membership. The level of action needed, by the governor or senate, ensures the Board members will not be removed without appropriate reason or without fair review/processes.

(SACSCOC Standard 4.2.e)

[§1001.61, Fla. Stat. (2016); Art. IV §7(a) (b), Fla. Const.]

200.8 CHANGES TO THE POLICY GOVERNANCE MANUAL

Changes to the Policy Governance Manual may be considered by the Board of Trustees at a will be presented at a regular or special meeting called for that purpose, provided such proposed change has been filed with the Secretary of the Board and a copy provided to each Board member not fewer than ten (10) calendar days prior to the meeting at which the proposed change is to be considered.

Once approval is provided, the update will be entered into the Policy Governance Manual and copies of the updates provided to the Board members.

Policies will be routinely reviewed at least every three years.

[§1001.64, Fla. Stat. (2016); Fla. Admin. Code 6A-14.060]

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 300	TITLE: PRESIDENTIAL RESPONSIBILITIES	
LEGAL AUTHORITY: §1001.65, Fla. Stat. (2016) Fla. Admin.; 6A-14.060 (6A-14.041)	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

The President is responsible to ensure that the focus of EFSC is to serve the Brevard County community with quality programs, accountable and ethical business practices, open student access and diversity practices, credit and non-credit programs to support the workplace needs of the community, responsiveness to student needs and a safe learning environment.

300.1 PRESIDENTIAL PROFESSIONAL AND BUSINESS PRACTICES

The President shall not cause or allow any practice, activity, decision or organizational circumstances that is either unlawful, imprudent or in violation of commonly accepted professional and business practices. Specifically, the President shall not:

- Conduct College or personal business in an unethical or discriminatory manner.
- Expend more funds than budgeted within the fiscal year, unless a debt mechanism has been previously authorized by the Board.
- Enter into or change outside contracts that exceed \$324,999.99, without Board approval.
- Deal with students, staff, volunteers or community members in an inhumane, discriminatory, unfair or undignified matter.
- Operate the organization without personnel procedures or deviate from procedures, which clarify the rules to be followed when hiring, evaluating, disciplining or dismissing employees of the College.
- Neglect to inform the Board of relevant trends, monitoring date, potentially adverse media coverage, actual or anticipated legal actions, material internal or external changes, particularly changes that negate assumptions upon which Board policy has been established.
- Fail to advise the Board if, in the President’s opinion, the Board is not in compliance with its own policies.
- Fail to report in a timely manner an actual anticipated noncompliance with any Board Policy.
- Neglect in any way the health and/or safety of students, faculty, staff and volunteers studying or working at the campuses.
- Neglect to follow and comply with published state and federal law pertaining to gender equity.
- Violate any federal or state law and/or any State Department of Education rules.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 300	TITLE: PRESIDENTIAL RESPONSIBILITIES	
LEGAL AUTHORITY: §1001.65, Fla. Stat. (2016) Fla. Admin.; 6A-14.060 (6A-14.041)	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

300.2 PRESIDENT AS CHIEF EXECUTIVE OFFICER OF THE COLLEGE

The President serves as chief executive officer of the College, shall be the corporate secretary of the Board of Trustees, and is responsible for the operation and administration of the College. Among other powers and duties, the President Shall:

- (1) Delegate authority necessary to insure the laws and rules are executed efficiently.
- (2) Establish, organize and operate programs, classes and services as needed to provide adequate education opportunities for all students.
- (3) Provide for and implement the appointment, compensation, promotion, suspension, and dismissal for all employees of the College without the necessity of approval of the Board of Trustees, and shall establish grievance procedures.
- (4) Ensure adequate numbers of full time faculty to support the mission, quality and integrity of the College's academic programs.
- (5) On behalf of the Board of the Colleges, award appropriate degrees and certificates in accordance with applicable statutes and rules of the State of Florida as amend from time to time, and criteria established by national and/or regional accrediting agencies, including program length, content and coursework for degree completion.
- (6) Recommend the College's fund-raising activities exclusive of institutions-related foundations that are independent and separately incorporated.
- (7) Control the College's fund-raising activities exclusive of institution-related foundations that are independent and separately incorporated.
- (8) Ensure the adequacy of resources to support the education, research and public service programs of the College, including library learning resources, student support and physical resources.
- (9) Exercise administrative and fiscal control of the College's intercollegiate athletics.
- (10) Exercise all other powers and duties as provided by law.
- (11) Adopt and follow a periodic needs assessment process to determine the educational services within the community colleges district.
- (12) Provide a system to enable its students to set educational goals for themselves and to use its services to attain the goals.
- (13) Establish a process to select and retain employees who are successful in helping the college accomplish its purpose.
- (14) Provide equal access to and equal opportunity in employment, programs and services without regard of age, race, national origin, color, ethnicity, genetic information, religion, sex, gender, sexual orientation, pregnancy, disability, marital status, veteran status, ancestry, or political affiliation.
- (15) Develop a comprehensive, long-range plan, including program and service priority.
- (16) Has ultimate responsibility for, and exercises appropriate

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 300	TITLE: PRESIDENTIAL RESPONSIBILITIES	
LEGAL AUTHORITY: §1001.65, Fla. Stat. (2016) Fla. Admin.; 6A-14.060 (6A-14.041)	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

administrative and fiscal control over, the institution’s intercollegiate athletics program.

(17) Establish adequate and sound control of expenditures, efficient operations conservation, and a budget process producing the greatest benefits to the service area.

(18) Ensure contract forms for college personnel shall be prescribed by the board of trustees.

(19) Defines expected outcomes of administrative support and demonstrates the extent to which the outcomes are achieved.

(SACSCOC Standard 3.1.a; 5.2.a; 5.2.b; 5.2.c; 5.3; 5.5; 7.3)

[§1001.65, Fla. Stat. (2016); Fla. Admin.; 6A-14.041; 6A-14.060]

300.3 PRESIDENTIAL AUTHORITY FOR PERSONNEL

The President shall have the authority and obligation to establish and implement rules and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, suspend, evaluate, remove or terminate personnel within the laws and rules of the State Board of Education and in accordance with the policies specified by the College Board of Trustees.

The President shall have the authority and obligation to establish a personnel program for all employees pursuant to Chapter 1012, Florida Statutes, and Rules and Guidelines of the State Board of Education, related to appointment, employment and evaluation of all personnel and including:

- Compensation and other conditions of employment;
- Standards for performance;
- Performance evaluation;
- Benefits; Work hours; Leave policies;
- Performance recognition;
- Inventions and work products;
- Travel;
- Learning opportunities;
- Exchange programs;
- Academic freedom and responsibility;
- Assignment;
- Disciplinary actions;
- Complaints and appeals and
- Grievances procedures

(SACSCOC Standard 5.4; 6.3)

[§1001.65; §1012, Fla. Stat. 2016)]

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 400	TITLE: STUDENT SUPPORT	
LEGAL AUTHORITY: §1001.63; §1001.64; §1001.65; §1002.21; §1002.22, Fla. Stat. (2016) Fla. Admin. Code 6A-14.030	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 08-19

400.0 EDUCATIONAL PRACTICES

The College publishes, implements and disseminates academic policies that adhere to principles of good education practice and that accurately represent the programs and services of the institution. The College makes available to students and the public current academic calendars, grading policies, cost of attendance and refund policies. The College ensures the availability of archived official catalogs with relevant information to serve former and returning students.

(SACSCOC Standard 10.1; 10.2; 10.3)

400.1 NON-DISCRIMINATION AND EQUITY

The College pledges nondiscrimination, equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetic information, religion, sex, gender, sexual orientation, pregnancy, disability, marital status, veteran status, ancestry, or political affiliation. Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits. Responsibility for compliance to this policy is assigned to the Chief Equity and Diversity Officer.

400.2 ADMISSION TO THE COLLEGE

The College publishes admissions policies that are consistent with its mission to provide an "accessible and affordable education". As an open access institution with a minimal one-time application fee for all first-time students, the College is compliant with State of Florida regulations to maximize students' accessibility to postsecondary academic and career degree education. The College shall provide high-quality education and training opportunities, foster a climate of excellence, and provide opportunities to all. As an open-access institution, the College will serve all who can benefit, without regard to age, race, national origin, color, ethnicity, genetic information, religion, sex, gender, sexual orientation, pregnancy, disability, marital status, veteran status, ancestry, or political affiliation, while emphasizing the achievement of social and educational equity so that students can be prepared for full participation in society. All students who apply to take credit courses at the College must complete an Application for Admission and meet admissions requirements as specified by the State. In addition, the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined by the President to be in the best interest of the College.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 400	TITLE: STUDENT SUPPORT	
LEGAL AUTHORITY: §1001.63; §1001.64; §1001.65; §1002.21; §1002.22, Fla. Stat. (2016) Fla. Admin. Code 6A-14.030; 6A-14.0571	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 08-19

The College publishes admissions policies consistent with its mission and requirements for its undergraduate programs. The requirements conform to commonly accepted standards and practices for degree programs.

(SACSCOC Standard 9.7; 10.1; 10.5)

[§1001.64; §1001.65, Fla. Stat. (2016); Fla. Admin. Code 6A-14.030]

400.3 STUDENT RIGHTS AND RESPONSIBILITIES

The College students are both citizens and members of the academic community. As citizens, students enjoy freedoms of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which are theirs by virtue of this membership. When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all aspects of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all Board of Trustees' policies and procedures. Students will be expected to follow all standards in the Student Code of Conduct which includes safety and security rules. A copy of the Student Code of Conduct will be published and made available to all students. This code will be placed in the EFSC Student Handbook.

The College publishes appropriate and clear procedures for addressing written student complaints and maintains a record of these complaints.

(SACSCOC 12.3; 12.4)

400.4 HARASSMENT

The College will not tolerate any unlawful harassment of its employees, applicants, students or other parties having legitimate business on College premises.

Harassment is unwelcome conduct that is based on age, race, national origin, color, ethnicity, genetic information, religion, sex, gender, sexual orientation, pregnancy, disability, marital status, veteran status, ancestry, or political affiliation. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued class attendance or employment, or the conduct is severe or pervasive enough to create a learning or work environment that a reasonable person would consider intimidating, hostile, or abusive.

The College administration, through the President, will establish operational procedures for the implementation of this policy. This policy and the operational procedures shall be included in all

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 400	TITLE: STUDENT SUPPORT	
LEGAL AUTHORITY: §1001.63; §1001.64; §1001.65; §1002.21; §1002.22, Fla. Stat. (2016) Fla. Admin. Code 6A-14.030; 6A-14.0571	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 08-19

handbooks provided by the College to students, employees and faculty.

ADDITIONAL INFORMATION

Additional information about Harassment is available from Human Resources or Employee Relations, 1519 Clearlake Road, Cocoa, FL 32922.

[§1001.63; §1001.64, Fla. Stat (2016)]

400.5 CLASS ATTENDANCE AND RELIGIOUS OBSERVANCES

A. CONTINUED CLASSROOM PARTICIPATION

In order to obtain credit for a course, a student must demonstrate continued classroom participation as identified by the faculty to meet the competencies of the course. Students in contact hour courses must maintain documentation of the required hours completed in each course.

B. INSTRUCTOR ATTENDANCE POLICY

Faculty members shall publish and distribute a class syllabus at the inception of each course. The syllabus should include the instructor’s individual policies and procedures on student absenteeism, special circumstances under which students' absences may be excused, and their stipulations for making up work and exams missed during instructor-excused absences. Faculty members are given the option of allowing a student to complete the course based on the individual student’s circumstances and the faculty member’s assessment of student’s progress in the course. Students in contact hour courses must meet the contact hour requirement for the course.

C. RELIGIOUS HOLIDAYS

In accordance with federal and state statutes, students enrolled in credit or certificate courses may be granted excused absences from classes that are scheduled during a religious holiday. The student must request from the instructor approval for the absence, in writing, the first week of class. Absences due to religious holidays are excluded from all absence calculations. In case of such absences, the instructor shall provide equivalent assignments or the opportunity to make-up missed work without penalty.

[§1001.64, Fla. Stat. (2016)]

The College administration, through the President, will establish operational procedures for the implementation of this policy.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 400	TITLE: STUDENT SUPPORT	
LEGAL AUTHORITY: §1001.63; §1001.64; §1001.65; §1002.21; §1002.22, Fla. Stat. (2016) Fla. Admin. Code 6A-14.030	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 08-19

400.6 AIDS AND OTHER COMMUNICABLE DISEASES

The College will treat complaints and diagnosis information about AIDS and communicable diseases confidentially and will provide reasonable and non-discriminatory safeguards for employees and students against these.

The College administration, through the President, will establish operational procedures for the implementation of this policy.

400.7 MILITARY SERVICE

Any College Student who is called to or enlisted in active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such students shall be given the options of either completing the course or courses at a later date without penalty, or withdrawing from the course or courses with a full refund of fees paid. If the student chooses to withdraw, the student's records shall reflect that the withdrawal is due to active military service.

The College administration, through the President, will establish operational procedures for the implementation of this policy.

[§1004.07, Fla. Stat (2016)]

400.8 PARKING AND TRAFFIC

The President will insure that adequate parking is available for students and will implement procedures which provide for the safe flow of automobile and pedestrian traffic on all College campuses.

The rules shall include a uniform code of appropriate penalties for violations. Such penalties, unless otherwise provided by law, may include the levying of fines, the withholding of transcripts pending compliance with the rules or payment of fines, and the imposition of probation, suspension, or dismissal. Monies collected from parking rule infractions shall be deposited in appropriate funds for student financial aid purposes.

[§1001.64, Fla. Stat. (2016)]

400.9 HAZING

Hazing is prohibited at EFSC. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation, admission into, or affiliation with a college sanctioned organization, or the perpetuation or

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 400	TITLE: STUDENT SUPPORT	
LEGAL AUTHORITY: §1001.63; §1001.64; §1001.65; §1002.21; §1002.22, Fla. Stat. (2016) Fla. Admin. Code 6A-14.030	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 08-19

furtherance of a tradition or ritual of a college sanctioned organization. Hazing includes, but is not limited to, pressuring or coercing a student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of a student, and also includes any activity that would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of a student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. This policy applies to any hazing on or off campus. [§1001.64(8)(e); 1006.63, Fla. Stat. (2019)]

400.10 FACULTY AND ADJUNCT

The College is responsible for ensuring and documenting the qualities of the faculty and adjunct wherever the course is taught or however the course is delivered.

The College will employ an adequate number of faculty members to support the mission and goals of the College and will justify and document the qualifications of its faculty members for each of its educational programs. The College assigns appropriate responsibility for program coordinators.

The College publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members.
(SACSCOC Standard 6.1; 6.2.a; 6.2.b; 6.2.c; 6.3)

400.11 STUDENT ACHIEVEMENT

The College is responsible to provide course/program rigor that is comparable in all locations and demonstrates collegiate level educational expectations. The College identifies, evaluates and publishes goals and outcomes for student achievement appropriate to the College’s mission, the nature of the students it serves, and the kinds of programs it offers.

The College identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of student learning outcomes for each of its education programs, general education, and academic/student services that support student success.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 400	TITLE: STUDENT SUPPORT	
LEGAL AUTHORITY: §1001.63; §1001.64; §1001.65; §1002.21; §1002.22, Fla. Stat. (2016) Fla. Admin. Code 6A-14.030	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18 08-19

The College provides information and guidance to help student borrowers understand how to manage their debt and repay their loans.

(SACSCOC Standard 8.1; 8.2.a; 8.2.b; 8.2.c; 12.6)

400.12 EVALUATIONS

The College engages in ongoing, integrated and institution-wide research-based planning and evaluation processes that (1) incorporates a systematic review of institutional mission, goals, and outcomes (2) results

in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission.

(SACSCOC Standard 8.1; 8.2.1; 8.2.b; 8.2.c)

400.13 CURRICULUM

The Institution places primary responsibility for the content, quality and effectiveness of the curriculum with its faculty. The President or his delegate is responsible to develop operational procedures to ensure the appropriate development of curriculum and the primary responsibility of the faculty.

(SACSCOC Standard 6.2.c)

400.14 TRANSFER CREDIT

The College publishes policies for evaluating, awarding and accepting credit not originating at the College. The College ensures the academic quality of any coursework recorded on its transcript with an approval process by a person academically qualified to make the necessary judgements.

(SACSCOC Standard 10.9)

400.15 STUDENT RECORDS

The College protects the security, confidentiality, and integrity of the its student records and maintains security measures to protect and back up data.

(SACSCOC Standard 12.5)

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 500	TITLE: PERSONNEL	
LEGAL AUTHORITY: §1001.64; §1004.07; §112:311-112.326, Fla. Stat. (2016); Fla. Admin. Code 6A-14.0432	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

500.1 EMPLOYEE COMPORIMENT STANDARD

A. CODE OF ETHICS FOR COLLEGE EMPLOYEES

Employees of the College will adhere to the statutory code of ethics, which includes, but is not limited to, the following behavioral guidelines:

1. No College employee shall accept any items, services, influence the individual's independence of judgment toward the discharge of official College duties;
2. No College employee shall attempt to use his/her official College position to secure special privileges;
3. No College employee shall disclose or use confidential College information for personal benefit or engage in any business which might require him to do so;
4. No College employee shall have a significant business relationship with a person or firm engaging in, or seeking to engage in, business with the College or with any direct support organization of the College.

B. POLITICAL ACTIVITIES

1. No College employee shall solicit support for a political candidate (including self), during regular College work hours or on College property.
2. A College employee who becomes a candidate for public office shall notify the President, upon qualifying for the election, and shall adhere to statutory guidelines regarding political activities for public employees.
3. A successful candidate for an office, which requires part-time responsibilities away from the College campus, shall report to the President immediately after the election in order to evaluate the compatibility of the newly acquired office and his/her College responsibilities.

C. OUTSIDE EMPLOYMENT

The President will establish administrative procedures to ensure that a College employee who has accepted employment outside the College continues to perform his full-time College duties without interference or conflict deriving from such employment. The procedures will include a method for resolving conflicts in the event that they occur.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 500	TITLE: PERSONNEL	
LEGAL AUTHORITY: §1001.64; §1004.07; §112:311-112.326, Fla. Stat. (2016)	HISTORY:	DATE APPROVED:
	04-88 12-97	08-16
	08-01 12-04	06-17
	05-05 12-12	10-18
	04-14	

D. EMPLOYEE COMPORMENT

Every employee of the College will maintain a productive work attitude which will include promptness, efficiency, and cooperation with colleagues, self-control and acceptance of new tasks and supervisory direction.

The President will establish procedures and guidelines and disciplinary sanctions for employees whose behavior falls outside of these expectations.

E. CONFLICT OF INTEREST

Employees will refrain from personal activities which could cause or appear to cause a divided loyalty to the legitimate interests of the College.

The President will establish procedures for disclosure of all business interests, affiliations, and/or relationships that could reasonably give rise to a conflict of interest involving the College.

Employees should abide by all other requirements of Chapter 112, Florida Statutes, “Code of Ethics for Public Officers and Employees” not specifically mentioned on this list.

F. ACADEMIC FREEDOM

The College publishes and implements appropriate policies and procedures for preserving and protecting academic freedom. Academic freedom is mutually determined in the Collective Bargaining Agreement with the faculty
(SACSCOC Standard 6.4)

G. PROFESSIONAL DEVELOPMENT

The College provides ongoing professional development opportunities for faculty members as teachers, scholars, and practitioners, consistent with the College mission. Professional development is addressed in the Collective Bargaining Agreement with the faculty.

(SACSCOC Standard 6.5)

[§1001.64; §112:311-112.326, Fla. Stat. (2016)]

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 500	TITLE: PERSONNEL	
LEGAL AUTHORITY: §1001.64; §1004.07; §112:311-112.326, Fla. Stat. (2016)	HISTORY:	DATE APPROVED:
	04-88 12-97	08-16
	08-01 12-04	06-17
	05-05 12-12	10-18
	04-14	

500.2 MILITARY SERVICE

If a College employee is called to or enlisted in active military service, the College will act in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable laws. [§1004.07, Fla. Stat. (2016)]

500.3 RECRUITMENT, APPOINTMENT, TRANSFER, DISCIPLINE AND TERMINATION OF EMPLOYEES

The President shall have the authority and obligation to establish and implement rules and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, suspend, remove or terminate personnel within the laws and rules of the State Board of Education and in accordance with the policies specified by the College Board of Trustees. These responsibilities include, establishing an appropriate organization structure with qualified administrative/academic officers, faculty and staff.

The President shall have the authority and obligation to establish a personnel program for all employees pursuant to Chapter 1012, Florida Statutes, and Rules and Guidelines of the State Board of Education. In addition, the College may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct if determined by the President to be in the best interest of the College.

500.4 HOLIDAYS

The College will determine the annual College calendar and following holidays:

- New Year's Day (Jan. 1)
- Martin Luther King Day
- Spring Holiday (one week for faculty, staff and students)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veterans Day (November 11)
- Thanksgiving Day
- Christmas Day (Dec. 25)

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 500	TITLE: PERSONNEL	
LEGAL AUTHORITY: §1001.64; §1004.07; §§112:311-112.326, Fla. Stat. (2016)	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

500.5 EMPLOYEE BENEFITS

Full-time employees of the College will be eligible to receive all the benefits available through the College. The President will establish procedures for the eligibility of regular part-time employees, retired employees, dependents of full-time employees, and Board Members (current or retired).

500.6 ADMINISTRATIVE AND STUDENT SUPPORT SERVICES

The College provides appropriate academic and student support programs, services, and activities consistent with its mission. The College ensures an adequate number of appropriately prepared academic and student support staff and identifies expected outcomes of its administrative and student support services and demonstrates the extent to which the outcomes are achieved.
(SACSCOC Standard 7.3, 12.1; 12.2; 12.3)

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 600	TITLE: ACADEMICS	
LEGAL AUTHORITY: §1001.64; §1004.07; §1004.65; §1007.24; §1007.25, Fla. Stat. (2016); Fla. Admin. Code 6A-10.0242; 6A-10.024; 6A-14.030	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

600 EDUCATIONAL PRACTICES

The College maintains continuous operation and has students enrolled in degree programs. The College publishes, implement and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the College.
(SACSCOC Standard 3.1.c; 10.1; 10.4)

600.1 PROGRAM LENGTH

The College uses the semester credit hour as the basis for the academic unit of credit and 16 contact hours are required for each semester credit hour earned. The College offers the following degrees: Baccalaureate Degrees (B.A., B.S. and B.A.S.), Associate of Arts (A.A.); Associate of Science (A.S.); and the Associate of Applied Science (A.A.S.).

All baccalaureate degree programs offered by the College require no more than 120 semester hours of college credit, including 36 semester hours of general education coursework, unless prior approval has been granted by the State Board of Education for baccalaureate degree programs offered by Florida College Systems Institutions. A student who received an associate in arts degree for successfully completing 60 semester credit hours may continue to earn additional credits at a Florida College System institution. Of the courses required for the degree, at least half of the credit hours required for the degree shall be achievable through courses designed as lower division, except in degree programs approved by the State Board of Education for programs offered by Florida College System institutions.

All associate degree programs offered by the College require a minimum of 60 semester hours. EFSC's Associate of Science (A.S.) and Associate of Applied Science (A.A.S.) degrees adhere to the standards set by the Florida Department of Education, Workforce Education Standards, Accreditation Standards, and the Curriculum Frameworks for Career and Technical Education.

An Applied Technology Diploma consisting of a course of study that is part of an associate in science degree (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, and leads to employment in a specific occupation may be awarded to students who have met the requirements of that diploma. An applied technology diploma program may consist of either technical credit or college credit.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 600	TITLE: ACADEMICS	
LEGAL AUTHORITY: §1001.64; §1004.07; §1004.65; §1007.24; §1007.25, Fla. Stat. (2016); Fla. Admin. Code 6A-10.0242; 6A-10.024; 6A-14.030	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

Postsecondary adult vocation courses (PSAV) are considered technical credits. Technical credits are based on 30 educational contact hours for each credit awarded. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements, and subject to law and rule, the career and technical certificate shall be awarded.

(SACSCOC Standard 9.2; 9.3)

The College utilizes distance learning to deliver some of its courses. During the curriculum development process, the faculty determines whether or not the course is suitable for teaching online or combined online and face-to-face. No changes to course competencies or rigor are made for courses identified as suitable for distance learning.

(SACSCOC Standard 4.3; 10.6)

[Fla. Admin. Code 6A-14.030]

The College administration, through the President, will establish operational procedures for the implementation of this policy.

600.2 PROGRAM CONTENT

Each of the degrees and certificates offered by EFSC will meet the state of Florida requirements for being classified at the post-secondary educational level.

The A.A. degree comprises the first two years of a baccalaureate degree and is recognized through the state's articulation system. Each A.S., A.A.S., C.C.C., and P.S.A.V. follows the curriculum framework as established by the Florida Department of Education.

Graduation for all degree types with general education requirements. All changes to courses and programs are initiated by faculty through the College's Academic Affairs Council and follow a specified review process. All EFSC program courses are reviewed in accordance with The Florida Administrative Code 6A-10.0242.

The Academic Affairs Council reviews educational curriculum and submit recommendations for approval by the President.

At least 25 percent of the credit hours required for an undergraduate degree are earned through instruction offered by the College.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 600	TITLE: ACADEMICS	
LEGAL AUTHORITY: §1001.64; §1004.07; §1004.65; §1007.24; §1007.25, Fla. Stat. (2016); Fla. Admin. Code 6A-10.0242; 6A-10.024; 6A-14.030	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

The College publishes requirements for graduation. The requirements conform to commonly accepted standards and practices for degree programs.

(SACCSCOC Standard 9.4; 9.7; 10.7)

The College administration, through the President, will establish procedures to ensure compliance with Florida Department of Education curriculum frameworks.

[§1007.24, Fla. Stat. (2016); Fla. Admin. Code 6A-10.0242]

600.3 COURSEWORK FOR DEGREES

The College provides instruction for all required course work for at least one degree program at each level at which it awards degrees. The College has a defined and published policy for evaluating, awarding and accepting credit for transfer, experiential learning, advanced placement and professional certificates. Credit award is based on acceptability at the college-level, applicability to degree requirements, and comparability to the quality and learning outcomes of the College's courses or program requirements.

(SACSCOC Standard 3.1.b)

The Florida Department of Education provides articulation guidelines and alternative credit options for community college students as follows:

Select courses may be held at local high schools for high school students who are dual enrolled. All school district teachers assigned to teach dual enrollment courses at the high school meet the same minimum qualifications for employment as instructors employed by the College.

Alternative credit may also be granted by specific articulation agreements for industry certification, third party training, licensure, and military service credits as allowed by applicable law.

Credit for Adult Experiential Learning (CAEL) is a process for recognition of prior learning if an examination does not exist or if an alternative method is preferred.

Credit by institutional exam is an alternative method for eligible students to earn college credit. Faculty in the discipline are responsible for creating the exam and following the established procedures.

The College's policies on acceptance of credit transferred from other colleges will be in compliance with Florida Statute. The College administration, through the President, will establish operational procedures for the implementation of this policy.

[§1007.24; §1007.25, Fla. Stat. (2016); Fla. Admin. Code 6A-10.024]

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 600	TITLE: ACADEMICS	
LEGAL AUTHORITY: §1001.64; §1004.07; §1004.65; §1007.24; §1007.25, Fla. Stat. (2016); Fla. Admin. Code 6A-10.0242; 6A-10.024; 6A-14.030	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

600.4 CONTINUING EDUCATION/SERVICE PROGRAMS

The College’s continuing education, outreach and service programs will be consistent with the institution's mission to meet community need. These efforts are supported at the noncredit level through continuing education courses, lifelong learning courses and outreach events designed to meet the professional development and personal enrichment needs of its service district.

[§1004.65, Fla. Stat. (2016); Board Policy 6Hx-18-2.06]; Fla. Admin. Code 6A-14.030).

600.5 SUBSTANTIVE CHANGE

The College notifies the Commission of changes in accordance with the substantive change policy and when required seeks approval prior to the initiation of the changes.

The College administration, through the President, will establish operational procedures for the implementation of this policy.
(SACSCOC Standard 14.2)

600.6 LIBRARY RESOURCES

The College provides adequate and appropriate library and learning/information resources to support its mission, including adequate numbers of appropriately prepared personnel and adequate access and timely instruction for faculty, staff and students to available library services.
(SACSCOC Standard 11.1; 11.2; 11.3)

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 700	TITLE: FINANCIAL AND PHYSICAL RESOURCES	
LEGAL AUTHORITY: §1001.64; §1004.07; §1009.23; §1009.25; §1009.26; §1009.27, Fla. Stat. (2016); Fla. Admin. Code 6A-14.0432; 6A-14.0541; 6A-14-054; 6A-14.077	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

700.0 FINANCIAL RESOURCES

The College has sound financial resources and a demonstrated stable financial base to support the mission of the College and the scope of its programs and services. The President shall not cause or allow any practice, activity, decision or organizational circumstance that is either unlawful, imprudent or in violation of commonly accepted professional and business practices.

(SACSCOC Standard 13)

700.1 DIRECT SUPPORT ORGANIZATIONS

The Board of Trustees authorizes the organization of the following Direct Support Organizations (DSO) to receive, hold, invest, and administer property and to make expenditures to or for the benefit of the College, and directs them to operate in a manner consistent with the goals of the College and applicable laws of the State of Florida:

- Eastern Florida State College Foundation, Inc.
- Maxwell C. King Center for the Performing Arts, Inc.
- Eastern Florida State College Student Housing Corporation, Inc.

As the College’s chief executive officer and custodian of all College property and financial resources, the President is empowered to promulgate College policy and procedures related to the overall business operations, property, personnel, and governance of each of the College’s DSO’s. This includes the authority to prescribe any conditions by which each DSO must comply in order to use College property, facilities, and personal services. At a minimum, in order to use College property, facilities, and personal services, a DSO shall comply with the following conditions:

- Provide that the President or President’s designee, and Chair of the Board of Trustees or other member of the Board of Trustees as appointed by the Chair, serve on the DSO’s Board of Directors and executive committee; and provide that every other member of the DSO’s Board of Directors and executive committee be approved annually by the President and the Board of Trustees;
- Provide for an annual financial audit in accordance with rules adopted by the Auditor General pursuant to Section 11.45(8), Florida Statutes;
- Provide annually to the Board of Trustees and President a copy of its Federal Internal Revenue Service Application for Recognition of Exemption form (Form 1023) and its Federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990);
- Operate in accordance with Section 1004.70, Florida Statutes;
- Operate in accordance with Section 286.011, Florida Statutes (the Sunshine Law);
- Operate in accordance with all College policies and procedures; and

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 700	TITLE: FINANCIAL AND PHYSICAL RESOURCES	
LEGAL AUTHORITY: §1001.64; §1004.07; §1009.23; §1009.25; §1009.26; §1009.27, Fla. Stat. (2016); Fla. Admin. Code 6A-14.0432; 6A-14.0541; 6A-14-054; 6A-14.077	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

- Operate in a manner consistent with the goals of Eastern Florida State College and in the best interest of the state.

In addition, the President must approve each DSO’s anticipated use of College property, facilities, and personal services at least annually before the use occurs. This includes documentation of the square footage and relative value of any office space and related buildings used, and DSO personnel shall affirm, after use, that the College’s resources were used properly.

The President shall monitor and document DSO compliance with all conditions. In the event the President determines that a DSO is noncompliant with any condition, the President shall notify the DSO of such noncompliance, and may issue directives to the DSO of which the President has determined are reasonably necessary to achieve compliance. In the event the DSO fails to comply with the President’s directives, the President shall notify the Board of Trustees.

700.2 COLLEGE FEES

Admission and resident and non-resident tuition are approved by the Board of Trustees, upon the recommendation of the President. The College’s business office maintains a complete list of these and all other College fees. Fee changes will be publicly noted pursuant to Florida Statute §1009.23.

The following lists are representative, but not inclusive, of fees which are established by the President or designee, and approved by the Board of Trustees:

1. Admission Application
2. Resident and Non-Resident Tuition and Associated Fees
3. College Sponsored Non-credit Activities Fees
4. Special Programs and Non-Credit Courses
5. Library and Traffic Violation Fines
6. Other Fees

The College will set fees for services that it provides such as:

1. Facility usage fees for community organizations (for classrooms, auditoria, sports facilities, and other campus areas);

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 700	TITLE: FINANCIAL AND PHYSICAL RESOURCES	
LEGAL AUTHORITY: §1001.64; §1004.07; §1009.23; §1009.25; §1009.26; §1009.27, Fla. Stat. (2016); Fla. Admin. Code 6A-14.0432; 6A-14.0541; 6A-14-054; 6A-14.077	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

2. Reproduction of public records;
3. Fees for services rendered in conjunction with Dental Clinic; Automotive Lab; Cosmetology Lab.

(SACSCOC Standard 5.2.c; 5.3.c)

[§1001.64; §1009.23; §1009.25; §1009.26; §1009.27, Fla. Sta. (2016); Fla. Admin. Code 6A-14.054; 6A-14.0541]

700.3 COLLEGE BUDGETS

Each fiscal year, the President will prepare a budget in the manner prescribed by law for review and approval by the Board of Trustees.

Formal budget amendments will be required any time changes are required, in accordance with statute. Once the budget or any subsequent formal amendment has been officially adopted by the Board of Trustees, the President, or designee, shall have the authority to move budgets among departments or categories.

In addition of being responsible for assuring that expenditures and obligations are maintained within budget, the President shall also ensure that:

- Financial records and accounts are kept in accordance applicable law and rules.
- Accounts carried over from the previous year's business are satisfied from the first available and appropriate funds;
- Insofar as possible, pay obligations during the month in which they become payable;
- Separate accounts for renovation or construction for all capital - outlay projects are maintained in the unexpended plant fund.

Adequate internal control measures are established and maintained providing for the receipt or transfer of public funds to, from, or within the College's established back accounts. Such transfers may be for purposes including, but not limited to, investments, direct deposit or payroll, payments to vendors, reimbursements to employees, disbursement of financial aid or refunds to students, or to a college service provider of services on behalf of the College.

(SACSCOC Standard 13.6)

[§1011.01; §1001.012, Fla. Stat. (2016); Fla. Admin. Code 6A-14.0716; 6A-14.072]

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 700	TITLE: FINANCIAL AND PHYSICAL RESOURCES	
LEGAL AUTHORITY: §1001.64; §1004.07; §1009.23; §1009.25; §1009.26; §1009.27, Fla. Stat. (2016); Fla. Admin. Code 6A-14.0432; 6A-14.0541; 6A-14-054; 6A-14.077	HISTORY: 04-88 12-97 08-01 12-04 05-05 12-12 04-14	DATE APPROVED: 08-16 06-17 10-18

700.4 FACILITY USAGE

The College ensures adequate physical facilities and resources, both on and off campus, that appropriately serve the needs of the institution’s education program, support services and other mission-related activities. The President or designee may authorize the use of campus facilities for class and non-class college activities. Authorization for use by community organizations may also be approved, providing that the use does not cause the College to compromise its educational programs or to incur expense or liability. Uses of College facilities for classes shall have priority over all other uses. Requests for facility usage will be reviewed in the following priority: college-related activities, public educational institution use, governmental institution use and not-for-profit private corporations. Facility requests for entities which are not community organizations will not be considered. The College will assess appropriate fees as approved by the Board and defined in Policy 700.2. The President will be responsible for establishing operational procedures to support this policy.
(SACSCOC Standard 13.7)

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 800	TITLE: COMPLIANCE WITH THE JEANNE CLERY ACT	
LEGAL AUTHORITY: 20 USC §1092(f)	HISTORY: 10-14	DATE APPROVED: 08-16 06-17 10-18 07-20

800.0 SAFETY AND SECURITY

The College Board of Trustees and President are fully committed to the safety and security of all students, faculty, staff, and guest of Eastern Florida State College. In 1990, the “Crime Awareness and Campus Security Act of 1990” was implemented which expanded the “Higher Education Act of 1965.” The act required all Colleges and Universities receiving federal student financial assistance to openly report campus crime statistics and security information. In 1998, the law was renamed the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” also known as “The Clery Act” in memory of a student who was slain in her dorm room in 1986. In an effort to make college and university campuses as safe as possible, the Clery Act was further amended in 2008 and again in 2013. The Clery Act requires colleges and universities throughout the United States to disclose information about crime on and around their campuses and properties. Enforcement of the Clery Act is provided by the United States Department of Education. As a result of this landmark federal law, the EFSC Board of Trustees shall implement governance policies and the EFSC President shall implement operational procedures that will ensure comprehensive compliance with the Clery Act.

(SACSCOC Standard 13.8)

800.1 APPOINTMENT OF SAFETY POLICIES AND PROCEDURES COMPLIANCE COMMITTEE

To ensure that Eastern Florida State College continues to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the President of the College shall appoint a “Safety Policy and Procedures Compliance Committee”, which will regularly review college policies and procedures and recommend adoption of any new policies, procedures, or revisions as necessary to ensure continued compliance with the Act.

800.2 DISCLOSURE OF CRIME AND FIRE STATISTICS AND ANNUAL SECURITY AND FIRE SAFETY REPORT

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), on or before October 1 of each year, Eastern Florida State College shall publish an Annual Security and Fire Safety Report prepared by the College Security Department, containing crime, arrest, referral, and fire statistics as required by the Clery Act. In preparing the report, the College’s Security Department shall survey and compile statistics reported to Campus Security Department personnel, other campus security authorities, and law enforcement agencies having jurisdiction over each campus, public property within or immediately adjacent to each campus, and non-campus property owned or controlled by the College. The Annual Security and Fire Safety Report shall also contain information relating to safety and security of each campus, including crime and fire prevention information and all policy statements of

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 800	TITLE: COMPLIANCE WITH THE JEANNE CLERY ACT	
LEGAL AUTHORITY: 20 USC §1092(f)	HISTORY: 10-14	DATE APPROVED: 08-16 06-17 10-18 07-20

the College which are required by the Clery Act to be included in the report, including notification for missing students residing in on-campus housing. The Annual Security and Fire Safety Report shall be provided to all current students and employees of the College, as well as prospective students and employees in such manner as required by law and College Procedure. Paper copies of the Annual Security and Fire Safety Report shall also be available upon request.

800.3 CRIME REPORTING AND RELATIONSHIP WITH LOCAL LAW ENFORCEMENT

Eastern Florida State College utilizes the personnel of its Security Department along with assistance from local law enforcement agencies to provide security and emergency services for each campus. Although the College does not have a formal memorandum of understanding with any law enforcement agency, the College does maintain close working relationships with the Cocoa Police Department for matters concerning the Cocoa campus, the Melbourne Police Department for matters concerning the Melbourne campus, the Palm Bay Police Department for matters concerning the Palm Bay campus, the Titusville Police Department for matters concerning the Titusville campus, and the Brevard County Sheriff's Office for any matters concerning any campus or other location within Brevard County. Security Department personnel do not have general arrest authority, but may use force as provided in Section 800 of the College's Procedures Manual.

Eastern Florida State College encourages its students, faculty, staff and guests to report crime or suspicious activity to Security Department personnel and to the appropriate law enforcement agency in a timely manner.

800.4 SECURITY AND ACCESS TO COLLEGE FACILITIES

Eastern Florida State College is dedicated to ensuring the safety and security of its students, faculty, staff, and guests while utilizing College facilities. While the College recognizes the importance of making its facilities on each campus open and available during normal hours of operation, the college also recognizes that reasonable limitations may be necessary to ensure the safety and security of each campus facility.

In order to meet the unique challenges associated with each College facility, it is imperative that members of College community recognize and abide by the procedures set forth in Section 800 of the College's Procedures Manual, which are expressly incorporated and made part of this policy, relating to the security of and access to campus facilities and the security considerations used in the maintenance of campus facilities.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 800	TITLE: COMPLIANCE WITH THE JEANNE CLERY ACT	
LEGAL AUTHORITY: 20 USC §1092(f)	HISTORY: 10-14	DATE APPROVED: 08-16 06-17 10-18 07-20

800.5 TIMELY WARNING POLICY

In the event that a Clery Act crime which is reported to campus security authorities and which, in the judgment of the President of the College, or his or her designee, in consultation with the College’s Security Department, constitutes a serious or continuing threat to students or employees, the College shall issue a “timely warning.” In addition, timely warning may, but are not required to be issued for incidents which are not reportable under the Clery Act. The College’s Security Department in consultation with the Communications Department shall be responsible for determining the content of the timely warning and disseminating the warning via the College’s emergency notification system, e-mails, text messages, telephone calls, emergency messages on the College’s website, or via other methods as deemed appropriate by the President or his or her designee, in accordance with procedures promulgated by the President.

800.6 EMERGENCY NOTIFICATION

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the College shall issue an “Emergency Notification.” The Chief of the College’s Security Department and Associate Vice President of Communications, or their respective designees, shall be responsible for confirming whether an emergency or dangerous situation exist, and if necessary, shall confer with other members of the Executive Management Team, as identified in the College’s Emergency Management Response Plan, to determine the content of any emergency notification to be sent, the method of communicating the notification, and the segment of the campus community to be notified.

The Chief of Security, in consultation with the Associate Vice President for Communications, and Associate Vice President for Information Technology, or their respective designees, shall be responsible for disseminating the warning using the College’s available technological resources which may include e-mails, text messages, telephone calls, emergency messages on the College’s website, or via other methods deemed appropriate by the President or his designee, in accordance with procedures promulgated by the President.

The Chief of Security, in consulting with the Associate Vice President for Communications, and Associate Vice President for Information Technology, or their respective designees, shall without delay, and taking into account the safety of the community, be responsible for disseminating the notification, unless notification will, in the professional judgment of any Executive Management Team member or law enforcement personnel, compromise the efforts to assist a victim or to contain, respond to , or otherwise mitigate the emergency or dangerous situation.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 800	TITLE: COMPLIANCE WITH THE JEANNE CLERY ACT	
LEGAL AUTHORITY: 20 USC §1092(f)	HISTORY: 10-14	DATE APPROVED: 08-16 06-17 10-18 07-20

800.7 EMERGENCY RESPONSE AND EVACUATION

The College shall maintain an Emergency Management Response Plan (“EMRP”), which shall be reviewed annually by the EMRP Leadership Team, and which shall prescribe the procedures to be followed in the event of an emergency or dangerous situation on each campus. The EMRP shall include information about the Executive Management Response Team, incident priorities and performance expectations, and shelter-in-place and evacuations procedures.

The College shall test the emergency response and evacuation procedures on at least an annual basis, which shall include at least one scheduled announced or unannounced drill or exercise, and appropriate follow-through activities designed to assess and evaluate the effectiveness of the Emergency Management Response Plan.

The College shall maintain documentation of such emergency tests for at least seven years.

800.8 SEX OFFENDER REGISTRATION

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”)*, and the *Campus Sex Crimes Act of 2000*, Eastern Florida State College shall inform the campus community of the availability of information provided by the State of Florida concerning registered sex offenders. The College shall publish instructions for the campus community to access sex offender registry and other information in Section 800 of the College’s Procedures Manual, which is expressly incorporated and made part of this policy as if set forth verbatim herein.

800.9 CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

Eastern Florida State College recognizes its ongoing responsibility to provide the campus community with timely information on crime prevention and security awareness, and is firmly committed to presenting students, faculty and staff with educational seminars, workshops, media clips, printed material, or similar offering, at regular intervals, and not less than once per academic year. Such programs shall include information about security procedures and practices and shall encourage students and employees to be aware of their responsibility for their own security and the security of others. When developing crime prevention and security awareness programs or materials for a particular campus, the College may consult with local law enforcement agencies having jurisdiction over the campus.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 800	TITLE: COMPLIANCE WITH THE JEANNE CLERY ACT	
LEGAL AUTHORITY: 20 USC §1092(f)	HISTORY: 10-14	DATE APPROVED: 08-16 06-17 10-18 07-20

800.10 SEXUAL MISCONDUCT AND TITLE IX GRIEVANCE POLICY

On May 19, 2020, the U.S. Department of Education issued a Final Rule ("Final Rule") under Title IX of the Educational Amendments of 1972 that: (1) defines the meaning of sexual harassment, sexual assault, dating violence, domestic violence, and stalking (collectively, "sexual misconduct"); (2) addresses how the College must respond to reports of sexual misconduct; and (3) mandates a grievance process that the College must follow before issuing a disciplinary sanction against a person accused of sexual misconduct. The Final Rule is effective August 14, 2020.

Eastern Florida State College is firmly committed to maintaining a campus environment free from all forms of sexual misconduct. Sexual misconduct in any form diminishes individual dignity, jeopardizes the welfare of students and employees, and impedes access to educational, social and employment opportunities. Sexual misconduct violates the College's institutional values of respect, integrity, accountability and excellence. Accordingly, sexual misconduct in any form is expressly prohibited by the College.

The College shall provide educational programs to promote the awareness and prevention of sexual misconduct.

The College shall maintain procedures consistent with the Final Rule, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and any other applicable law or regulation.

The standard of proof in any sexual misconduct disciplinary proceeding shall be preponderance-of-the-evidence standard (i.e., more likely than not).

The President is authorized and shall be responsible for promulgating procedures necessary to give effect to this policy, which shall be contained in Section 800 of the College's Procedures Manual, and which are expressly incorporated and made part of this policy as it set forth verbatim herein.

800.11 ALCOHOL AND DRUG PREVENTION

It is the intent of Eastern Florida State College to provide an alcohol and drug-free environment for all students and employees consistent with the *Drug Free Workplace Act of 1988*, the *Drug-Free Schools and Communities Act*, as articulated in Part 86 of the *Education Department General Administrative Regulations of 1989*, and applicable Florida Statutes.

EASTERN FLORIDA STATE COLLEGE POLICY GOVERNANCE MANUAL

SECTION: 800	TITLE: COMPLIANCE WITH THE JEANNE CLERY ACT	
LEGAL AUTHORITY: 20 USC §1092(f)	HISTORY: 10-14	DATE APPROVED: 08-16 06-17 10-18 07-20

Possession or consumption of alcohol by anyone under the age of 21 is prohibited by state law. Possession, consumption, or sale of alcohol is prohibited on all college property unless approved in advance by the President.

The use, possession, purchase, solicitation, sale, manufacture, distribution, or delivery of any narcotics, controlled substances, prescription medication without a personal prescription, or other illegal drugs is prohibited under state and federal law, and is not permitted on College property.

The College supports enforcement of state and federal law by the various law enforcement agencies having jurisdiction over College property. Violators are subject to criminal prosecution, as well as College disciplinary sanctions, up to and including expulsion or termination of employment.

The College shall annually provide information to students and employees regarding the applicable standards of conduct, legal sanctions, College disciplinary sanctions, and health risk associated with the use of alcohol and illegal drugs, and information regarding counseling, treatment, and rehabilitation services available in the community, and employee assistance programs. The College’s Safety Policy and Procedures Compliance Committee shall review the College’s alcohol and drug prevention program and procedures to determine their effectiveness and consistency of sanction enforcement no less than every two years.

The President is authorized and shall be responsible for promulgating procedures necessary to give effect to this policy, which shall be contained in the College’s Procedures Manual, and which are expressly incorporated and made part of this policy as if set forth verbatim herein.

800.12 CRIME AND FIRE LOG

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”)*, the Security Department of Eastern Florida State College shall maintain a daily Crime and Fire Log for each campus (fire log for Melbourne campus only) for the purpose of recording specific information about all criminal incidents and alleged criminal incidents that are reported to the Campus Security Department, as well as all fires that occur in on-campus housing facilities.

The President is authorized and shall be responsible for promulgating procedures necessary to give effect to this policy, which shall be contained in Section 800 of the College’s Procedures Manual, and which are expressly incorporated and made part of this policy as if set forth verbatim herein.

