



MANUAL OF POLICY

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| TITLE | Values, Vision, and Mission | POLICY 1.001 |
| LEGAL AUTHORITY | 1004.65 F.S. | PAGE 1 of 1 |

Statement of Values

Holding true to its vision and working continuously on mission, Gulf Coast State College affirms these values as essential to all the college is and does:

- Boldness of vision
- Responsiveness to the community
- Culture of honesty and trust
- Open expression of ideas
- Diversity of thought and culture
- Flexibility and agility
- Ease of access and affordability
- Outstanding teaching and service
- Creativity and innovation
- Purposeful Work

Vision

Gulf Coast State College will deliver life-changing learning opportunities and will join as a full partner in dynamic cultural and economic development of the region.

Mission

Gulf Coast State College holds students and community of central importance. The college provides many opportunities for learning and offers a range of programs and services to help students become well-educated, productive citizens. The college is equally dedicated to collaborating with the community to help create or improve economic well-being and to offer the space of the college for social dialog, events of art and culture, and other moments that enhance our quality of life.

Date Adopted/Amended: 8-5-76, 1-10-85, 1-14-88, 2-16-89, 10-12-89, 11-5-92, 10-9-97, 9-7-00, 5-8-03, 4-17-08



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| TITLE | Procedure for Reviewing the Values, Vision, and Mission | POLICY 1.006 |
| LEGAL AUTHORITY | 6A-14.060, 1001.64 F.S. | PAGE 1 of 1 |

The values, vision, and mission of Gulf Coast State College provide the foundation upon which the institution operates. Gulf Coast State College will review periodically its values, vision, and mission statements as a part of the strategic planning process. Suggestions for changes in the values, vision, or mission of the college may be made by the councils of the college, which will make recommendations to Executive Council. Changes to the values, vision, and mission statements must be approved by the District Board of Trustees.

Date Adopted/Amended: 8-5-76, 1-14-87, 2-16-89, 11-10-94, 10-9-97, 9-9-99, 9-7-00, 5-8-03, 11-13-08, 10-4-12, 1-15-15



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| TITLE | Conflict of Interest and Undue Influence for Members of the District Board of Trustees and Employees of the College | POLICY 1.007 |
| LEGAL AUTHORITY | Chapter 112 Part III F.S., UGG 2 CFR Section 200.112 | PAGE 1 of 1 |

The Gulf Coast State College District Board of Trustees finds it in the best interest of the college and its students for the board and college employees to adhere to the “Code of Ethics for Public Officers and Employees” adopted by the Legislature and found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials and employees conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law.

As stated in the Legislative Intent of Florida Statute 112.311, “It is essential to the proper conduct and operation of government that public officials be independent and impartial and that public office not be used for private gain.” The Gulf Coast State College District Board of Trustees and its employees serve a public role and have a clear obligation to conduct all affairs in accordance with Florida Statutes and Federal laws and regulations pertaining to Federal awards. All decisions of the District Board of Trustees and Gulf Coast State College employees shall be based on promoting the best interests of the college and the public good. The board and employees of the college must fully disclose any potential conflicts of interests involving themselves or family members and not participate in matters where undue influence is, or may appear to be, present. Any conflict of interest involving Federal awards must be disclosed in writing to the awarding Federal agency.

Date Adopted/Amended: 6-25-15, 5-17-18



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| TITLE | Authorization | POLICY 2.010 |
| LEGAL AUTHORITY | SBEAR 6A-14.024, 6A-14.060, 1001.63 F.S. | PAGE 1 of 1 |

Effective July 1, 1968, the Gulf Coast State College Advisory Committee became the District Board of Trustees of Gulf Coast State College. The college is established as a part of The Florida College System serving Bay, Gulf, and Franklin counties. As a public state college, it is subject to the control of the Gulf Coast State College District Board of Trustees and is under the regulations of the Florida Department of Education, Division of Florida Colleges, as well as the rules of the State Board of Education.

The District Board of Trustees of Gulf Coast State College is the official corporate name. The board is a body corporate.

The District Board of Trustees, in accordance with the references listed above, has been given broad responsibilities of supervision and policy making in relation to personnel, curricula, finance, and the general operation of the college. The management responsibilities reside with the President of the College.

Date Adopted/Amended: 7-1-76, 2-16-89, 9-9-99, 5-8-03



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|----------------------------|-------------------------------------------------------------|------------------------|
| TITLE | The State Board of Education | POLICY 2.020 |
| LEGAL AUTHORITY | Article IX, Section 2, Constitution of the State of Florida | PAGE 1 of 1 |

The State Board of Education shall consist of the Commissioner of Education and a seven-member board of citizens appointed by the Governor.

GENERAL RESPONSIBILITIES OF THE STATE BOARD OF EDUCATION FOR COMMUNITY/STATE COLLEGES

Major responsibilities of the State Board of Education for community/state colleges are enumerated in the references listed above.

Date Adopted/Amended: 2-16-89, 5-8-03



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| TITLE | The Commissioner of Education | POLICY 2.040 |
| LEGAL AUTHORITY | Article IV, Section 4, Constitution of the State of Florida | PAGE 1 of 1 |

The Commissioner of Education is the chief educational officer of the state. As secretary of the State Board of Education and its executive officer, the Commissioner has both general and specific responsibilities relating to Florida's colleges.

Date Adopted/Amended: 2-16-89



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| TITLE | Southern Association of Colleges and Schools (SACS) Substantive Change Process | POLICY 2.060 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 2 |

To ensure timely compliance with Commission policy on substantive change, Gulf Coast State College has implemented a formal process for notifying the Commission on Colleges of the Southern Association of Colleges and Schools of curriculum and institutional changes.

SACSCOC Notification of Changes:

As required by the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC), Gulf Coast State College shall report to the Commission via the official letter of notification all changes in curriculum offerings and facilities. Furthermore, changes in college operations and services that substantially alter the way in which such operations are carried out or services are delivered will also be reported.

Note: Failure to comply with this institutional policy and with the SACSCOC Substantive Change Policy may result in the institution being placed on sanction (warning, probation, loss of accreditation) at the time of its SACS C&R review.

Rules and Procedures:

1. Changes shall be reported in three general areas, according to the SACSCOC guidelines. These areas are: Changes Requiring Notification and Approval Prior to Implementation; Changes Requiring Only Notification Prior to Implementation; and Changes for Closing a Program, Branch Campus, or Institution. Furthermore, the college will follow SACSCOC procedures in the event of changes involving mergers, consolidations, change of ownership, acquisitions, change of governance, control, form, legal status, or the addition of direct-assessment, competency-based educational programs.
2. In the specific instance of changes thought to be “substantive” in nature, the following definition shall guide Gulf Coast State College’s understanding and application of *substantive change*: “Substantive change is a significant modification or expansion of the nature and scope of an accredited institution” (taken from “Substantive Change for Accredited Institutions of the Commission on Colleges” Policy Statement, approved December 1999; edited July 2016).
3. Changes shall be initiated through the following formal process: After approval at the appropriate level (i.e., Academic Council, Executive Council, District Board of Trustees), matters involving new curriculum programs (at any credential level), new or relocated sites, relocation/addition of programs to sites, offering of 25 percent or 50 percent of a program off-site or through distance education, and major additions or



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|----------------------------|-----------------------------------------------------------------------------------|------------------------|
| TITLE | Southern Association of Colleges and Schools (SACS) Substantive Change Process | POLICY 2.060 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 2 of 2 |

changes to college operations or services shall be reviewed first by the appropriate vice president, and finally by the president for determination of its status as a substantive change.

4. All changes as outlined above shall be tracked on the college's SACSCOC Notification Tracking Form and routed to the Office of Institutional Effectiveness for processing and filing.
5. Substantive changes, as defined by Substantive Change for SACSCOC Accredited Institutions Policy Statement, shall precipitate a letter of notification and/or prospectus to SACSCOC.
6. A letter of notification under the president's signature will be submitted to SACSCOC by the SACS Liaison.

Date Adopted/Amended: 6-25-09, 1-15-15, 1-19-17



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|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Institutional Review Board (IRB) | POLICY 2.065 |
| LEGAL AUTHORITY | U.S. Department of Health and Human Services (HHS), Code of Federal Regulations, Title 45, Part 46, Protection of Human Subjects (45 CFR 46) | PAGE 1 of 1 |

General Statement

This policy establishes the responsibility of the Gulf Coast State College (GCSC) Institutional Review Board (IRB) Committee to oversee the protection of human subjects involved in any research through or at the institution, particularly subjects from vulnerable groups as defined by the U.S. Department of Health and Human Services Office of Human Research Protection (OHRP). The GCSC IRB will be in compliance with all Federal regulations and procedures stated by 45 CFR 46, and it will be authorized to review, approve, require modifications, and/or disapprove human subject research activities.

Statement of Principles

The GCSC IRB assures that all of its activities related to human subjects research, regardless of the source of support, will be in compliance with the Terms of the Federalwide Assurance (FWA). The assurance will follow *The Belmont Report* statement of principles (Respect of Persons, Beneficence, Justice).

Applicability

This policy applies to all persons or entities, internal or external to GCSC, seeking access to GCSC for the purpose of conducting research on human subjects. This includes all GCSC campuses and locations, all existing or desired GCSC data, and all population segments of the GCSC community.

Date Adopted/Amended: 6-28-18



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| TITLE | District Board Membership | POLICY 2.100 |
| LEGAL AUTHORITY | SBEAR 6A-14.024, 1001.61 F.S. | PAGE 1 of 1 |

Trustees shall be appointed for terms of four years and may be reappointed. Terms shall expire on May 31 of the year of expiration or as soon thereafter as the successor shall be qualified to serve. The District Board of Trustees of Gulf Coast State College shall consist of nine members: five from Bay County, three from Gulf County, and one from Franklin County. Vacancies on the District Board of Trustees shall be filled in accordance with State Board of Education Rules and applicable state law.

Date Adopted/Amended: 7-1-76, 1-10-85, 1-14-88, 2-16-89, 11-13-08



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|------------------------|----------------------------------------------------------|------------------------|
| TITLE | District Board of Trustees – Organization and Operations | POLICY 2.125 |
| LEGAL AUTHORITY | 1001.61, 1001.63, 1001.64 F.S. | PAGE 1 of 3 |

MEETINGS OF THE BOARD OF TRUSTEES

- A. The principal office of the District Board of Trustees shall be the offices for the College Administration, Panama City, Florida. All regular and special meetings of the board shall be held on a monthly basis in Room 306 of the Student Union West at Gulf Coast State College unless the board designates another location. If another location is designated, public notice shall be given at least 7 days prior to the regular or special meeting unless an emergency situation arises which requires immediate action. The board shall hold at least one meeting in Franklin or Gulf County each year.
- B. Special or emergency meeting of the District Board of Trustees can be called by the chairperson, by the president, or by a majority of the board itself. Special and emergency meetings shall be called and conducted in accordance with Chapter 120, Florida Statutes.
- C. Actions at special meetings, including emergency meetings, have the same force and effect as actions at regular meetings. A majority of the board membership shall constitute a quorum.
- D. At the annual organizational meeting held at its first meeting of each fiscal year, the District Board of Trustees shall:
 - 1. Organize by electing a chairman and a vice-chairman. The tenure of a board member as chairman shall be limited to two consecutive annual terms. The board reserves the right to extend a board member as chairman greater than the two consecutive annual terms only upon supermajority vote of the board. A supermajority vote shall require an affirmative vote from seven of the nine board members.
 - 2. Establish the meeting date and time for all regular meetings of the board during the next fiscal year.
- E. The president shall cause minutes and other records to be kept to set forth clearly all actions and proceedings of the District Board of Trustees. Minutes of board meetings shall be signed by the chairman after approval by the District Board of Trustees. Minutes shall show the vote of each member present on all matters on which the board takes action. It is the duty of each member to see that each motion and the vote thereon are properly recorded in the minutes. It is presumed that the policies, appointments,



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| TITLE | District Board of Trustees – Organization and Operations | POLICY 2.125 |
| LEGAL AUTHORITY | 1001.61, 1001.63, 1001.64 F.S. | PAGE 2 of 3 |

programs, and expenditures not recorded in the minutes but made and actually in effect were made and put into effect according to rules of the District Board of Trustees. The president shall obtain board approval for exceptions to rules or policies of the District Board of Trustees.

F. All meetings and workshops of the District Board of Trustees can be conducted and attendance of board members provided for by means of communications media technology. If it is known in advance that the meeting or workshop will be conducted by means of communications media technology, the notice of the meeting or workshop shall so state. Any action taken at a meeting or workshop presented by communications media technology will be afforded full force and effect. Trustees may participate in meetings telephonically under the following conditions:

1. That a quorum must be physically present at the regular, special, or emergency meeting; and
2. That there be some extraordinary circumstance preventing the board member from being physically present at the regular, special, or emergency meeting of the board. Extraordinary circumstances would include matters which are out of the ordinary, exceed the usual or normal, or are not customary.

G. All meetings of the board are public and individuals may address the board in accordance with this policy. Any such address shall be limited to three minutes per person and any extension thereto shall be at the discretion of the chairperson of the board. The provisions of this section are general in scope and are not intended to preempt any other rights and entitlements prescribed by State Law. Any person or group that desires to address the board shall file with the president a written request to be placed on the agenda. The request shall contain the following:

1. Name and address of the person making the request.
2. Organization or group represented, if any.
3. Content of the information to be presented if written material is to be presented, then copies of same must be provided with the request.



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| TITLE | District Board of Trustees – Organization and Operations | POLICY 2.125 |
| LEGAL AUTHORITY | 1001.61, 1001.63, 1001.64 F.S. | PAGE 3 of 3 |

- H. No member of the board may vote by proxy. A board member will disclose to the board any personal interest on matters pending before the board. When a conflict of interest occurs, the board member shall state such conflict as part of the public record of the board meeting and thereafter sign the appropriate state disclosure forms.
- I. *Robert's Rules of Order Newly Revised* shall be utilized as applicable and appropriate to assist the board procedurally in the conduct of its business in all regular and special meetings of the board.
- J. Each year the board will evaluate its responsibilities and expectations in light of the college's mission and strategic initiatives.

Date Adopted/Amended: 2-4-71, 9-30-82, 1-10-85, 1-14-88, 2-16-89, 11-5-92, 10-12-95,
12-9-04, 11-13-08, 9-06-12, 4-18-19



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| TITLE | District Board of Trustees – Standing Committees | POLICY 2.126 |
| LEGAL AUTHORITY | SBEAR 6A-14.247, 1001.63, 1001.64 F.S. | PAGE 1 of 2 |

PURPOSE

The purpose of this section is to present procedures related to the functioning of the standing committees of the District Board of Trustees.

PROCEDURE

A. Standing committees of the board shall consist of the following:

1. Budget and Finance Committee - The Budget and Finance Committee reviews financial statements and issues, including budget, accounting, tax and investment issues, in addition to other financial matters of the college. The committee also makes recommendations to the District Board of Trustees regarding the fiscal strategy of the organization. The committee also reviews the effectiveness of the organization's internal financial control and risk management system.
2. Governance/Legislative Committee - The Governance/Legislative Committee discusses and plans responses to existing or pending local, statewide, and federal legislative issues that may affect the college or state colleges.
3. The Instructional Programs and Institutional Support Committee - The Instructional Programs and Institutional Support Committee is assigned primary concern for the development and review of the college's educational mission and purpose. The committee provides advice, support, and policy direction to the instruction and institutional support functions of the college.
4. Capital Planning and Facilities Committee - The Capital Planning and Facilities Committee examines the relationship of the campus facilities master plans to submitted proposals for the design and construction of buildings or other facilities or improvements, and reviews and advises the board on any pending or planned construction projects.
5. Fundraising Committee - The Fundraising Committee shall focus on all pending and potential fundraising projects for the college, including the current ATC Fundraising Project.



MANUAL OF POLICY

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|----------------------------|--------------------------------------------------|------------------------|
| TITLE | District Board of Trustees – Standing Committees | POLICY 2.126 |
| LEGAL AUTHORITY | SBEAR 6A-14.247, 1001.63, 1001.64 F.S. | PAGE 2 of 2 |

6. Board Self-Evaluation Committee - The Self-Evaluation Committee will evaluate the board's performance in light of the college's mission and strategic initiatives. The committee will identify opportunities for improvement and prioritize goals for the upcoming year. The committee will develop a self-evaluation process that provides useful information on board performance.
- B. Board committee members shall be comprised of District Board of Trustee members and/or staff of the college. The committee members shall be recommended by the chairperson of the District Board of Trustee and elected by a majority vote of the board. The chairperson of each committee shall be determined by the chairperson of the District Board of Trustees. The senior administrator responsible for each committee area designation shall present the appropriate agenda items to the board committees as provided by the posted schedule(s). Said administrator shall be responsible for arranging all necessary support for the agenda presentation including staff availability and consultants as required. The administrator shall also be responsible for the accurate recording of the actions of the committee meetings.
- C. The responsible administrators also shall bring to the attention of the president, any issues or questions raised in the course of the meeting(s) of the respective committee which remain unresolved, require appropriate follow-up, or are the significance.
- D. Other committees to support the work of the board may be formed from time to time by the District Board of Trustees. Other committees will have clear operating charges and shall operate for a specified period of time with a clear start and end date. The authority of all committees is subject to approval of the District Board of Trustees.
- E. Based upon review by the committee(s), the chairman of the committee designated as the action committee will present recommendations to the full board. In the absence of the respective committee chairman, a board member from the Action Committee will present the recommendations. Such recommendations will be in the form of a motion by the full board.

Date Adopted/Amended: 09-06-12, 4-18-19



MANUAL OF POLICY

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|----------------------------|--------------------------------|------------------------|
| TITLE | Policy Review and Approval | POLICY 2.127 |
| LEGAL AUTHORITY | 1001.61, 1001.63, 1001.64 F.S. | PAGE 1 of 1 |

In that changes to college policy provisions are of sufficient importance to require careful deliberation, it is ordinarily expected that the District Board of Trustees will receive and tentatively approve proposed policy changes at one regularly scheduled meeting but extend final approval only at a subsequent meeting.

It is understood that minor revisions to Manual of Policy statements (correction of grammatical or typographical errors, personnel or departmental updates, changes in statute or rule references, etc.) do not require express board approval.

Date Adopted/Amended: 6-25-15



MANUAL OF POLICY

| | | |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Dismissal of a Member of the District Board of Trustees | POLICY 2.144 |
| LEGAL AUTHORITY | Chapter 112 Part III, Section 1001.61, 1001.64(4), F.S., Florida Constitution Article 1, Section 9, Article IV, Section 7 | PAGE 1 of 1 |

In accordance with Florida Statute and State Board of Education Rule, trustees are appointed by the Governor and confirmed by the Senate.

The District Boards of Trustees will serve in accordance with the Florida Statutes and State Board of Education Rules. Members of the board are public officers who may be disciplined, suspended or removed from office pursuant to Chapter 112, Florida Statutes and Article IV of the Florida Constitution.

The chair of the board shall notify the Governor, in writing, whenever a board member fails to attend three consecutive regular board meetings in any one fiscal year, which absences may be grounds for removal. Trustees are provided the right to due process of law under the Florida Constitution, Article I, Section 9.

Date Adopted/Amended: 8-20-09



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------|------------------------|
| TITLE | Board Powers and Duties | POLICY 2.145 |
| LEGAL AUTHORITY | 1001.63, 1001.64, 1001.65(2), 1011.30 F.S. | PAGE 1 of 1 |

The District Board of Trustees acting as a board shall exercise powers and perform duties enumerated in Section 1001.64 F.S. In addition, the District Board of Trustees shall establish rules relating to the employment of personnel. Such rules shall provide for appointment, employment, and removal of personnel, as well as compensation, salaries, fringe benefits, employee leave, and other conditions relating to the employment of personnel.

Date Adopted/Amended: 7-1-76, 1-14-88, 2-16-89, 11-7-96



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------------|------------------------|
| TITLE | Equal Opportunity Statement | POLICY 2.146 |
| LEGAL AUTHORITY | 6A-19.010(g), 1000.05, 1001.64 F.S., P.L. 101-336 (ADA) | PAGE 1 of 1 |

Gulf Coast State College is an equal access, equal opportunity institution which does not discriminate against any person in its programs, activities, policies, or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

The Executive Director of Human Resources has been designated to coordinate compliance with the non-discrimination requirements and serves as the college's equity officer.

Date Adopted/Amended: 5-1-86, 1-14-88, 2-16-89, 11-5-92, 10-8-98, 10-6-11, 12-10-15,
5-18-17



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------|------------------------|
| TITLE | Administrative Organizational Structure | POLICY 3.001 |
| LEGAL AUTHORITY | 1001.61, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The President of the College is the chief executive officer of the college. All components of the college and all aspects of its operation are answerable to the District Board of Trustees through the president. The president shall carry out duties and responsibilities as assigned by the District Board of Trustees, by law, and by State Board of Education rules. The president is assisted by the administrative staff, faculty, and career service personnel. The college is organized internally through two closely related patterns: (1) individual positions of responsibility, and (2) action teams, task forces, standing committees, and Executive Council.

In addition to the specific areas of responsibility assigned to individual members of the staff and faculty, other duties may be assigned at the discretion of the president and/or administrative officers of the college.

Date Adopted/Amended: 2-4-71, 7-1-76, 2-16-89, 11-13-08, 1-15-15



MANUAL OF POLICY

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|----------------------------|-----------------------------------------|------------------------|
| TITLE | Committee-Type Organizational Structure | POLICY 3.015 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 4 |

An outline of the group action committee-type organizational structure will be presented to the District Board of Trustees periodically for its consideration. The six basic groups of the committee organizational structure include Academic Council, Administrative Services Council, Executive Council, Faculty Senate, Professional Employee Council, and Student Affairs Council. Students are represented through the Student Government Association which, in turn, is represented on the Student Affairs Council. Each of the major councils and the senate may utilize committees, calling on various members of the faculty and staff for service as needed. Faculty and staff members are expected to serve on councils, the senate, or committees when requested.

1. Academic Council

Academic Council is responsible for review of curriculum, instruction, and other related matters. Recommendations of Academic Council are submitted to Executive Council and/or the President of the College for further decisions.

Academic Council meets on call or on a regular, scheduled basis as requested by the Vice President of Academic Affairs, who serves as the chair. Membership is composed of the chairs of respective divisions, Chair of the Faculty Senate, Dean of Workforce Development & Director of Gulf/Franklin Campus, Director of Library Services, Director of E-Learning & Testing, Vice President of Institutional Effectiveness and Strategic Planning, and a representative from Wellness & Athletics. The Dean of Enrollment Services and Director of Military & Veteran Service serve as ex officio members.

2. Administrative Services Council

The Administrative Services Council provides leadership and management for the administrative services of the college. Recommendations of the council are submitted to the Executive Council and/or president for consideration and approval.

The Vice President of Administration & Finance presides and the membership is composed of the Assistant Director of Facilities Management, Associate Director of Grant Accounting, Chief Information Officer, Coordinator of Bookstore & Auxiliary Services, Coordinator of Financial Aid, Dean of Business Affairs, Director of Facilities Management, Director of Financial Aid, Director of Financial Services, Director of Human Resources, Director of Student Accounting, Enterprise Systems Manager, Executive Director of Human Resources, Executive Director of Procurement & Auxiliary



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------|------------------------|
| TITLE | Committee-Type Organizational Structure | POLICY 3.015 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 2 of 4 |

Services, Executive Director of Student Financial Services, and the Finance & Risk Management Support Analyst. The Coordinator of Transcript Evaluations serves as ex officio member of the council.

3. Executive Council

Executive Council serves as the chief advisory group to the president. It advises on all matters of rules and procedures.

Executive Council meets on a regular, scheduled basis or as called by the College President, who serves as chair. Members are designated administrative staff members appointed by the president.

4. Faculty Senate

The Faculty Senate is responsible for curriculum, including course changes, program changes, and new program approval. To facilitate this responsibility, the Curriculum Review Committee serves as a standing subcommittee of the Faculty Senate. Input from Academic Council regarding curricular matters is also reviewed.

The Faculty Senate has the obligation of representing faculty and acting as a liaison between faculty groups, individual faculty members, divisions, and the college administration. The Faculty Senate Chair (or representative) maintains a voting position on Academic Council and Executive Council along with various other campus committees.

The members of the Faculty Senate are elected and include a representative from each academic division, three at-large members, the chair, chair-elect, and past chair. Each faculty member shall provide input and have voting privileges on the senate, either as a division through their division representative, or directly through an election process or survey. Recommendations to the administration with their rationale may be submitted to Academic Council, Vice President of Academic Affairs, or another administrative committee, as appropriate, for consideration. Minutes from the senate shall be distributed to all faculty and staff members, in order to disseminate faculty-oriented information campus-wide.



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------|------------------------|
| TITLE | Committee-Type Organizational Structure | POLICY 3.015 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 3 of 4 |

5. Professional Employee Council

The Professional Employee Council serves as a means of professional growth and action for its membership and constituents. The council acts as a communication channel and promotes networking among the employees it represents, other campus representative bodies, and the administration. It promotes student and college interests.

The agenda is comprised of submitted items of interest or concern from Council constituents. This is accomplished through surveys and discussion within campus divisions and departments.

The officers are the chair and chair-elect. Council members are elected from the represented areas/divisions and serve two-year terms. The President of the College and the immediate past chair serve as ex officio members.

The Professional Employee Council meets on call or on a regular, scheduled basis as requested by the chair.

6. Student Affairs Council

The Student Affairs Council is responsible for all matters relating to the student outside the classroom. Recommendations of the council are submitted to Executive Council and/or the College President for further decision. Recommendations of the Student Government Association and Student Affairs committees are acted upon by the Student Affairs Council before being presented to Executive Council and/or the College President.

The Student Affairs Council meets on call or on a regular, scheduled basis as requested by the Vice President of Student Affairs who serves as chair. Membership is composed of Student Affairs personnel, as well as one student representing the Student Government Association.



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------|------------------------|
| TITLE | Committee-Type Organizational Structure | POLICY 3.015 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 4 of 4 |

COMMITTEE-TYPE ORGANIZATIONAL STRUCTURE

In addition to the basic groups named above, the following groups meet regularly and serve a vital function on the college campus.

1. Divisions: Meets on call or on a regular, scheduled basis as requested by the respective division chair, preferably following meetings of Academic Council. Membership is composed of each member of the respective division.
2. Student Government Association: Meets on a regular, scheduled basis. Membership is composed of elected and appointed student representatives to the Student Government Association.
3. General Faculty: Meets on call by the College President.

Date Adopted/Amended: 2-4-71, 8-5-76, 11-3-83, 1-10-85, 12-5-85, 1-14-88, 2-16-89,
10-12-89, 1-10-91, 12-12-91, 11-5-92, 11-10-94, 10-12-95, 11-7-96,
10-9-97, 10-8-98, 9-9-99, 10-12-00, 9-13-01, 5-8-03, 3-11-04,
12-9-04, 11-13-08, 1-14-10, 11-13-14, 1-15-15, 6-25-15, 10-19-17



MANUAL OF POLICY

| | | |
|----------------------------|------------------------------|------------------------|
| TITLE | Direct-Support Organizations | POLICY 3.027 |
| LEGAL AUTHORITY | 1004.70 F.S. | PAGE 1 of 1 |

Pursuant to Section 1004.70 F.S., the District Board of Trustees is authorized to certify not-for-profit Florida corporations as direct-support organizations (DSO) operating in a manner consistent with the goals of the college and in the best interest of the state. The President of the College is authorized to implement procedures and guidelines appropriate to allow the direct-support organizations the use of property, facilities, and personnel subject to the provisions of Section 1004.70 F.S. The president or designee must approve any DSO Board action that may obligate resources of the college.

A Board of Directors governs the DSO, which is responsible for setting policies related to the operation of the DSO. The Chair of the District Board of Trustees shall appoint a representative to the Board of Directors of each direct-support organization. The College President or president's designee shall serve on the Board of Directors of each DSO.

Each DSO shall provide full, complete, and timely information to the District Board of Trustees as required by Section 1004.70 F.S.

Date Adopted/Amended: 9-12-19



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------|------------------------|
| TITLE | Gulf Coast State College Foundation, Incorporated | POLICY 3.028 |
| LEGAL AUTHORITY | 1004.70 F.S. | PAGE 1 of 1 |

Pursuant to Section 1004.70, Florida Statutes, the Gulf Coast State College District Board of Trustees officially certifies the Gulf Coast State College Foundation, Inc. a nonprofit Florida corporation, as a direct-support organization. The President of the College is authorized to implement procedures and guidelines appropriate to allow the Foundation the use of property, facilities, and personnel services subject to the provisions of Section 1004.70 F.S. The Foundation shall submit an annual audit by an independent certified public accountant to the District Board of Trustees for review, as well as the Internal Revenue Service (IRS) application for Recognition of Exemption (Form 1023) and the IRS Return of Organization Exemption from Income Tax (Form 990). A copy of this audit will also be submitted to the Auditor General of the State of Florida.

Membership in the Foundation shall be open to all those persons, firms, organizations, or corporations interested in the purposes and objectives of the Foundation and the advancement of the college. The business of this organization shall be managed by a Board of Directors consisting of approximately 45 members together with the president, vice presidents, secretary, treasurer, and immediate past president. The Board of Directors of the Gulf Coast State College Foundation, Inc. shall at all times include one sitting member of the District Board of Trustees of Gulf Coast State College. The President of the College and the executive director serve as ex officio members of the Foundation's Executive Committee.

The President of the College and the member of the College District Board of Trustees shall assist the board in its deliberations by supplying information, providing direction, and serving as the liaison with the District Board of Trustees. This relationship ensures that the District Board of Trustees is kept informed about Foundation activities and also must approve major initiatives such as fund raising campaigns and the development of investment and spending policies. In addition, the Executive Director of the Foundation reports directly to the President of the College in matters concerning the Foundation, meeting formally and informally to seek direction and to inform the president of Foundation issues. Throughout the year, the executive director formally reports on Foundation activities to the District Board of Trustees in order to provide full, complete, and timely information.

Date Adopted/Amended: 8-5-76, 3-8-79, 11-3-83, 2-16-89, 1-10-91, 11-5-92, 10-12-95,
11-7-96, 10-9-97, 9-9-99, 11-13-08, 1-15-15



MANUAL OF POLICY

| | | |
|----------------------------|------------------------------|------------------------|
| TITLE | Distance Education | POLICY 4.010 |
| LEGAL AUTHORITY | 20 U.S. Code § 1232g (FERPA) | PAGE 1 of 1 |

As part of its commitment to its mission, values, and goals, Gulf Coast State College promotes and enables access to its programs through a variety of means. Recognizing the need for and the advantage of online classes for the communities that it serves, the college created eLearning to provide students with online educational opportunities.

According to SACSCOC, distance learning is a formal educational process in which the majority of the instruction in a course (interaction between students and instructors and among students) occurs when students and instructors do not share the same location. Instruction may be synchronous or asynchronous. A distance learning course may use the Internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.

Procedures during registration and in the learning management system ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the credit. The identity of a student who participates in distance education coursework is verified using a secure login and pass code to the learning management system, proctored examinations, and other technologies and practices that are found to be effective in verifying student identification.

Documented procedures assure that the privacy of students enrolled in distance and correspondence education courses or programs is protected.

At the time of enrollment and registration, students are notified of any projected additional student charges associated with verification of student identity.

Date Adopted/Amended: 2-11-16



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------|------------------------|
| TITLE | Nontraditional Study | POLICY 4.012 |
| LEGAL AUTHORITY | 1001.02, 1001.64(6), 1001.65 F.S. | PAGE 1 of 1 |

Gulf Coast State College recognizes nontraditional study as described in the college catalog. Specific policies relating to nontraditional study follow:

A student must earn a minimum of 15 semester hours of resident classroom credit in order to qualify for graduation with honors. The student receiving the award for the highest grade point average must complete 30 semester hours of resident classroom credit.

The student who fails a course and later passes the CLEP examination in that course may use the CLEP as having repeated the course.

The student who enrolls for a course for which credit is earned by CLEP during the same term may withdraw from the course.

Students may earn a maximum of 30 semester hours of credit for the general examination of CLEP.

A maximum of 45 semester hours of credit earned through nontraditional study may be applied toward a degree.

Date Adopted/Amended: 8-5-76, 2-16-89, 10-8-98, 9-9-99, 3-11-04



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------|------------------------|
| TITLE | Course Syllabi (Credit) | POLICY 4.016 |
| LEGAL AUTHORITY | 1001.02, 1001.64, 1001.65(8) F.S. | PAGE 1 of 1 |

A course syllabus must be prepared for each course taught at Gulf Coast State College and a copy must be filed with the appropriate division chair. The syllabus will include course purpose, course objectives, competencies to be learned in the course, topics to be covered, textbooks, a listing of all materials to be used in the course, and examples of the ways in which the course is to be evaluated. Syllabi must be followed with only slight modifications in each class. Syllabi must be revised periodically, with revised copies distributed to appropriate persons.

A syllabus for a new course, as well as revisions of existing syllabi, must be approved by the division chair under which the course is offered.

Date Adopted/Amended: 8-5-76, 2-16-89, 10-12-89, 12-12-91



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------|------------------------|
| TITLE | Examinations | POLICY 4.017 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1007.263 F.S. | PAGE 1 of 1 |

Examinations form an integral part of the college program and are administered regularly in each course. Instructors generally are free to develop their own examinations, but instructors are encouraged to use a variety of examination methods and to develop and/or improve tests with each new course. Copies of each examination should be maintained and distributed to the appropriate division chair and instructional administrators upon request.

Examinations should be administered according to the college schedule for final examinations. Other examinations may be administered as the respective division or the individual instructor deems appropriate.

Examination Conflict: When a student has examination conflicts, the student should clear with the instructor concerned. This should be done as soon as possible after the publication of the examination schedule.

Examination Clearance: Students who have outstanding obligations are placed on restriction within the college's student records system by the Business Office, the Library, the Enrollment Services Office, the Student Affairs Office, and the Wellness & Athletics Division. These restrictions must be removed by the appropriate office or division before transcripts will be released.

Returning Examinations: Instructors should return examination papers to students as soon as possible after the examination has been administered in order to take full advantage of the learning value inherent in examinations. The instructor is not required to permit students to retain the examination papers.

Date Adopted/Amended: 1-12-76, 8-5-76, 12-5-85, 2-16-89, 9-9-99, 3-11-04, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------|------------------------|
| TITLE | Grades | POLICY 4.018 |
| LEGAL AUTHORITY | 1001.64(8)(b), 1001.65, 1004.68 F.S. | PAGE 1 of 2 |

Instructors are requested to follow a uniform grading system in order that college standards may be consistent. Letter grades are assigned as follows:

| | | |
|-----|-----------------------------|------------------|
| A | Excellent | 4 quality points |
| B | Good | 3 quality points |
| C | Average | 2 quality points |
| D | Poor | 1 quality point |
| F | Failure | 0 quality points |
| W | Withdrawal | |
| I | Incomplete | |
| X | Audit | |
| S/U | Satisfactory/Unsatisfactory | 0 quality points |
| P | Passing | 0 quality points |

Two withdrawals are permitted per credit course. After that, a grade will be assigned. There are two kinds of withdrawals—student and administrative.

- Students may withdraw from a course prior to the scheduled withdrawal deadline published in the college catalog. Student withdrawals initiated prior to the withdrawal deadline date will be recorded as a “W”.
- Administrative withdrawals are processed by instructors for excess absences. A student who is withdrawn by an instructor at any time before the published withdrawal deadline will receive a grade of "W". After the published withdrawal deadline, the student will receive the letter grade earned. The withdrawal deadline for an off-term or condensed term is one week after midterm.

A grade of "I" is assigned a student who does not finish work on schedule. The incomplete grade will be changed to "F" if the deficiency is not corrected by the student within 30 calendar days from the end of the term in which the grade was earned.

An audit student is a student enrolled in a credit course for no credit. The student is encouraged but not required to participate in class discussions and take examinations. The college attendance policy applies to audit students. Audits must be declared before the end of the drop/add period and cannot be changed to credit. Regular fees are charged audit students, and they are entitled to all rights and privileges of regular students.



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------|------------------------|
| TITLE | Grades | POLICY 4.018 |
| LEGAL AUTHORITY | 1001.64(8)(b), 1001.65, 1004.68 F.S. | PAGE 2 of 2 |

S/U grades may be used in certain PSAV courses to indicate whether or not exit level competencies have been met. S/U grades are used for non-credit courses for which CEUs are not awarded. Passing may be assigned to certain credit, PSAV, and Adult Education courses. “P” grades are assigned to continuing workforce education courses to designate award of CEU units. Once a grade in a course has been reported by the instructor, it can be changed only by permission of the instructor, the appropriate division chair, and the Vice President of Academic Affairs. Grade changes must be made within 30 days of the close of each term. Exceptions for extenuating circumstances must be approved by the appropriate division chair and the Vice President of Academic Affairs.

Instructors will submit final grades on individual class rosters to the Dean of Enrollment Services on dates and times specified. Faculty members should develop mid-term and final grade notification that protects the student’s right to privacy. No grades should be posted using student identification information (e.g., name, social security number, birth date).

Date Adopted/Amended: 8-5-76, 8-9-79, 9-30-82, 11-3-83, 11-14-85, 2-16-89, 11-5-92,
11-7-96, 10-8-98, 9-9-99, 9-7-00, 9-13-01, 5-8-03, 3-11-04, 11-13-08,
5-9-13, 2-12-15



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------------------------------|------------------------|
| TITLE | Course Repeats | POLICY 4.020 |
| LEGAL AUTHORITY | SBEAR 6A-14.0301, 1004.93, 1008.30, 1001.64(9), 1009.28, 1009.285 F.S. | PAGE 1 of 2 |

This policy applies to college level and college preparatory courses taken for the first time beginning with fall semester 1997. Only Gulf Coast State College courses are counted in attempts. This policy does not apply to courses required to be repeated by a regulatory agency, or courses being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

A student can only repeat a course with a “D” or “F” grade. A maximum of two withdrawals are permitted with each course. On the third attempt, a student cannot withdraw and must earn a grade. A student may enroll three times in each course. On the third attempt and after, a student is assessed the full cost of instruction. A fourth attempt may be allowed only for students who withdraw or fail due to extenuating circumstances. An exception may be granted, provided approval is granted through an academic appeal.

Exceptions may be granted through an academic appeal process for the following:

1. Repeating courses with a grade of “A”, “B”, or “C”.
2. Requiring a grade on the third attempt.
3. Allowing only two withdrawals per course.
4. Enrolling more than three times.
5. Limiting to two the number of times a course grade may be forgiven.

Students requesting consideration of exception or waiver of any provision noted above must apply in writing, including all pertinent information such as student identifier, course section, specific exception being sought, reason for request for exception, and any other information bearing upon the request.

Students who have successfully completed a college preparatory course with a “C” or better may request, through the appeals process, to audit the same preparatory course. Students will be allowed to audit the course only once. Audits for college and vocational courses declared prior to the end of the drop/add period shall not count as attempts.

Pursuant to Section 1009.28 and 1009.285, Florida Statutes, students repeating a course for a third or subsequent attempt shall be charged 100 percent of the cost of tuition. Calculations of the full cost of instruction shall be based on the system-wide average of the prior year’s cost of undergraduate programs for the Florida College System institutions and the state universities. Students may apply for a waiver for a reduced cost of tuition calculation due to documented extenuating circumstances that precluded the students’ completion of the course. This waiver for extenuating circumstance may be claimed for a course only once.



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------------------------------|------------------------|
| TITLE | Course Repeats | POLICY 4.020 |
| LEGAL AUTHORITY | SBEAR 6A-14.0301, 1004.93, 1008.30, 1001.64(9), 1009.28, 1009.285 F.S. | PAGE 2 of 2 |

Students repeating a course for a third or subsequent attempt may also appeal for a waiver for a reduced cost of tuition due to the student's financial hardship. Documentation is also required for this procedure.

Appeals for a third attempt of a course are processed in the counseling center; appeals for a subsequent attempt of a course are processed by the Vice President of Student Affairs or designee.

Date Adopted/Amended: 12-9-99, 10-12-00, 9-13-01, 5-8-03, 3-11-04, 2-8-07, 11-13-08,
10-7-10, 3-15-18



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------------|------------------------|
| TITLE | Articulation Agreement Between Colleges | POLICY 4.022 |
| LEGAL AUTHORITY | 1001.64, 1007.22, 1007.23, 1007.24, 1007.25 F.S. | PAGE 1 of 1 |

After a public institution of higher learning in Florida has developed and published its program of general education, the integrity of that program is recognized by other public institutions in Florida. Once a student has been certified by such an institution as having completed satisfactorily its prescribed general education program, no other public institution of higher learning in Florida to which the student may be qualified to transfer will require any further lower division general education courses in the student's program.

Decision for admission of transfer students to upper division study in a state university shall be awarded upon:

1. Completion of the Associate of Arts degree of 60 semester hours (90 quarter hours) of academic work exclusive of occupational courses.
2. Completion of an approved general education program of not less than 36 semester hours (54 quarter hours).
3. Achievement of a grade point average of not less than 2.0 in all courses attempted provided that only the final grade received in courses repeated by the student shall be used in computing this average. The grade of "D" will be accepted for transfer provided the overall grade point average does not drop below the prescribed 2.0 level except for courses which address communications and computations specified in the college catalog. The minimum passing grade in these courses for purposes of transfer to an accredited postsecondary institution in Florida shall be a "C".

Date Adopted/Amended: 3-8-90, 9-9-99



MANUAL OF POLICY

| | | |
|----------------------------|------------------------------|------------------------|
| TITLE | User Fees and Fines Waiver | POLICY 4.025 |
| LEGAL AUTHORITY | 1009.23(12)(a), 1001.65 F.S. | PAGE 1 of 1 |

The Gulf Coast State College President or his designee has the authority to waive user fees and fines as defined by Florida Statute 1009.23(12)(a) and authorized by the District Board of Trustees for purposes that support and enhance the mission of the college. Examples of such user fees and fines include laboratory fees, which do not apply to a distance learning course; college parking fees and fines; library fees and fines; fees and fines relating to facilities and equipment use or damage; access or identification card fees; duplicating, photocopying, binding, or microfilming fees; standardized testing fees; diploma replacement fees; transcript fees; application fees; graduation fees; and late fees related to registration and payment.

Date Adopted/Amended: 5-19-16



MANUAL OF POLICY

| | | |
|------------------------|-------------------------------------------------------|------------------------|
| TITLE | Library | POLICY 4.030 |
| LEGAL AUTHORITY | 257.41, 257.61, 1001.64, 1007.22 F.S., 50 U.S.C. 1801 | PAGE 1 of 2 |

LIBRARY MISSION STATEMENT

The Gulf Coast State College Library provides essential services and resources to expand learning opportunities and foster student success. We:

- help students learn to discover, analyze, and use information effectively for academic success.
- cultivate physical and virtual collections that support courses and programs.
- contribute to student recruitment, retention, and completion, by providing facilities, academic technology, and a curriculum that engage the learner.
- educate, engage, and enrich to facilitate teaching and learning.

LIBRARY SERVICES

The Library provides students and employees access to a comprehensive complement of resources and services that are appropriate to support learning activities, research, and public service goals of all program areas, at all campus locations and online, including reference, information literacy instruction, interlibrary loan, computing, and diverse study spaces. Resources are organized for effective discovery and access. Librarians provide regular and timely instruction in the use of library resources, working with their liaison departments. Librarians hold graduate degrees from a regionally accredited institution. Borrowing policies vary by patron category and are posted on the Library web site. Library fines will be levied on overdue materials. Overdue fines vary by item type. Policies and current fee schedules are available on the Library web site.

CONFIDENTIALITY OF LIBRARY PATRON RECORDS

Library patron records are confidential in accordance with Section 257.261 of the Florida Statutes:

"All registration and circulation records of every public library, except statistical reports of registration and circulation, are confidential and exempt from the provisions of statute 119.07(1) and from statute 24(a) of Article I of the State Constitution. Except in accordance with proper judicial order, a person may not make known in any manner any information contained in such records, except as provided in this section. As used in this section, the term 'registration records' includes any information that a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term 'circulation records' includes all information that identifies the patrons who borrow particular books and other materials. This section does not prohibit any library, or any business operating jointly with the Library, from disclosing information to municipal



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------------------------|------------------------|
| TITLE | Library | POLICY 4.030 |
| LEGAL AUTHORITY | 257.41, 257.61, 1001.64, 1007.22 F.S., 50 U.S.C. 1801 | PAGE 2 of 2 |

or county law enforcement officials, or to judicial officials, for the purpose of recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the Library. In the case of a public library patron under the age of 16, a public library may only release confidential information relating to the parent or guardian of the person under 16. Any person who violates this section is guilty of a misdemeanor of the second degree, punishable as provided in statute 775.082 or statute 775.083."

Although the Library makes every effort to protect the privacy of patron records, the college may be obligated to release such information to law enforcement agents in response to a search warrant, subpoena, or other lawful directive issued in accordance with the Foreign Intelligence Surveillance Act, 50 U.S.C. 1801, et seq. Under certain circumstances, Library staff may be prohibited from informing a patron that the Library received such a request.

Date Adopted/Amended: 2-4-71, 8-9-79, 9-30-82, 1-10-85, 2-16-89, 3-8-90, 1-10-91, 11-10-94, 6-11-98, 9-9-99, 11-13-08, 12-10-09, 10-20-16



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Academic Cooperation | POLICY 4.045 |
| LEGAL AUTHORITY | 1001.64, 1004.65 F.S. | PAGE 1 of 1 |

Instructional personnel, individually, and collectively, within respective divisions and departments are expected to maintain a cordial and cooperative atmosphere. No individual or group of individuals should become so involved in their own particular work that they lose sight of the overall philosophy and mission of the institution as a whole.

The instructors should organize their work and go about their duties in a professional, systematic manner. Personnel will arrange their work so that deadlines may be met properly.

SPECIAL ASSIGNMENTS

In addition to the normal teaching load, other general responsibilities considered appropriate to the professional duties of college faculty members may be assigned. Faculty desiring time off for study, travel, etc. may request sabbatical, personal, or professional leave. Faculty members may be given special assignments by the president on a regular or reduced load basis. Such an assignment might involve research, coordination, special committee work, etc.

REPORTING PROCEDURE

All reports, requests, grades, and other matters pertaining to the instructional divisions shall be processed through the appropriate division chair. Instructors may discuss these matters with any administrative officer. However, most of these should be discussed first with the appropriate division chair.

DISMISSAL OF CLASSES

No classes will be dismissed for a complete class period without approval of the appropriate division chair or appropriate administrative officer.

Date Adopted/Amended: 2-4-71, 2-16-89



MANUAL OF POLICY

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|----------------------------|------------------------------------------------------------------------------------------|------------------------|
| TITLE | Continuing Education | POLICY 4.048 |
| LEGAL AUTHORITY | SBEAR 6A-14.030, 6A-14.054, 1001.64, 1004.65, 1009.22, 1009.23, 1009.25, 1009.26 F.S. | PAGE 1 of 1 |

The college shall maintain an active and aggressive program of business training, continuing education, and community education within its district. Recognizing that learning is a perpetual process, the mission of Continuing Education is to ensure a continuum of vital learning experiences to meet district workforce and citizens' diverse non-degree needs for occupational skills and career development, community building, and enrichment of quality of life. The program shall be comprised of credit and non-credit courses, scheduled on or off campus, and may be offered through a variety of delivery systems, including but not limited to the following: lectures, town meetings, forums, institutes, seminars, workshops, clinics, camps, conferences, technology-based modes, and self-paced, open entry/open exit formats.

Fees for Continuing Education classes are locally determined by the College Board and expenditures must be fully supported by these fees.

Procedures - Prior to the first registration for Continuing Education activities, all pertinent information about the activity, including course fees, are entered into the college's computer database for all courses offered. Registration for non-credit Continuing Education activities is initiated in the Continuing Education Office and completed in the Business Office. Registration for credit Continuing Education activities is initiated in the Enrollment Services Office and completed in the Business Office.

Course Records - The registration of students in Continuing Education activities is the responsibility of the Dean of Enrollment Services and the Director of Student Accounting.

Date Adopted/Amended: 2-4-71, 11-2-72, 7-12-72, 1-13-83, 1-10-85, 9-5-85, 11-12-87,
2-16-89, 10-12-89, 3-8-90, 12-12-91, 11-5-92, 11-7-96, 10-8-98,
9-9-99, 10-12-00, 9-13-01, 5-8-03, 11-13-08, 6-16-11, 10-16-11,
2-12-15



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Classroom Discipline | POLICY 4.060 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Instructors should be free to use their own judgment in maintaining classroom discipline. Severe cases should be brought to the attention of the administration for appropriate action.

CHEATING

It is expected that all instructors will communicate to the students, both by word and example, their opposition and condemnation of all cheating practices. All instructors should follow these guidelines:

1. Maintain adequate security over all examination material. No student or group of students should have access to examination materials before the examination date. Under no circumstances should student assistants (or any other student) be permitted to type examinations. Division chairs and other supervisors of administrative assistants should make sure that all surplus materials are destroyed. Copies of examinations should not be left in exposed places, such as tops of desks, before the administering date.
2. Instructors, whenever possible, should see that students do not sit in adjacent seats or in positions which make cheating easy. Instructors are encouraged to circulate about the room. Under no circumstances should an instructor leave the room during an examination. Faculty should exercise due caution when confronting a student regarding an alleged cheating offense and under no circumstance, do so in the presence of other unauthorized individuals.
3. If the same questions on a multiple choice examination are used a second time, the instructor should change the order of the questions. The same examinations should not be used semester after semester. When there are several sections of the same class, objective examinations should be changed for the different sections.

Faculty who have due cause to believe a student may be guilty of cheating are expected to submit the student's name and a verbal report to the appropriate division chair. If the problem cannot be resolved, normal appeals channels should be instituted.

Date Adopted/Amended: 2-4-71, 9-30-82, 1-10-85, 2-16-89, 9-9-99, 11-13-08



MANUAL OF POLICY

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|----------------------------|-------------------------------------------|------------------------|
| TITLE | Use of Resource Personnel and Field Trips | POLICY 4.067 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Gulf Coast State College faculty members are encouraged to use resource personnel from the community and other sources when deemed advantageous to the instructional program. Requests should be submitted to their division chair who, in turn, will request approval from the Vice President of Academic Affairs. Requests should be submitted in the form of a memorandum.

Requests from citizens or groups in the community to provide resource personnel should be directed to the Vice President of Academic Affairs. Generally, such requests will be honored if deemed of instructional value by allowing resource personnel use of a classroom during the activity period and by inviting students and faculty to hear the resource person.

Field Trips

The instructor who desires to take a class on a field trip must have the approval of the Vice President of Academic Affairs through their division chair one week prior to the trip. The instructor will be responsible for securing a Field Trip Form and preparing a list of students involved. It is the student's responsibility to inform instructors of classes to be missed. Students on field trips or other official school functions should not be marked absent.

Date Adopted/Amended: 2-1-73, 2-16-89, 11-5-92, 9-13-01, 11-13-08



MANUAL OF POLICY

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|----------------------------|---------------------------------|------------------------|
| TITLE | International Agreements/Travel | POLICY 4.068 |
| LEGAL AUTHORITY | 1001.65 F.S. | PAGE 1 of 1 |

Any faculty or staff member anticipating the initiation of a cooperative agreement involving foreign institutions or entities, or requesting travel abroad for this purpose or any other purpose having institutional implications, is required to seek pre-approval prior to engaging in these activities.

Requests should be directed to the appropriate vice president/dean, for recommendation to the president, who will provide signature authorization if approved. The Authorization & Reimbursement Travel Voucher Form should include a statement of purpose, assessment of potential benefits to the college and its students, an estimate of financial commitment (including projected budget), and notification of any anticipated or potential legal and/or liability concerns.

Date Adopted/Amended: 6-24-10, 1-15-15, 12-14-17



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------|------------------------|
| TITLE | Culinary Management Wine Service | POLICY 4.070 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Gulf Coast State College recognizes that the serving of wine is an integral part of a fine dining experience. As such, the college's Culinary Management program shall be permitted to serve wine in its evening dining service to provide relevant educational experiences for students enrolled in the program. Program faculty and students shall follow the guidelines that have been developed to ensure compliance with all State of Florida alcohol licensing and service procedures. The guidelines shall be strictly enforced.

Wine service guidelines are provided below:

1. Servers must be 18 years of age or older and have identification checked by the Culinary Management faculty member at the beginning of each semester.
2. All wine must be consumed on the premises.
3. Wine service shall be limited to one bottle per table of four or two glasses per person.
4. The maître d' professor must closely supervise the pouring and consuming of wine. No one under the age of 21 years shall be served. In case of doubt, identification shall be checked before service begins. If identification does not match the assumed chronological age, wine shall not be served to that individual.
5. In case of questions, the division chair responsible for the Culinary Management program shall be contacted.
6. No additional wine shall be served to individuals who appear to have been drinking alcohol prior to arriving at Gulf Coast State College's culinary dining facility.
7. Wine shall be kept in a locked area when not being served. Only Culinary Management faculty and the division chair shall have keys to the storage area.

Date Adopted/Amended: 4-17-08



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------------------------------|------------------------|
| TITLE | Budgets | POLICY 5.010 |
| LEGAL AUTHORITY | SBEAR 6A-14.0716, 1001.64 F.S., 1011.30 F.S., 1001.65 (2) F.S. | PAGE 1 of 1 |

The college is responsible for preparing a tentative annual budget of estimated income and expenditures. Procedures for submission and approval shall be in accord with the references listed below. The budget becomes final only when approved by the District Board of Trustees.

During the period from July 1 to the date the budget becomes official--in the event the budget has not been approved--ordinary expenses may be paid at the same monthly rate as for expenditures budgeted for the preceding year; but expenditures not made at the same average monthly rate of the preceding year's budget or not budgeted for, may be made only on approval of the District Board of Trustees and the Department of Education.

AMENDMENTS TO THE BUDGET

Amendments to the budget follow the same general procedure: recommendation by the president, approval by the District Board of Trustees, submission and final approval by the Department of Education.

Adjustments to a departmental budget, such as a transfer between two budget categories within the same department, that result in neither an increase nor decrease in the overall budget of that department, may be made by sending an email with the Budget Manager's approval to the Dean of Business Affairs.

EXECUTION OF THE BUDGET

It shall be the responsibility of the president and the District Board of Trustees to take whatever action is deemed necessary during the year to see that expenditures and obligations are maintained within the budgeted income. Separate project accounting procedures will be followed as is required by the State Board of Education.

The president or his designee is authorized to reallocate funds between organizational units of a fund and between object codes within a class of expenditures. Such reallocations are filed for audit.

Date Adopted/Amended: 2-4-71, 2-16-89, 5-9-91, 10-9-97, 5-8-03, 11-13-08, 10-20-16



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------|------------------------|
| TITLE | Contracts with Federal Government | NUMBER 5.013 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The District Board of Trustees and the president are authorized to enter into contractual agreements and/or to receive funds directly or indirectly from the federal government in accordance with the reference(s) listed.

Date Adopted/Amended: 2-4-71, 2-16-89



MANUAL OF POLICY

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|----------------------------|----------------------------------------------------------------------------------------------|------------------------|
| TITLE | Financial Records and Reports | POLICY 5.020 |
| LEGAL AUTHORITY | SBEAR 6A-14.072, 1001.64, 1010.20 F.S., UGG 2 CFR Sections 200.62, 200.302(b)(6), 200.303 | PAGE 1 of 1 |

The college has the responsibility of providing financial reports and statements of accounts as required by the State Department of Education and shall establish a system of close relationship and understanding with the District Board of Trustees.

1. The college shall provide a current "Financial Activity Report" to the board each month of information on the financial condition of the college.
2. No obligation is to be incurred, nor any expenditure made against the Gulf Coast State College budget without the approval of the president or his representative except as indicated in this manual.
3. Responsibility for preparation and submission of required financial reports is delegated by the College President to the Vice President of Administration & Finance.
4. The college will maintain records to support the timeliness of receipt and disbursement of Federal funds. The college will primarily operate on a cost reimbursement method for Federal funds.
5. The college will maintain effective internal controls that provide reasonable assurance that the college is in compliance with all Federal and State regulations with transactions being properly recorded, protect all assets, compliance with all Federal and State statutes, regulations, and specific terms of any award, and any other Federal statutes and regulations that are identified in the Compliance Supplement. The college takes all reasonable measures to protect the personally identifiable information. The internal controls are reviewed and reported on annually by the State of Florida Auditor General

Date Adopted/Amended: 2-4-71, 1-10-85, 2-16-89, 11-5-92, 10-12-95, 12-9-04, 11-13-08,
5-17-18



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------------|------------------------|
| TITLE | Records Retention | POLICY 5.021 |
| LEGAL AUTHORITY | 119, 257 F.S., UGG 2 CFR Section 200.333, 34 CFR 668.24 | PAGE 1 of 1 |

The college will comply with the record retention schedule for public records as outlined in the General Record Schedule for GS5 for Public Universities and Colleges, or in accordance with 34 CFR 668.24 for Federal Title IV Aid records. Non-Federal grants will follow the State schedule or the requirements specified in the grant.

Date Adopted/Amended: 5-17-18



MANUAL OF POLICY

| | | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Procurement | NUMBER 5.025 |
| LEGAL AUTHORITY | SBEAR 6A-14.0734, Chapter 120, 287.017, 287.055, 287.057, 1000.05, 1001.64, 1001.65 F.S., UGG 2 CFR Sections 200.33, 200.62, 200.302, 200.303, 200.313(d), 200.318 | PAGE 1 of 4 |

I. AUTHORITY

The District Board of Trustees of Gulf Coast State College (the “board”) has established policies for procurement of goods and services in accordance with laws, rules, and policies reflecting statutory requirements of the State of Florida and rules and regulations of the State Board of Education. The Board has delegated authority for issuing contracts and the acquisition of goods and services to the College President, Vice President of Administration & Finance, and the Executive Director of Procurement & Auxiliary Services for all purchases not exceeding the amount specified in Section 287.017, Florida Statutes, for Category Five unless the item is exempt from the competitive solicitation requirement of Rule 6A-14.0734, SBEAR. The president or designee shall approve normal operating purchases that do not require the approval of the Board of Trustees.

In the event of an emergency, either natural or otherwise, the President of the College or the President’s designee is authorized to suspend normal procurement procedures as set forth in Manual of Policy 5.025, *Procurement*. In the event of such an emergency, college staff will expedite necessary repairs and take any actions deemed necessary to mitigate further damage to the college and restore the college to operational condition.

II. METHODS

Methods of procurement may include, but not be limited to, petty cash, contracts, and purchase orders. A purchasing manual issued by the Executive Director of Procurement & Auxiliary Services establishes uniform procedures relating to the purchase of commodities and services needed in the operation of the college. The college is an equal access/equal opportunity institution which does not discriminate with respect to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

III. PURCHASING CATEGORIES/THRESHOLD AMOUNTS

Purchases are authorized in amounts not exceeding the amount specified in Section 287.017 F.S. for Category Three and for those services and commodities exempt from the solicitation requirements by SBEAR 6A-14.0734. Price quotations will be obtained whenever practical for goods and services less than the amount specified in Category Three. The president designates authority to the Coordinator, Auxiliary Services to place orders for the purchases of food, books, and supplies for resale in a manner deemed to be prudent and in the best interest of the college by telephone, facsimile, or in person to a



MANUAL OF POLICY

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|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Procurement | NUMBER 5.025 |
| LEGAL AUTHORITY | SBEAR 6A-14.0734, Chapter 120, 287.017, 287.055, 287.057, 1000.05, 1001.64, 1001.65 F.S., UGG 2 CFR Sections 200.33, 200.62, 200.302, 200.303, 200.313(d), 200.318 | PAGE 2 of 4 |

sales representative. All purchases of items not for resale by the college bookstore shall follow the established college purchasing procedures.

Purchases for which total contract value is in excess of the threshold amount of Category Three for a commodity or group of commodities or contractual services shall be made by first securing formal competitive solicitations meaning an invitation to bid, a request for proposal, request for quote, or an invitation to negotiate as provided in Florida Statutes Chapter 287.

Solicitations for purchases not exceeding Category Five threshold as specified in Section 287.017, F.S., shall be approved or rejected by the president or designee and solicitations exceeding the Category Five threshold as specified in Section 287.017, F.S., shall be approved or rejected by the Board of Trustees. Written documentation will be presented to the board on solicitations exceeding the Category Five threshold. The board makes the final decision that is in the best interest of the college and can reject solicitations and request new solicitations. If other than the lowest competitive solicitation meeting specifications is accepted, the board shall enter the justification in its minutes.

IV. PROCEDURES

A. Bids or Proposals

All purchases for which the total contract value is in excess of the threshold amount in Section 287.017 for Category Three for a commodity or group of commodities or contractual service, shall be made by first securing formal competitive solicitations unless exceptions as provided in Section 287.057(2), F.S., and Rule 6A-14.0734, SBEAR.

The board authorizes the president or designee to develop the procedures to solicit competitive solicitations in a manner that provides, to the maximum extent possible, open and free competition and to establish procedures to appeal solicitations.

The board authorizes the president or designee to purchase at the unit or contract prices established through competitive solicitations by any unit of government established by law or nonprofit buying cooperatives.



MANUAL OF POLICY

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|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Procurement | NUMBER 5.025 |
| LEGAL AUTHORITY | SBEAR 6A-14.0734, Chapter 120, 287.017, 287.055, 287.057, 1000.05, 1001.64, 1001.65 F.S., UGG 2 CFR Sections 200.33, 200.62, 200.302, 200.303, 200.313(d), 200.318 | PAGE 3 of 4 |

B. Rent or Lease

Equipment, materials, or services may be rented or leased on a short-term basis (less than one calendar year) without the utilization of competitive solicitation procedures, not to exceed the threshold amount for Category Three, Section 287.017. The board shall be apprised of such transaction at its next regular meeting.

C. Professional Services

The president or designee is authorized to employ or retain speakers, consultants, auditors, and other professional personnel as appropriate. The College President and Vice President of Administration & Finance shall determine honoraria, fees, expenses, etc.

The president or designee is authorized to seek professional architectural, engineering, landscape, architectural, or surveying and mapping services in accordance with Section 287.055, F.S.

D. Competitive Solicitation Appeal

The District Board of Trustees has authorized the president or designee to establish guidelines by which third parties contracting with the District Board of Trustees of Gulf Coast State College, Florida (the "board") may protest bidding or proposal procedures and to implement the provision of Chapter 120, Florida Statutes.

E. Tie Solicitations

The decision for award of tie bids shall be made after a careful review of the circumstances surrounding the tie, with preference being given to bidders within the state of Florida, secondly to drug free state of Florida bidders, or finally by flip of coin, when all other factors are equal.



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Procurement | NUMBER 5.025 |
| LEGAL AUTHORITY | SBEAR 6A-14.0734, Chapter 120, 287.017, 287.055, 287.057, 1000.05, 1001.64, 1001.65 F.S., UGG 2 CFR Sections 200.33, 200.62, 200.302, 200.303, 200.313(d), 200.318 | PAGE 4 of 4 |

V. PETTY CASH FUND

A petty cash fund, not to exceed \$2,000, is authorized for the college. The Vice President of Administration & Finance is designated by the College President as custodian of this fund. The fund will be distributed among the college's locations as determined by the Vice President of Administration & Finance. The petty cash fund is to pay for incidental expenses not to exceed \$100. The dollar amount for any week shall be based on the date of invoices accompanying reimbursement requests. Receipts shall be obtained for each payment and recorded on a pre-numbered voucher. Receipts for reimbursement must be submitted within 30 days.

VI. CREDIT CARDS AND PROCUREMENT CARDS

The president is authorized to obtain such credit cards and procurement cards, which will facilitate the operation of the college. The use of such credit cards and procurement cards will follow the procedures established by the President of the College, Vice President of Administration & Finance, Director of Financial Services, and the Executive Director of Procurement & Auxiliary Services.

Date Adopted/Amended: 2-4-71, 2-4-74, 8-5-75, 8-5-76, 9-7-78, 9-30-82, 9-1-83, 11-3-83,
4-3-86, 11-11-86, 2-16-89, 2-26-89, 10-12-89, 3-8-90, 1-10-91,
12-12-91, 10-14-93, 6-9-94, 11-10-94, 10-12-95, 11-7-96, 10-9-97,
12-11-97, 9-9-99, 6-8-00, 10-12-00, 9-13-01, 5-8-03, 12-9-04, 1-12-06,
10-11-07, 11-13-08, 6-25-09, 10-6-11, 12-10-15, 5-18-17, 5-17-18,
1-23-20



MANUAL OF POLICY

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|----------------------------|--------------------------------|------------------------|
| TITLE | College Property Control | POLICY 5.026 |
| LEGAL AUTHORITY | 1001.28, 1001.63, 1001.64 F.S. | PAGE 1 of 1 |

The President or designee shall establish and implement procedures to control college assets in accordance with all applicable Florida law and rules.

The minimum value of tangible personal property which requires maintenance of an individual property inventory record shall be set at the capitalization threshold of \$5,000. The word "property" shall mean all fixtures, equipment, furniture, and other tangible personal property of a non-consumable nature. Each item of property will be marked in the manner determined by the college.

All active college owned property and equipment that has been assigned an asset tag number shall be inventoried annually and discrepancies shall be traced and reconciled.

College personnel are responsible for property under their supervision.

The President is authorized to recommend to the District Board of Trustees that college property which is deemed obsolete, damaged, or the use of which is uneconomical or inefficient, or which serves no useful function, may be classified as surplus property for the purpose of disposal, in accordance with Florida law.

Date Adopted/Amended: 1-23-20



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------------------------|------------------------|
| TITLE | Building Program | POLICY 5.030 |
| LEGAL AUTHORITY | 235.017, 235.26, 553.73 F.S., SREF Special Occupancy Section 423 | PAGE 1 of 1 |

Gulf Coast State College shall have a Self-Performance Building Program that provides for renovation, remodeling, maintenance, and new construction projects to be reviewed and inspected for compliance with applicable codes and standards. All facility construction, repair, and modification shall be code-compliant and conform to all required permitting, review, inspection, and occupancy or re-occupancy certification. The college's Self-Performance Building Program shall be in compliance with all applicable provisions of the Florida Building Code (latest revision) and shall be administered in the interest of public health and safety.

The Vice President of Administration & Finance shall be responsible for the administration and management of the college's Self-Performance Building Program. The Vice President of Administration & Finance shall designate a "building official" for the college. The "building official" shall meet all of the applicable license and certification requirements of the Florida Department of Regulation. The "building official" shall participate in the review of construction documents and the inspection of construction projects for the purpose of determining code compliance.

Date Adopted/Amended: 3-11-04, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------|------------------------|
| TITLE | Construction Change Orders | POLICY 5.031 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

The president is authorized to approve change orders in construction projects in an amount not to exceed \$25,000; such approval is to be confirmed by the District Board of Trustees at a subsequent meeting.

Date Adopted/Amended: 9-7-72, 2-16-89, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------|------------------------|
| TITLE | Payment to Construction Contractors | POLICY 5.032 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Payments to contractors during and upon completion of a construction project shall be as follows:

I. PAYMENTS DURING CONSTRUCTION

- A. A notarized invoice from the contractor, approved for payment by the project architect, must precede any payment during construction.
- B. Payments during construction will be based on the architect's estimate of the percent of the work completed and, if approved by the architect, may include the cost of materials properly stored on the job site. Ten percent shall be withheld as retainage.

II. FINAL PAYMENT

- A. The college shall withhold final payment until all of the following conditions are met in full:
 - 1. The project architect certifies in writing that all work has been completed in accordance with the approved contract documents.
 - 2. The District Board of Trustees inspects and accepts the construction.
 - 3. A final inspection report is received from the State Department of Education's Office of Educational Facilities Construction (OEFC). This step is not required for construction projects which are locally funded and do not have to be submitted to OEFC for approval of plans.
- B. Should any items from the "punch list" or final inspection report remain undone after OEFC approval, the college shall withhold from the final payment a sum equal to three times the architect's estimate of the completion cost for the items.
- C. The District Board of Trustees may authorize the college to withhold from final payment its estimate of liquidated damages.

Date Adopted/Amended: 4-9-81, 11-3-83, 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------|------------------------|
| TITLE | Institutional Memberships | POLICY 5.035 |
| LEGAL AUTHORITY | 216.345, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Institutional memberships to professional organizations and associations may be paid from college funds if such participation is judged by the president or the Vice President of Administration & Finance to be in the best interest of the college. This includes organizations and associations such as registrars, business officers, etc. Upon certification by a professional or other organization that it does not accept institutional memberships, the agency or branch may authorize the use of state funds for the payment of individual membership dues when such membership is essential to the statutory duties and responsibilities of the state agency or judicial branch by which the individual is employed. However, approval shall not be granted to pay membership dues for maintenance of an individual's professional or trade status in any association or organization, except in those instances where agency or branch membership is necessary and purchase of an individual membership is more economical.

Date Adopted/Amended: 2-4-71, 8-5-76, 2-16-89, 5-8-03, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------------|------------------------|
| TITLE | Investment of Surplus Funds | POLICY 5.041 |
| LEGAL AUTHORITY | SBEAR 6A-14.0765, 1001.64, 1001.65, 218.415 F.S. | PAGE 1 of 1 |

The President of the College and the president's authorized representative, the Vice President of Administration & Finance, are authorized to invest surplus funds in United States government securities, in time deposits in federally insured banks, in savings accounts of savings associations which are under state or federal supervision in accordance with Chapter 665 F.S., in notes, bonds, and debentures issued by the Federal Housing Administration in accordance with Chapter 518.07, F.S., in the Local Government Investment Pool in accordance with Chapter 218, Part IV, F.S., in the State of Florida Treasurer's Special Purpose Investment Account, and any investment options allowed by Florida Statute. Any two of the following college officials, the President of the College, the Vice President of Administration & Finance, or the Director of Financial Services, may also invest surplus funds on behalf of the college up to the federal deposit insurance limit at any state approved FDIC-insured financial institution.

Date Adopted/Amended: 2-7-74, 2-16-89, 12-12-91, 3-11-04, 11-13-08, 6-25-09



MANUAL OF POLICY

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|----------------------------|---------------------------------------------------------|------------------------|
| TITLE | Funds from Auxiliary Enterprises and Undesignated Gifts | POLICY 5.042 |
| LEGAL AUTHORITY | SBEAR 6A-14.077, 1001.02, 1001.64, 1010.08 F.S. | PAGE 1 of 1 |

Funds derived from undesignated gifts and earnings realized from auxiliary enterprises shall be disbursed for such purposes as are deemed to be for the benefit of the college, including but not limited to funding that portion of federal student loan programs required to establish loan funds in accordance with agreements between the District Board of Trustees and agencies of the federal government.

A portion of these funds may be used for the purpose of promotion and public relations to be disbursed at the discretion of the president, provided that such purpose will directly benefit or be in the best interest of the college. Such funds may be expended for, but not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of faculty and staff, official meetings and receptions, guest speakers, and other development activities.

In addition to the purposes above, an amount may be included and disbursed in accordance with rules of the District Board of Trustees "for hospitality of business guests at the college and elsewhere" as provided by law; provided that such additional disbursements shall not exceed an amount equal to \$1 times the number of full-time equivalent students enrolled at the college during the previous year up to a maximum of 5,000 full-time equivalent students and 25 cents times the number of full-time equivalent students above 5,000; and provided, further, no person traveling on per diem from the state shall be considered a business guest.

Funds used for the purposes specified in the two preceding paragraphs shall be transferred to the general current fund and included in the approved budget of the college.

For this purpose, full-time equivalent students shall be computed by dividing the number of credits for which registered by 30 and the number of noncredit hours for which registered by 900.

Date Adopted/Amended: 2-3-83, 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------------------------|------------------------|
| TITLE | Copyright Policy | POLICY 5.047 |
| LEGAL AUTHORITY | Title 17, U.S. Code Section 101, 1001.64(4) (43) F.S. | PAGE 1 of 1 |

Gulf Coast State College subscribes to the belief that intellectual property rights should be respected and honored, and fair and appropriate use of published materials is both a legal and an ethical obligation that all members of the college community should observe.

It is the policy of the college that all members abide by the relevant copyright laws. These laws include:

- The Copyright Law of the United States of America
- Title 17, U.S. Code, Sect. 101, et. seq.
- General Revisions of the Copyright Law
- Public Law 94-553 (effective January 1, 1978)
- 1998 Digital Millennium Copyright Act
- Public Law 105-304
- 1998 Sonny Bono Term Extension Act
- Public Law 105-298

The intent of the Copyright Policy is to encourage scholarship conducted in the spirit of honest inquiry. Using the works of others obligates scholars to acknowledge such use whose works are protected by the law.

Employees who willfully disregard this policy or the law do so at their own risk and assume all liability for their actions.

Refer to Manual of Policy Internal Management Memoranda 5.047, *Copyright Policy Procedures*, and additional information.

Date Adopted/Amended: 3-11-04



MANUAL OF POLICY

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|----------------------------|---------------------------------|------------------------|
| TITLE | Fees for Copying Public Records | POLICY 5.048 |
| LEGAL AUTHORITY | 119.07, 119.08 F.S. | PAGE 1 of 1 |

When a request is made to examine or copy public records in the custody of Gulf Coast State College, a fee to cover clerical costs and copying costs may be assessed. If such fees are charged, the copy fee shall be at the same rate charged to on campus organizations. Fees for clerical services shall be at the employee's current pay rate, plus fringe benefits.

Date Adopted/Amended: 12-12-91



MANUAL OF POLICY

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|----------------------------|----------------------------------------|------------------------|
| TITLE | Receipt and Deposit of Funds | POLICY 5.050 |
| LEGAL AUTHORITY | SBEAR 6A-14.075, 1001.64, 1010.02 F.S. | PAGE 1 of 1 |

Depository withdrawals shall be on pre-numbered checks signed by the chair of the District Board of Trustees and the President of Gulf Coast State College.

All college collections and deposits shall be handled by the Vice President of Administration & Finance or designee.

All monies collected by any person or group will be turned over to the Business Office or designee and a receipt obtained. The amount of money turned over must be certified by the Business Office employee or designee and the person turning in the money.

The District Board of Trustees authorizes the Vice President of Administration & Finance or designee to transfer funds between various college bank accounts and to transfer funds by electronic, telephone, or other medium to facilitate investment of funds.

Date Adopted/Amended: 2-4-71, 2-16-89, 10-12-89, 9-9-99, 11-13-08



MANUAL OF POLICY

| | | |
|------------------------|------------------------------------------------------------------|------------------------|
| TITLE | Delinquent Accounts, Bad Checks, and Other Financial Obligations | POLICY 5.056 |
| LEGAL AUTHORITY | 1001.64(41), 1009.27, 1010.03 F.S. | PAGE 1 of 2 |

The District Board of Trustees authorizes the president or his designee to correspond with individuals or other entities regarding delinquent accounts. The District Board of Trustees authorizes the president or his designee to lodge items in excess of \$50.00, whether they be delinquent accounts or bad checks, with a collection agency or the Office of the State Attorney after a minimum delinquent period of 10 days. Student loans shall be supported by cosigners and all collection activities for delinquent accounts shall be against the students and the cosigners.

Delinquent accounts or bad checks shall be analyzed after they have been delinquent for more than two years and those accounts determined by the president, or his designee, to be uncollectible shall be charged off. Delinquent accounts to be charged off the college's financial records will be submitted to the District Board of Trustees annually.

Persons with returned checks will be prevented from reentry at the institution until such time as all debts have been cleared. The president or a designated representative is authorized to administratively withdraw a student from classes and cancel the student's registration when a check given in payment of fees has been returned unpaid. A returned check charge of \$25 will be assessed for each check returned to the college by the depository bank as uncollectible and this charge will be waived only if the bank has returned the check in error and provides documentation to that effect. A returned check may result in the loss of the privilege to write checks for the payment of fees, books, or other services. Returned checks that are not paid may be lodged with the Office of the State Attorney or other collection agency.

Persons with delinquent accounts will be prevented from reentry at the institution until such time as all debts have been cleared. Interest on loans not fully paid by the applicable due date will accrue at a twelve percent annual rate from the due date and may be charged a minimum of \$25.

If an organization agrees to pay fees for certain students, and for any reason the organization refuses to pay the student's fees as agreed, the student will be responsible for the fees. If an organization fails to pay for any services provided in a timely manner, the college will revoke all privileges granted to the organization until all obligations have been satisfied.

In all cases, the student will be responsible for all collection costs. In addition, late repayment of previous obligations to the college will be grounds for denial of future loans.



MANUAL OF POLICY

| | | |
|----------------------------|------------------------------------------------------------------|------------------------|
| TITLE | Delinquent Accounts, Bad Checks, and Other Financial Obligations | POLICY 5.056 |
| LEGAL AUTHORITY | 1001.64(41), 1009.27, 1010.03 F.S. | PAGE 2 of 2 |

Gulf Coast State College may place students with delinquent accounts, returned checks, or any other unsatisfied financial obligation to the college or one of its direct support organizations on restriction. The restriction will prevent students from registering for classes, obtaining copies of grades, transcripts, or any other records, or utilizing any college services until such obligation is satisfied.

Date Adopted/Amended: 2-4-71, 8-5-76, 9-7-78, 12-5-85, 5-11-89, 12-12-91, 11-10-94,
10-12-95, 9-10-98, 11-11-99, 12-9-04, 12-8-05, 11-7-13, 10-9-14



MANUAL OF POLICY

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|----------------------------|--------------------|------------------------|
| TITLE | Outstanding Checks | POLICY 5.057 |
| LEGAL AUTHORITY | 1001.64, 1717 F.S. | PAGE 1 of 1 |

The District Board of Trustees authorizes that any check outstanding for more than six months may be cancelled and remitted to the appropriate authority in accordance with all applicable laws, rules, and regulations. A subsidiary ledger shall be maintained for all checks so cancelled.

Date Adopted/Amended: 2-1-73, 9-30-82, 2-16-89, 11-13-08



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Official Signatures | POLICY 5.060 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The chair of the District Board of Trustees and the College President, or their designees, may use a facsimile signature on personnel contracts, college checks, and other documents in the conduct of official college business. Electronic signatures, as recognized under state and federal law as a valid form of signature, may be used in the conduct of official college business provided the electronic signature is associated with a secure user code and password.

Date Adopted/Amended: 2-4-71, 2-16-89, 10-12-95, 5-19-16



MANUAL OF POLICY

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|------------------------|---------------------------|------------------------|
| TITLE | Electronic Funds Transfer | POLICY 5.061 |
| LEGAL AUTHORITY | 215.85, 1010.11 F.S. | PAGE 1 of 3 |

Electronic Funds Transfer (EFT) is defined as the transmission of an electronic message to a financial institution instructing it to make an electronic entry reflecting the transfer of ownership of funds from one depositor to another. This policy is adopted pursuant to the requirements of Section 1010.11, Florida Statutes, and sets forth the college's written policies prescribing the accounting and control procedures under which any funds under its control are allowed to be moved by electronic transaction for any purpose, including direct deposit, wire transfer, withdrawal, or investment.

The Gulf Coast State College District Board of Trustees (the board) delegated to the President of the College the authority to operate and administer the college in accordance with applicable law, and with the resolutions, regulations, and the policies of the board. The execution of policies concerning the handling of college funds is delegated to administrative agents who act under the president's supervision. The college's Business Office is responsible for the daily management of college bank balances and the general oversight of EFT activity. The College Director of Financial Services is specifically designated to assist the board in matters concerning funds handling.

Electronic Funds Transfer can be accomplished via the Automated Clearing House (ACH) or wire transfer. ACH and wire transfers can be processed through on-line banking software provided by the college's banking partner; however, the college's primary source of processing transfers between college accounts is through a scanning process utilizing Remote Data Capture software.

ELECTRONIC FUNDS TRANSFER PROCEDURES

To promote the safety of the college funds in the electronic funds transfer environment, the following procedures will be adhered to:

1. The procedure to initiate an EFT is subject to the same financial policies, procedures, and controls that govern disbursements by other means.
2. EFTs will not be made without proper authorization of affected parties in accordance with federal and state statute and accepted business practices.
3. The college will provide the disbursing bank a list of the names and titles of persons authorized by the college to initiate Electronic Funds Transfer requests (authorized representatives), as well as associated transfer limits. The disbursing bank will be notified in a timely fashion of any changes to this list.
4. EFTs should be initiated by computer-based systems. Phone transfers should be used only as back-up in an emergency. Phone transfer, except for transfers between college accounts, will require approval by an authorized representative other than the initiator.



MANUAL OF POLICY

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|------------------------|---------------------------|------------------------|
| TITLE | Electronic Funds Transfer | POLICY 5.061 |
| LEGAL AUTHORITY | 215.85, 1010.11 F.S. | PAGE 2 of 3 |

5. The mechanism by which EFT requests are communicated to the disbursing bank will have adequate controls to prevent unauthorized access to both the system and to its various functionalities. These controls should include password protected user accounts, Personal Identification Numbers (PINs), and a designated security administrator role. The security administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards and will protect the integrity of system user profiles. This includes assigning system IDs to users, changing user IDs as necessary, and assisting users with technical problems related to the EFT system. In addition, the security administrator will assign access to functions to users and is authorized to lock out personnel as directed by the Director of Financial Services.
6. Requests for the electronic transfer of funds, other than transfers among the college's various bank accounts within the same financial institution, require approval by an authorized representative other than the initiator. In no case will an individual have the capability to initiate, approve, and record an EFT to the General Ledger.
7. Because EFTs between college bank accounts has reduced risk, the Business Office may use EFT on a routine basis to concentrate funds for payment and investment purposes. Although risks are minimal for transfers between college accounts, reasonable controls should exist with regard to authorization, reconciliation, and review of these transactions.
8. Bank balances will be monitored daily for unusual or unexpected transactions.
9. Reconciliation of banking activity to the General Ledger will be accomplished in a timely manner with investigation and resolution of reconciling items.
10. Security measures include the following:
 - a. Each financial institution shall be specifically authorized by the college.
 - b. Each authorizing agreement shall contain the official title of the college bank accounts subject to the agreement, each type of transaction approved, each person authorized to initiate transactions, and appropriate approval signatures.
 - c. For transactions processed outside established electronic protocol, written confirmation of all transactions forwarded to financial institutions shall be signed by both the authorized person and the person making the transaction, and shall be included and retained in the official college files.
 - d. Written or printed documentation from each financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, electronic transfer acknowledgments, printed electronic reports, or cancelled warrants, shall be kept in the official college files. The files must be maintained in a manner which facilitates easy review and validation of transactions.



MANUAL OF POLICY

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|----------------------------|---------------------------|------------------------|
| TITLE | Electronic Funds Transfer | POLICY 5.061 |
| LEGAL AUTHORITY | 215.85, 1010.11 F.S. | PAGE 3 of 3 |

11. The college, by agreement with individuals and financial institutions, may authorize direct deposit of funds to a payee's account. Authorization and cancellation from each such payee shall be in writing and on file at the college. Each authorization shall include but not be limited to the following information:

- a. Name of the individual as shown on official college records, employee number, name, and manual signature of the payee as shown on his or her bank account.
- b. The date an authorization or cancellation is to be effective. The effective date will be the date the authorization was received in the Business Office absent any other noted authorization date.
- c. Bank name and account number of the institution designated by the payee to receive deposits.
- d. Documentation of each transaction shall be maintained in the official college files in sufficient manner to assure internal control over the transactions.

Date Adopted/Amended: 10-3-13



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------------------|------------------------|
| TITLE | Identity Theft Prevention Program | POLICY 5.062 |
| LEGAL AUTHORITY | 817.568 F.S., 16 CFR Part 681 Federal Trade Commission | PAGE 1 of 1 |

To reduce the risk of identity theft related to the collection and storage of personal information needed for the college to conduct business and to comply with the Federal Trade Commission (FTC) Red Flags Rule, Gulf Coast State College follows an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft. In accordance with State and Federal regulations, the college will maintain a comprehensive Identity Theft Prevention Program included in Manual of Policy Internal Management Memoranda 5.063, *Information Security Program*.

Elements of the program include:

1. Identification of relevant red flags that will be incorporated into the program;
2. Detect Red Flags that are incorporated into the program;
3. Respond appropriately to Red Flags identified in the program to prevent and mitigate identity theft; and
4. Ensure the program (including the Red Flags determined to be relevant) is updated periodically, to reflect changes in risks to students and employees.

Date Adopted/Amended: 10-3-13, 6-27-19



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Information Security | POLICY 5.063 |
| LEGAL AUTHORITY | 74-2 F.A.C, 282.318, 1002.22, 1006.52 F.S., 20 U.S.C. § 1232g, 34 CFR Part 99 (FERPA), 15 U.S.C. § 6801, 16 CFR 314 | PAGE 1 of 1 |

During its regular course of business, the college collects various forms of confidential information. College leadership is committed to maintaining the confidentiality, integrity, and availability of this information as required. In accordance with State and Federal regulations, Gulf Coast State College will maintain a comprehensive Information Security Program (ISP), outlined in Manual of Policy Internal Management Memoranda 5.063, *Information Security Program (ISP)*.

The scope of the ISP and underlying policies include all faculty, staff, students, and third parties that operate or provide services on the college's network, campuses, and/or equipment. Additionally, any data that passes through, resides on, or is accessed on the GCSC network is governed by the ISP. The ISP includes policies and procedures for the collection, storage, and dissemination of public and nonpublic information. The overall responsibility for coordinating the design and execution of the Information Security Program is assigned to the designated Information Security Officer.

Date Adopted/Amended: 4-13-17



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------|------------------------|
| TITLE | Establishing Bank Depositories | POLICY 5.065 |
| LEGAL AUTHORITY | SBEAR 6A-14.075, 1001.64, 1010.02 F.S. | PAGE 1 of 1 |

The District Board of Trustees may designate any financial institution that has offices in the college district and that has been approved as a qualified public depository by the Department of Insurance and Treasurer as the depository for college funds.

Every four years the District Board of Trustees may review the assignment of college funds to the various depositories and make whatever adjustments are deemed to be in the best interest of the college.

Date Adopted/Amended: 8-1-75, 8-5-76, 10-12-78, 5-13-82, 2-3-83, 11-14-85, 1-14-88,
2-16-89, 10-12-89, 10-12-00, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------|------------------------|
| TITLE | Bonds | POLICY 5.075 |
| LEGAL AUTHORITY | 255.05, 1001.64, 1001.65, 1010.07 F.S. | PAGE 1 of 1 |

1. It shall be the responsibility of the District Board of Trustees to provide, at college expense, for the bonding of its members and any college employee who is responsible for college monies or property. All college employees who handle or count college funds are bonded up to \$1 million.
2. Equipment and service contract vendors may be required to furnish performance bonds when it is deemed advantageous to the college. The president and the Vice President of Administration & Finance are authorized to require such bonding.

Date Adopted/Amended: 2-4-71, 2-16-89, 5-8-03, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------|------------------------|
| TITLE | Construction Project Bonds | POLICY 5.076 |
| LEGAL AUTHORITY | 255.05, 1001.64, 1010.07 F.S. | PAGE 1 of 1 |

The following bonds shall be required of construction project bidders and contractors:

1. A good faith deposit of at least five percent of the base bid, which may be satisfied by bid bond, certified check, or cashier's check.
2. Performance and payment bonds shall be provided by the contractor as stipulated in Section 255.05, Florida Statutes.

Date Adopted/Amended: 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------|------------------------|
| TITLE | Insurance | POLICY 5.085 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1004.725 F.S. | PAGE 1 of 1 |

The college will establish and maintain insurance programs as required by law (including Workers' Compensation) and to protect college property against loss by damage, vandalism, theft, and major perils such as fire, sandstorm, etc. Liability insurance shall be established and maintained in those areas deemed necessary.

In addition, other insurance programs may be established and maintained when approved by the District Board of Trustees. The college is authorized to furnish athletic accident insurance for students who participate in varsity sports and education/training student accident insurance for students in public safety, stage craft, health sciences, and similar programs.

Group insurance is available to employees in areas of medical, life, accidental death and dismemberment, and tax-sheltered annuities, among others. Premiums are paid by the individual, with college participation, as approved by the board. Several options are available and further information may be obtained from the Human Resources Office. Professional liability insurance is available for Health Sciences instructors.

An employee retiring from Gulf Coast State College who is eligible to receive retirement benefits from a Florida Retirement System may continue individual medical and life insurance coverage or family medical insurance coverage for eligible dependents by paying the premium to the college in advance, or retiring employees may elect to have the premium deducted from their retirement checks.

Date Adopted/Amended: 12-3-73, 3-7-74, 8-5-74, 8-9-79, 10-1-81, 9-30-82, 1-17-84, 2-16-89, 12-12-91, 5-8-03, 12-09-04, 11-13-08



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Accidents | POLICY 5.088 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

In cases of an emergency, the guidelines outlined in Manual of Policy Internal Management Memoranda 5.015, *Emergency Instructions*, shall be followed at once. If the injured party needs or requests medical attention, an ambulance will be called. The college assumes no liability for medical or ambulance expenses.

A detailed Accident-Incident Report of any accident involving personal injury or damage to property should be completed by the close of the next business day and submitted to the office of the Vice President of Administration & Finance by any college employee engaged in or witnessing the accident/incident.

If an employee is involved in the accident/incident, *Human Resources must be notified immediately* before completing the Accident-Incident Report. The office of the Vice President of Administration & Finance will forward a copy of the Accident-Incident report to the Human Resources office.

If students are involved in the accident/incident and sustains an injury that would affect their ability to attend their scheduled courses, a copy of the report will be forwarded to the Vice President of Student Affairs.

All Accident-Incident Reports will be reviewed by the Vice President of Administration & Finance, who serves as the college's Risk Management Coordinator for the Florida College System Risk Management Consortium, prior to submittal to the consortium.

Date Adopted/Amended: 10-7-71, 5-1-75, 9-30-83, 1-14-88, 2-16-89, 1-10-91, 11-13-08,
10-9-14, 6-25-15



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------------------|------------------------|
| TITLE | Auxiliary Enterprises | POLICY 5.090 |
| LEGAL AUTHORITY | SBEAR 6A-14.077, 1001.64, 1010.08, 1010.86 F.S. | PAGE 1 of 1 |

The college is authorized and responsible for providing services to support or supplement the combined programs of the college through operation of a bookstore, food services and related facilities, and other self-supporting activities necessary for the total operation.

The president, with approval of the District Board of Trustees, may contract to lease or rent any or all such auxiliary enterprises. The Coordinator of Auxiliary Services is responsible for the administration of the college's bookstore. The college's food service operation is outsourced to a third party.

Funds derived from auxiliary enterprises may be used for such college related purposes as are deemed in the best interest of the operation of the college, upon approval of the president, and as defined by law and Florida State Board of Education Rule 6A-14.771.

Date Adopted/Amended: 2-4-71, 2-16-89, 10-12-95, 9-13-01, 11-13-08, 12-12-13



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------|------------------------|
| TITLE | Textbook Affordability and Adoption | POLICY 5.091 |
| LEGAL AUTHORITY | 1001.65 F.S. | PAGE 1 of 1 |

Gulf Coast State College recognizes the cost of textbooks and instructional materials can add significantly to education costs for our students and their families. Accordingly, the college fully supports textbook affordability measures and believes that faculty should strive to minimize the costs of textbooks and educational materials for students, while maintaining the quality of education and academic freedom. The college encourages faculty to implement initiatives designed to reduce textbook costs such as using open source materials, developing in-house materials, and offering various formats of textbooks such as loose bound, on-line, digital, or bound. Faculty and staff should provide appropriate options and pertinent and timely information so students have a meaningful opportunity to explore budget sensitive options.

- A textbook change should not be made until the one presently adopted has been in use a minimum of three years, unless approved by the Vice President of Academic Affairs.
- Textbook adoptions are course-wide, must be approved by the appropriate division chair, and include a written or electronic certification from each course instructor that all textbooks and instructional materials will be used.
- The following textbook and educational material information shall be posted on the college's website no later than 45 days prior to the first day of class: title; author; publisher; edition; copyright and publication dates; and International Standard Book Number (ISBN).

Date Adopted/Amended: 2-4-71, 8-5-76, 2-16-89, 3-8-90, 10-12-95, 11-13-08, 6-29-17



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Safe Deposit Boxes | POLICY 5.125 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The president or a designated representative is authorized to rent safe deposit boxes as required to safeguard college property.

Date Adopted/Amended: 2-4-71, 2-16-89, 3-8-90



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | College Seal | POLICY 5.145 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The president or a designated representative shall keep in custody the college seal and shall authenticate true copies of decisions, resolutions, acts, or documents where the seal is appropriate or required by law.

Date Adopted/Amended: 2-4-71, 2-16-89, 3-8-90



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------------------------|------------------------|
| TITLE | Travel and Expenses | POLICY 5.165 |
| LEGAL AUTHORITY | 112.061, 1001.64, 1001.65 F.S., UGG 2 CFR Section 200.474 | PAGE 1 of 3 |

By the authority delegated to the District Board of Trustees under State Board of Education Administrative Rules, the following policies pertaining to travel are herewith adopted.

All duly authorized travelers, traveling under proper authority as evidenced by an Authorization & Reimbursement Travel Voucher Form executed *in advance of travel* must have the approval of the appropriate supervisor. The vice president must approve employee travel outside the State of Florida. President approval is required for all international travel, as well as, travel on behalf of the college by a member of the District Board of Trustees. Travelers will be paid on the following basis, as authorized by Chapter 112.061, Florida Statutes:

1. All travel performed shall be for college business and for the benefit of the college. The Authorization & Reimbursement Travel Voucher Form shall clearly include the purpose of the travel and the benefit.
2. Joint travel shall be required by personnel in a single vehicle whenever feasible.
3. Use of personal vehicles in the normal routine of duties will be reimbursed once a month at the rate of 44.5 cents per mile, except that personal vehicles in performing off campus teaching assignments will be reimbursed in a lump sum upon completion of the assignment.
4. Gulf Coast State College will not advance travel expenses except those associated with student travel. Any exceptions must be approved in advance by the Vice President of Administration & Finance.
5. Reimbursements or accounting for advances shall be made on the current forms furnished by the Procurement and Travel Office.
6. Rate of Reimbursement (all travelers):
 - a. **Class A travel** is continuous travel of 24 hours or more away from official headquarters. **Class B travel** is continuous travel of less than 24 hours requiring overnight absence from official headquarters. While traveling on official business, attending conferences, or conventions which serve a direct purpose to the college, the rate of reimbursement is actual expenses for lodging at a single occupancy rate (substantiated by receipt), and a maximum meal allowance as follows:

Breakfast: \$ 6 when travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch: \$11 when travel begins before 12 noon and extends beyond 2 p.m.

Dinner \$19 when travel begins before 6 p.m. and extends beyond 8 p.m.



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------------------------|------------------------|
| TITLE | Travel and Expenses | POLICY 5.165 |
| LEGAL AUTHORITY | 112.061, 1001.64, 1001.65 F.S., UGG 2 CFR Section 200.474 | PAGE 2 of 3 |

- b. ***Class C travel*** is defined as travel for an all-day trip where the employee is out of district, but not away from official headquarters overnight. Bay, Gulf, and Franklin counties are considered in district. An employee shall not receive a meal allowance for Class C travel.
- c. **Mileage allowance:** All approved travel for college employees shall be by personal automobile or rental vehicle. An employee authorized to use his personal automobile will be reimbursed at the rate of 44.5 cents per mile based on the latest official State Department of Transportation road map or other such maps, like MapQuest. In-city mileage may be authorized when it is necessary to use a personal vehicle to commute between meeting places and/or the place the employee is staying during the time of convention, conference, or meeting. Accounting for this mileage must follow the procedures outlined by the Business Office.
- d. **Other expenses:** The following incidental expenses of the traveler may be reimbursed: (1) taxi fare, (2) ferry fare including bridge, road, and tunnel tolls, (3) storage and parking fees, (4) college communication expense, and (5) convention registration fee. For reimbursement of these expenses, receipts are required.
7. Instructors teaching off campus courses will be allowed travel time. Mileage will be paid at the rate of 44.5 cents per mile from the point of origin and return, except that the maximum mileage paid to regular college employees will be for the distance between the college and the place of teaching assignment and return. Part-time instructors who live in a town other than the greater Panama City area and who are assigned to teach in a third town will be paid mileage from their residence to and from the location of the teaching assignment.
8. Interview expenses of new employees who travel to the college at the invitation of the President of the College, Vice President of Academic Affairs, Vice President of Administration & Finance, Vice President of Institutional Effectiveness & Strategic Planning, Vice President of Strategic Initiatives & Economic Development, or Vice President of Student Affairs may be reimbursed at approved rates up to \$500. Rates and documentation for reimbursement are outlined in section 6, Rate of Reimbursement, of this policy. Interview expenses of prospective employees who travel to the college at the invitation of the President of the College, Vice President of Academic Affairs, Vice President of Administration & Finance, Vice President of Institutional Effectiveness, Vice President of Strategic Initiatives & Economic Development, or Vice President of Student Affairs, must be approved in advance of the interview. The president has the authority to approve reimbursement above the limit when necessary. This policy does not apply to a presidential search by the District Board of Trustees.



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------------------------|------------------------|
| TITLE | Travel and Expenses | POLICY 5.165 |
| LEGAL AUTHORITY | 112.061, 1001.64, 1001.65 F.S., UGG 2 CFR Section 200.474 | PAGE 3 of 3 |

9. Student Travel - all travel will be accounted for on the Authorization & Reimbursement Travel Voucher Form. One of two methods of accounting for expenditures may be used:
- If the activity sponsor or coach chooses, an amount for meals not to exceed \$36 per day (breakfast \$6, lunch \$11, dinner \$19) may be issued to the persons authorized to travel. If given cash, each individual must sign the travel voucher indicating the amount received. If the sponsor buys the meals for a group of students, the total amount paid cannot exceed the appropriate individual meal cost times the number of students. More than one signature and the amount may be recorded on the same voucher. The activity sponsor or coach must certify the voucher is correct. All other expenditures must be accounted for with receipts
 - The activity sponsor or coach may choose to account for all expenditures with receipts; however, the amount receipted for any meal may not exceed the amounts listed in (a) above.
 - The activity sponsor is responsible for reconciling the cash advance with the expenditures on the forms furnished by the college.

Date Adopted/Amended: 12-6-73, 8-5-76, 7-14-77, 4-5-79, 7-12-79, 7-9-81, 11-3-83, 11-14-85,
2-16-89, 3-8-90, 1-10-91, 5-9-91, 11-10-94, 10-12-95, 10-8-98,
9-9-99, 9-13-01, 5-8-03, 3-11-04, 2-9-06, 7-13-06, 11-13-08, 6-25-09,
12-14-17, 5-17-18



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | WKGC Radio Operations | POLICY 5.170 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

1. Gulf Coast State College will remain a “local” entity within the meaning of Section 73.7000 of the rules and regulations of the Federal Communications Commission (“FCC”) so long as it is an applicant for, or the licensee of, a noncommercial educational FM radio station awarded, or sought to be awarded, to the Council under the “Established Local Applicant” criteria set forth in Section 73.7003(b) (1) of the FCC’s rules and regulations. Specifically, the college will maintain a campus within 25 miles of the reference coordinates (as defined in the FCC’s rules) of Mexico Beach, Florida.
2. The college’s District Board of Trustees will, should it be awarded a preference by the FCC under the “Local Diversity of Ownership” preference set forth in 73.7003(b) (2) of the FCC’s rules and regulations, maintain local diversity so long as it is the licensee of any noncommercial radio station awarded to it under the “Local Diversity of Ownership” preference. Specifically, none of the members of the Board, while serving on the Board, will acquire an attributable interest (as defined in Section 73.7000 of the FCC’s rules) in any radio broadcast or translator station whose principal community contour overlaps that of any station authorized by the FCC under such “Local Diversity of Ownership” preference.

Date Adopted/Amended: 11-13-08



MANUAL OF POLICY

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|----------------------------|---------------------------------------------|------------------------|
| TITLE | Special Events - Use of Alcoholic Beverages | POLICY 5.172 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The President of the College is authorized to grant approval for the use of alcoholic beverages on campus at college-sponsored special events or community events consistent with the following restrictions and guidelines:

1. Requests for use of alcoholic beverages on campus shall be submitted to the President of the College in writing and shall be granted or denied by the president in writing. Alcoholic beverages will not be allowed at any student function. Events where attendance will be predominately students, no alcoholic beverages will be served, regardless of the degree of control exercised over attendance.
2. Any person or organization requesting approval to have alcoholic beverages on campus must provide the college with a Certificate of Insurance naming the college as *additional insured* with limits of not less than \$1 million per occurrence.
3. Alcohol must be served by a licensed and insured third party vendor. No individual may serve or otherwise provide alcohol to persons under the legal drinking age. A professional caterer or bartender must provide the college with proof of liability coverage to include liquor liability coverage with limits of not less than \$1 million per occurrence naming the college as *additional insured*.
4. Any person or organization requesting approval for alcoholic beverages on campus shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements, as well as, adhere to all applicable federal or state laws, local ordinances, and college policy related to the use of alcohol.
5. Any person or organization requesting approval for alcoholic beverages on campus shall enter into a written agreement that shall indemnify and hold the college harmless against any and all claims and expenses that may arise from the use of alcoholic beverages at the college facility.

Date Adopted/Amended: 6-16-11



MANUAL OF POLICY

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|------------------------|-----------------------------------------|------------------------|
| TITLE | Use of College Facilities and Equipment | POLICY 5.175 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Rental of college facilities is coordinated through the Office of Campus Events. The Business Office will handle all billing related to the rental of college facilities. Only authorized individuals are permitted to have a key to college facilities, equipment, or equipment controls.

Priority for use of the facilities will be in the following order:

- Credit Course Instruction
- Noncredit Course Instruction
- Varsity Teams/Visual and Performing Arts Activities
- Intramurals
- Regional Interscholastic Teams
- College Special Events Including Student Activities
- College Faculty
- General Public

FACILITIES USE

Gulf Coast State College is committed to offering its facilities to organizations in the community when facilities are available. The college reserves the right to not rent the facilities. In addition, the college reserves the right to refuse agencies that are in direct competition with the college. Religious organizations may not use the facilities for presenting doctrines, philosophies, beliefs, etc.

Users are responsible for securing performance rights for the use of copyrighted materials, i.e., books, music, plays, images, etc.

The organization granted the use of college facilities must sign a waiver of liability form and an agreement to pay for damages related to the event. Proof of insurance may be required.

Users are responsible for providing an adequate number of chaperones for events involving youth under 18 years of age and for providing ushers or ticket staff as desired.

The use of tobacco products is prohibited on all GCSC campuses.

Date Adopted/Amended: 2-4-71, 3-4-72, 8-5-76, 9-7-78, 10-11-79, 11-3-83, 9-13-84, 1-9-86, 2-16-89, 10-12-89, 12-12-91, 11-5-92, 10-14-93, 11-10-94, 11-7-96, 11-3-97, 10-8-98, 6-8-00, 5-8-03, 5-12-05, 9-1-05, 11-13-08, 10-7-10, 10-6-11, 10-19-17



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------------|------------------------|
| TITLE | Instructors' Responsibilities for Facilities | POLICY 5.176 |
| LEGAL AUTHORITY | 1001.65 F.S. | PAGE 1 of 1 |

Instructors are responsible for leaving classrooms in good condition at the end of the class period. They should erase the whiteboards and rearrange the room if they have changed the furniture. They should turn off lights, fans, blowers, projectors, and flat screens. Instructors are asked not to move class locations without approval of the appropriate division chair. All changes must be approved by the Vice President of Academic Affairs.

It is the responsibility of the instructor to see that the consumption of food and beverages not interfere with the learning environment or cause damage to classroom equipment and furniture. Individual instructors may establish policies prohibiting food or beverages in the classroom.

Date Adopted/Amended: 8-5-76, 2-16-89, 10-12-95, 11-13-08, 3-05-15



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Facilities Management | POLICY 5.177 |
| LEGAL AUTHORITY | 1001.65, 1013.02 F.S. | PAGE 1 of 1 |

Requests for services are made by submitting a work request to Facilities Management. In the event of an emergency, call the Director of Facilities Management who will dispatch the appropriate Facilities Management employee. For weekend coverage, the weekly email providing 24 hour cell phone numbers should be used to expedite service.

Employees dissatisfied with services should first notify the Director of Facilities Management. If service level remains unsatisfactory, notify the Vice President of Administration & Finance.

Date Adopted/Amended: 2-4-71, 2-16-89, 9-13-01, 5-8-03, 11-13-08, 2-12-15, 2-20-20



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------------------------|------------------------|
| TITLE | Naming of Facilities and Other Methods of Recognition | POLICY 5.178 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 2 |

Gulf Coast State College may recognize significant monetary or other contributions through the naming of facilities or through other methods of recognition. The following guidelines are established to ensure appropriate reflection of the institution's history, as well as consistency, fairness, fitting recognition, and good value in exchange for the honor or privilege of name association with various physical aspects of the college.

Significant monetary gifts may be memorialized through the naming of facilities or other physical aspects of the college. The gifts may be (1) specifically intended to fund in full or in part construction or enhancement of college facilities or (2) contributed in conjunction with fundraising efforts conducted by the Gulf Coast State College Foundation, Inc. Naming also may be used to appropriately acknowledge a significant long-standing relationship or involvement with the college.

Authority

The final authority for any naming, memorial, or tribute decision rests with the District Board of Trustees. The board reserves the right to consider all factors regarding the privilege of name association with physical aspects of Gulf Coast State College. The board also reserves the right to rescind the privilege of name association with the college should future particular acts and circumstances warrant. The board must grant approval prior to the placement of a name on a building or other physical aspect of the college.

Buildings

A college building may be named in honor of an individual or entity under the following conditions:

- The individual or entity has made a significant monetary gift toward the cost of the building. (Contribution level criteria will be determined based on size, location, and function within the respective capital project.)
- The individual or entity has a significant long-standing relationship or involvement with the college.



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------------------------|------------------------|
| TITLE | Naming of Facilities and Other Methods of Recognition | POLICY 5.178 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 2 of 2 |

Other Facilities

Auditoria, lobbies, laboratories, classrooms, libraries, and outdoor areas also provide opportunities for donor recognition. Contribution level criteria will be determined based on size, location, and function within the respective capital project.

Destroyed/Changed Facilities

Should a named facility be destroyed due to forces of nature or changed due to renovation or construction, the board reserves the right to reevaluate continued recognition of the individual whose name is associated with that building or facility.

Other Recognition Methods

Gulf Coast State College may use other appropriate memorabilia to recognize donations as an alternative to naming a facility or other physical aspect of the college for a donor.

Background Checks

The President of the College, upon advice and consent of the board, may require that a background check be conducted on a donor (living or deceased) or a donor's designee. If a background check is deemed necessary, the naming process will continue only if the donor (or the donor's executor or designee) provides written authorization for the background check.

Date Adopted/Amended: 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | College Vehicles | POLICY 5.180 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The college owns several vehicles and mechanical equipment. From time to time, college trucks may be required by other college staff members to transport equipment. Authorized drivers must return the vehicle with the same amount of gasoline as it held when the vehicle was checked out. If the vehicle was full, the tank must be filled prior to returning to campus. Receipts must indicate the vehicle's license number for reimbursement.

General Regulations

1. Any individual who drives a college vehicle must present a valid Florida Driver's License.
2. Only authorized drivers approved by Facilities Management may operate a college vehicle.
3. No unauthorized riders may be picked up at any time.
4. The President of the College is the only individual authorized to set aside these regulations pertaining to college vehicles and mechanical equipment.

Accidents

Insurance on vehicles is carried by the college. Any accident must be reported immediately to proper law authorities in the area where the accident occurred, as well as to the Vice President of Administration & Finance and the Director of Facilities Management.

Fines

All traffic laws must be observed by the driver. Cost of traffic or parking violations will be assumed by the individual driving at the time of the violation.

Maintenance

Facilities Management staff is responsible for maintaining motor vehicles and other mechanical equipment used to maintain college property. Persons issued a vehicle are completely responsible for it until it has been returned. Keys for vehicles are released and returned to the Facilities Management Senior Administrative Assistant. Windows should be rolled up and doors locked by the user at the end of each trip. Facilities Management should be advised of any deficiency in vehicle or equipment operation. If a vehicle needs repairs, such repairs should be made at a legitimate business and charged to the college. A copy of the repair bill must be submitted to the Director of Facilities Management when the vehicle or mechanical equipment is returned.

Date Adopted/Amended: 8-5-76, 2-16-89, 3-9-95, 10-12-95, 11-7-96, 12-09-04, 11-13-08,
9-15-11, 2-12-15



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------|------------------------|
| TITLE | College Calendar | POLICY 5.185 |
| LEGAL AUTHORITY | 1001.02, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The president or designated representative shall prepare a college calendar of all duty days, holidays, length of semesters, and all details which, upon approval by the District Board of Trustees, shall become the blueprint for the operation of the college. All changes must be approved by the board.

Date Adopted/Amended: 2-4-71, 2-16-89



MANUAL OF POLICY

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|----------------------------|----------------------------|------------------------|
| TITLE | Fire and Other Emergencies | POLICY 5.200 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The president shall designate to the Director, Campus Safety and Security the responsibility of serving as the college's safety/security officer who will develop appropriate processes for all personnel in the event of emergencies such as fire, civil defense, hurricane, explosions, bomb threats, etc.

Refer to the Manual of Policy Internal Management Memoranda 5.015, *Emergency Instructions*.

Date Adopted/Amended: 2-4-71, 3-4-76, 8-5-76, 2-16-89, 5-11-89, 9-9-99, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|------------------------|------------------------|
| TITLE | Trespass Notifications | POLICY 5.201 |
| LEGAL AUTHORITY | 810.08, 810.09 F.S. | PAGE 1 of 1 |

Gulf Coast State College is dedicated to providing an educational and workplace environment that is free from criminal activity and violence. GCSC recognizes that doing so requires a concerted effort of law enforcement, employees, and students. In an attempt to further the goal of GCSC, trespass notifications may be given to individuals who violate Florida State Statutes and GCSC policies. Trespass notification under Florida law can result in criminal charges for those returning to property under the control of GCSC, its Foundation, and its District Board of Trustees after the notification has been given.

Manual of Policy Internal Management Memoranda 5.016, *Trespass Notifications*, details the procedures of issuing trespass notifications and the dissemination of that information to the college community.

Date Adopted/Amended: 6-25-15



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Behavioral Intervention Team (BIT) | POLICY 5.202 |
| LEGAL AUTHORITY | 1001.64(23), 119.071(3)(a), 286.0113, 1002.225, 1006.52 F.S.; Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g; CFR Part99 | PAGE 1 of 1 |

This policy is established to assist in promoting a safe and secure work and learning environment through the formation of a Behavioral Intervention Team ("BIT").

The college is authorized to create a BIT to identify, assess, and respond to behavior that may pose a threat of harm to Gulf Coast State College students, employees, and invitees, thereby encouraging an environment of increased safety. The BIT may provide a coordinated referral system, a detailed behavioral assessment process, an internal communications structure, an intentional intervention strategy, and a comprehensive monitoring system to allow for follow-up and support. The BIT shall be a multidisciplinary team composed of individuals from various departments of the college to allow for maximal collaboration and coordination of efforts; the president or designee shall appoint BIT members.

The jurisdiction of the BIT's authority shall extend to employees, students, visitors, applicants, and community members with regard to on or off campus behavior that may be deemed to be a legitimate concern and a potential threat of harm to one or more members of the college community.

If the BIT determines that a person's behavior represents an unreasonable risk to one or more members of the college community, it shall recommend action to be taken by college personnel and/or departments with the authority to take immediate emergency action, including, but not limited to, interim suspension for a defined term, the removal of the person from college property, and the issuance of a trespass warning. In accordance with established college procedures, appropriate due process shall be afforded to the affected individuals as soon as practicable.

Individuals performing their roles as members of the BIT are school officials with legitimate education interests in education records for the purposes of FERPA.

As part of a security system plan and in accordance with all applicable laws, all information, meetings, and/or records of the BIT are confidential and exempt from public access or disclosure.

The College President is authorized and directed to approve procedures associated with the operations of the BIT.

Date Adopted/Amended: 6-25-15



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------|------------------------|
| TITLE | Clery Act Compliance | POLICY 5.203 |
| LEGAL AUTHORITY | 20 U.S.C. § 1092(f), 34 C.F.R. 668.46. | PAGE 1 of 1 |

Gulf Coast State College will institute and ensure compliance of all policies and procedures to assure adherence to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act).

Official dissemination of these policies and procedures that apply to students shall be made via the College's Student Handbook, posted on the college's website, and available upon demand in the office of student government. Employees can review relative guidelines in the Manual of Policy and Internal Management Memoranda.

Date Adopted/Amended: 10-20-16



MANUAL OF POLICY

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|----------------------------|----------------------------------------|------------------------|
| TITLE | Endorsement of Products by the College | POLICY 5.210 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The name of Gulf Coast State College shall not be used for commercial or promotional purposes without the approval of the District Board of Trustees upon recommendation by the president.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-13-08



MANUAL OF POLICY

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|----------------------------|------------------------|------------------------|
| TITLE | Solicitation on Campus | POLICY 5.215 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Provisions shall be made by the officials of the college to ensure that individuals or organizations not acting on approved services to the college are prohibited from solicitation on campus.

Employees: Requests to solicit employees must be directed to the Human Resources Office.

Students: Requests to solicit students much be directed to the Student Activities Office. Approval is required by the Vice President of Student Affairs in consultation with the Vice President of Administration & Finance and the Executive Director of Community Engagement.

Date Adopted/Amended: 2-4-71, 2-16-89, 9-15-11



MANUAL OF POLICY

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|----------------------------|------------------------------------|------------------------|
| TITLE | Release of Faculty/Student Rosters | POLICY 5.235 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1002.22 F.S. | PAGE 1 of 1 |

Faculty and/or student rosters shall not be provided for non-college organizations or commercial interests unless authorized by the President of the College, Vice President of Academic Affairs, Vice President of Administration & Finance, or the Vice President of Student Affairs. Such rosters may be furnished if, in their opinion, the roster will be used for a worthy educational or community purpose, as allowed in applicable state and federal law.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-13-08



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Loitering | POLICY 5.240 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Loitering about the college buildings and/or grounds, including the athletic facilities, by individuals not associated with the college is not permitted. When it occurs, campus police, the city police, or the sheriff's department shall be notified. Instructors are asked to aid college officials in seeing that campus loitering is not permitted.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Gambling | POLICY 5.245 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Gambling of any kind, including raffles, games of chance, etc., by any person or group using college facilities is prohibited.

Date Adopted/Amended: 2-4-71, 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------|------------------------|
| TITLE | Parking and Traffic Control on Campus | POLICY 5.250 |
| LEGAL AUTHORITY | 1001.64(24) F.S. | PAGE 1 of 2 |

GENERAL

The president and a designated representative shall establish and enforce the control of traffic, parking, and related transportation activities. Accidents occurring on campus shall be reported to the Florida State University-Panama City Campus police in accordance with state and local laws.

The college shall assume no responsibility for damage occurring to motor vehicles or other forms of transportation and other privately owned property while on campus.

RESERVED PARKING

Reserved parking areas are established for employees. Reserved parking regulations are not enforced after 4 p.m., except those reserved for handicapped persons. All cars and motorcycles must be parked in designated areas. It is illegal to drive cars or motorcycles on sidewalks at any time.

RESERVED PARKING AREAS

Green curb - employee parking
Blue curb - handicapped parking
Yellow curb - no parking

Security monitors the parking lots Monday through Friday from 7 a.m. until 11 p.m., Saturday from 9 a.m. until 5 p.m. and Sunday, from 1 p.m. until 6 p.m.

PARKING DECALS/TEMPORARY PASSES

Effective September 15, 2009, vehicles on all Gulf Coast State College properties are required to display a college parking decal or temporary pass issued by the sponsoring department for short duration events. Failure to comply with this requirement may result in a traffic fine, and repeated offenses may result in a loss of driving privileges on campus.

Parking tickets will not be issued during public events such as public forums, athletic events, and performing arts performances provided the vehicle is otherwise legally parked.



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------|------------------------|
| TITLE | Parking and Traffic Control on Campus | POLICY 5.250 |
| LEGAL AUTHORITY | 1001.64(24) F.S. | PAGE 2 of 2 |

Student Decals – The cost of the first parking decal for GCSC and FSU-PC campus students is included in the student's fees. Decals, valid for the remainder of the year expiring on July 31, may be obtained by presenting a copy of a paid fee receipt in the Student Activities area located adjacent to the Commodore Café in Student Union East. A second decal, if needed, may be obtained by the student at a cost of \$5 to cover administrative costs.

Faculty & Staff Decals – Decals for employees may be picked up in the Administration building.

Handicapped Parking – Parking in handicapped parking spaces requires a state-issued tag or placard, and violations are subject to civil penalties as allowed by Florida Statute.

Temporary Passes – Temporary passes are available for others attending events of short duration on college properties and may be obtained by contacting the sponsoring department on campus. Students using temporary forms of transportation, such as a rental vehicle, may obtain a temporary pass in the Student Activities area located adjacent to the Commodore Café in Student Union East, rather than purchase an additional decal.

PARKING FINES

Violations of college traffic and parking rules will result in fines in an amount established by the college during the annual budgeting process or by statute, if applicable. Parking violations will result in a fine of \$25, if paid within 30 days of issuance, and \$50 if paid after 30 days of issuance. Monies collected from such fines will be deposited in the student emergency loan fund and not used for operating expense. Repeated violations may result in the towing of the vehicle at the owner's expense and loss of driving privileges on college property.

Fines may be paid in the Panama City Campus Business Office and the bookstores at the Gulf/Franklin Center or North Bay Campus.

Date Adopted/Amended: 2-4-71, 8-5-76, 2-16-89, 10-8-98, 5-8-03, 11-12-09, 12-10-15,
10-19-17



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------------------------|------------------------|
| TITLE | Access Control – Keys and Electronic Keycards (ID Badge) | POLICY 5.251 |
| LEGAL AUTHORITY | 1001.64(5) F.S. | PAGE 1 of 1 |

Keys to buildings and offices (which includes traditional metal keys as well as electronic keycards) are maintained by Campus Safety and Security. A key/keycard may be issued to an employee upon a request from the employee's supervisor or department authority. The key/keycard must be returned to Campus Safety and Security upon separation from the college or at such time that the key/keycard is no longer needed to perform one's duties.

In some instances, temporary keys/keycards may be issued to guests of the college which includes, but is not limited to: vendors, contractors, auditors, and special guests. The request shall come from the supervisor of the division or department that is hosting the guest and the requesting party shall be responsible for collecting the keys/keycards when the visit concludes.

Date Adopted/Amended: 6-28-18



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Photography | POLICY 5.255 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The president and a designated representative shall determine the authority to approve or disapprove the extent, purpose, and procedure of all photographs taken under college sponsorship for purposes of administrative records, publications, and student publications.

Date Adopted/Amended: 2-4-71, 12-16-89



MANUAL OF POLICY

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|----------------------------|-----------------------------------------|------------------------|
| TITLE | Reproduction and Destruction of Records | POLICY 5.260 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The president or a designated representative is authorized to photograph, microphotograph, or reproduce on film or prints, documents, records, data, and information of a permanent character.

Unless the law provides otherwise, any record required to be kept by the college may be reproduced on microfilm or stored electronically, and the original of the record may thereupon be disposed of as the college sees fit.

Date Adopted/Amended: 2-4-71, 8-9-79, 2-16-89, 10-14-93, 6-8-00



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------|------------------------|
| TITLE | Environmental Conservation | POLICY 5.262 |
| LEGAL AUTHORITY | 1001.65 F.S. | PAGE 1 of 1 |

Gulf Coast State College works to minimize its community's lasting impression on the planet to support conservation by reducing energy and water use, using green cleaning solutions and green pest management, participating in recycling efforts, and developing a curriculum that is consistent with efforts that enhance the quality of education while preserving the environment.

Date Adopted/Amended: 7-15-10, 2-12-15



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------|------------------------|
| TITLE | Flag Protocol | POLICY 5.265 |
| LEGAL AUTHORITY | 1000.06, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The flags of the United States and the State of Florida shall be flown on appropriate days.

The flags shall be flown at half-staff only under the following circumstances:

1. In accordance with federal proclamation.
2. When directed by the Governor of the State of Florida.
3. Upon the death of a Gulf Coast State College student, employee, or member of the District Board of Trustees on the day of the designated funeral service.

Exceptions to this policy must be approved by the President of the College or Vice President of Administration & Finance.

Date Adopted/Amended: 2-16-89, 11-10-94, 11-7-96, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Campus Publications | POLICY 5.271 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Campus publications play an important role at Gulf Coast State College, which is fully aware of the need for constant communications between the various publics that make up the institution. Because the college represents various publics, the president is recognized as the publisher of all campus publications. Such publications include all printed materials that are considered official college publications, bear the name or seal of the college, or are financed from any college related accounts.

Date Adopted/Amended: 2-4-71, 11-3-83, 2-16-89



MANUAL OF POLICY

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|----------------------------|-----------------------------------------|------------------------|
| TITLE | Mail Services and Warehouse Receivables | POLICY 5.280 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The college mailroom and warehouse are established for the convenience of the college. Use of the college address to receive personal mail or packages is prohibited.

The college mailroom is under the supervision of the Coordinator of Auxiliary Services and is a non-access area for other than those assigned to work in the facility.

Postage for college mail is metered in the mailroom. To be sure of mail pickup, mail should be turned in before 11 a.m. Only official mail can be metered.

A designated representative shall open mail not addressed to an individual or a specific organizational unit and make the proper distribution. Instructors desiring their mail forwarded during the summer should make such arrangements with their division administrative assistant.

The college warehouse is located in the Facilities Management facility and is a non-access area for those not assigned to the area. The warehouse is under the supervision of the Director of Facilities Management.

A designated warehouse representative matches each incoming package to a current Purchase Order, delivers the package to, and acquires a signature from the receiving party. Any package not properly addressed to an individual or a specific organizational unit will be opened by the designated representative, the contents reviewed, and then distributed to the appropriate party.

Any package received for personal use or not properly authorized with a Purchase Order processed through the Procurement Office will be refused.

Date Adopted/Amended: 2-4-71, 8-5-76, 2-16-89, 10-14-93, 12-09-04, 11-13-08, 9-5-13,
2-12-15, 2-20-20



MANUAL OF POLICY

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|----------------------------|-----------------------------------------------|------------------------|
| TITLE | Telephones and Wireless Communication Devices | POLICY 5.281 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

College telephones are for official use only. All long distance telephone calls are automatically logged by the college's telephone switching equipment. Each individual placing a long distance call may be required to record pertinent information regarding the call. Students shall not use a college telephone except in emergencies with prior approval from college personnel, or on official college business with prior approval as directed by college personnel. Personal use of long distance services by employees, students, or guests is prohibited.

Gulf Coast State College recognizes that the performance of certain job duties is made possible or may be enhanced by the use of personal communication devices. The college may elect to provide a salary supplement to compensate an employee performing such duties for the purchase and business use of this equipment. The president will approve the positions and applicable plan specifications for each position and may make exceptions deemed to be in the best interest of the college.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-5-92, 11-7-96, 1-12-06



MANUAL OF POLICY

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|----------------------------|-------------------------------------|------------------------|
| TITLE | Smoking and Use of Tobacco Products | POLICY 5.290 |
| LEGAL AUTHORITY | 386.204, 1001.64 F.S. | PAGE 1 of 1 |

Facilities and properties owned and/or operated by Gulf Coast State College will be tobacco free/smoke free effective January 1, 2012.

Date Adopted/Amended: 2-4-71, 12-5-85, 1-14-88, 2-16-89, 10-14-93, 11-10-94, 11-13-08,
9-15-11



MANUAL OF POLICY

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|----------------------------|----------------------------------------------|------------------------|
| TITLE | Sanitation and Maintenance of College Campus | POLICY 5.295 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The Vice President of Administration & Finance is charged with the responsibility for campus sanitation, housekeeping, and maintenance. The Director of Facilities Management is responsible to the Vice President of Administration & Finance for the scheduling of work. Work will be initiated through work requests forwarded to the Director of Facilities Management. Periodic inspection reports will be maintained in the Facilities Management.

Date Adopted/Amended: 9-1-77, 2-16-89, 11-7-96, 10-12-00, 11-13-08, 2-12-15



MANUAL OF POLICY

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|----------------------------|--------------------------------------------------------------------|------------------------|
| TITLE | Solicitation or Acceptance of Gifts | POLICY 5.300 |
| LEGAL AUTHORITY | 112.313, 1001.64, 1001.65 F.S., UGG 2 CFR Section 200.318(c)(1) | PAGE 1 of 1 |

No college employee or District Board of Trustee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgement of the college employee, or District Board of Trustee would be influenced thereby.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-13-08, 5-17-18



MANUAL OF POLICY

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|----------------------------|----------------------------|------------------------|
| TITLE | Firearms and Weapons Usage | POLICY 5.305 |
| LEGAL AUTHORITY | 790 F.S. | PAGE 1 of 2 |

This policy/procedure applies to all students, staff, faculty, administration, employees, invitees, and guests to Gulf Coast State College (“GCSC”) property/campuses.

Gulf Coast State College is dedicated to providing an educational and workplace environment free from violence. GCSC also recognizes the rights of individuals and the laws of the State of Florida that pertain to the possession of firearms or weapons, specifically those that provide the right to carry, store, and/or transport firearms or weapons on one’s person and within a motor vehicle.

While on GCSC property or at a GCSC sponsored activity or event, students, staff, faculty, administration, employees, invitees and guests are prohibited from possessing, exhibiting, using, storing, buying, or selling weapons, firearms, destructive devices, or explosives.

Exceptions

The following shall not be in violation of this MOP that governs exhibiting, using, storing, buying, or selling weapons, firearms, destructive devices, or explosives while on GCSC property or at a GCSC sponsored activity or event:

- A. It is not a violation of the law or the policies of GCSC for a person 18 years of age or older to possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private vehicle (conveyance) if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use. Nothing in this policy prohibits the possession or carrying of a legal firearm or weapon in a private conveyance when such firearm or weapon is being carried for lawful use.
- B. A firearm or weapon being possessed or carried by a law enforcement officer who is authorized to possess such firearm or weapon, on or off duty, by their employing law enforcement agency. Law enforcement officers who are not on duty or not in an official uniform should carry their firearm or weapon in accordance with their agency’s policy; but are urged by GCSC to conceal their firearm or weapon while on campus. If the law enforcement agency requires the firearm or weapon to be openly displayed, the law enforcement officer must also display an officially issued badge, shield, or appropriate law enforcement identification and credentials.



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| TITLE | Firearms and Weapons Usage | POLICY 5.305 |
| LEGAL AUTHORITY | 790 F.S. | PAGE 2 of 2 |

- C. A firearm or weapon in the possession of a student or instructor while actively involved in a GCSC sponsored course at the North Bay Campus Firing Range, but only while actively involved in the activities of the firing range or directly and immediately traveling to or from the firing range. Guests of GCSC participating in a pre-approved firearm or weapon activity (such as a sport shooting event or gun safety course) taking place at the North Bay Campus Firing Range must, at a minimum, follow the same guidelines; however, GCSC reserves the right to enforce stricter rules and regulations for these events to ensure the safety of those participating.
- D. A non-lethal electronic weapon, such as stun gun, designed solely for defensive purposes as long as the weapon does not fire a dart or projectile to be in the possession of a person licensed to carry a concealed weapon and who is also a registered student, employee, or faculty member.
- E. Any other possession of a firearm or weapon specifically authorized pursuant to the provisions contained within the Florida Statutes.
- F. College regulations, policies, and internal management memoranda are subject and subordinate to all applicable laws.

Date Adopted/Amended: 7-24-14



MANUAL OF POLICY

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|----------------------------|---------------------------------|------------------------|
| TITLE | Personnel Services: Definitions | POLICY 6.000 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

College Personnel or Employees

College personnel or employees shall mean any person, instructional and non-instructional, employed by the District Board of Trustees.

1. Administrative Personnel - Administrative personnel shall mean any person employed by the board who serves in an executive, administrative, or managerial position.
2. Instructional Personnel - Instructional personnel shall mean any person employed by the board in an instructional capacity or serving as an instructional assistant.
3. Professional Personnel - Support/coordinating personnel shall include contractual employees of the college other than administrative and instructional personnel.
4. Career Service Personnel - Career Service Personnel shall include all non-contractual employees of the college.
5. Other Personnel - Other personnel shall mean any person employed or retained by the board or assigned by other boards or agencies, other than defined above, who serve the board.
6. Part-time - Administrative, instructional, professional, or career service personnel may be employed on a "part-time permanent" basis for any specified number of hours per day.

Date Adopted/Amended: 8-7-69, 8-5-76, 8-9-79, 2-16-89, 11-10-94, 10-12-00



MANUAL OF POLICY

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|------------------------|----------------------------------------------------|------------------------|
| TITLE | Employment and Dismissal of the College President | POLICY 6.001 |
| LEGAL AUTHORITY | SBEAR 6A-14.026, 1000.05, 1001.61(5), 1001.64 F.S. | PAGE 1 of 2 |

The District Board of Trustees has the authority to select, appoint, suspend, and dismiss the President of the College in accordance with applicable rules and laws.

1. **Selection.** In the event of vacancy in the Office of the President, the board may recruit applicants through a search to secure the most qualified person irrespective to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. The minimum basic qualification is a master's degree from a regionally accredited institution, with an earned doctorate from a regionally accredited institution preferred. The board may solicit applications by nationwide advertising and any other appropriate means to insure an open application process.

The board shall seek and interview those candidates with the highest qualifications for educational leadership. The board shall consider particularly the candidates' education, experience in related fields, understanding of community/state college programs, and demonstrated leadership ability. The board shall obtain written consent from those candidates to be interviewed and shall conduct thorough background checks on each.

Upon selecting a final candidate, the board shall negotiate the terms of a contract in accordance with the provisions of this policy.

When the position of the President of the College becomes vacant, the Vice President of Academic Affairs shall assume the role of acting president. The board shall act within 60 days from the date the Office of President is vacated to consider whether to continue the acting president in that capacity or take other action pursuant to authority granted to the board by law or policy.

2. **Contract.** The President shall be provided a contract, which shall incorporate this policy. The contract shall fix the President's compensation and the duration of employment, which shall be for at least one year but no more than four years. The board may furnish the President with the use of a motor vehicle or an allowance in lieu thereof. If any such vehicle is furnished, the board shall determine the maximum personal use. The contract may contain any other terms and conditions the board deems appropriate.

The contract shall be considered legally binding on the part of the board and the College President. In the event of resignation, a properly executed letter must be submitted to the board. The president shall not be excused from his or her obligations under the contract unless released therefrom by a majority of the board.



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| TITLE | Employment and Dismissal of the College President | POLICY 6.001 |
| LEGAL AUTHORITY | SBEAR 6A-14.026, 1000.05, 1001.61(5), 1001.64 F.S. | PAGE 2 of 2 |

It shall be understood and agreed upon by the board and the President that neither party owes any further contractual obligation to the other when the term of the contract expires. Moreover, a decision of the board not to enter into a succeeding contract shall require no legal cause, shall not entitle the President to a hearing, and shall be final.

3. Suspension and Dismissal. The board retains the authority to suspend or dismiss the President. Suspension or dismissal during the term of the contract shall be for cause consisting of immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty, drunkenness, or conviction of any crime involving moral turpitude. The President shall be entitled to a public hearing in accordance with the provisions of Section 120.57, Florida Statutes, and the model rules of procedure, Chapter 28, Florida Administrative Code, unless the President and the board agree upon an alternative hearing procedure. Such hearing shall be provided only if the President so requests in writing within 15 days of notice of the suspension or dismissal.

The Commissioner of Education, with State Board of Education approval, may suspend a President for cause; in which case, the District Board of Trustees shall meet immediately to review the evidence establishing cause and to continue the suspension, dismiss, or reinstate the President. The board shall report immediately its actions and rationale to the State Board of Education.

4. Evaluation. At the time the contract is issued, the board shall inform the President of duties and responsibilities, of the procedure by which performance shall be evaluated, and of the criteria for evaluation. The board shall evaluate the President annually. Evaluations shall cover each duty and responsibility, whether assigned by the board or specified in law of rule. The evaluation shall be in writing and shall be submitted, immediately after acceptance by the District Board of Trustees, to the State Board of Education for review.

Date Adopted/Amended: 2-16-89, 10-12-00, 5-8-03, 11-13-08, 10-6-11, 1-16-14, 12-10-15,
5-18-17



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Personnel Officer | POLICY 6.006 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The Executive Director of Human Resources is authorized to serve as chief personnel officer of the institution. All personnel files, including adjunct files and evaluations of all college employees, shall be maintained in the Human Resources Office.

Date Adopted/Amended: 2-4-71, 2-16-89, 10-8-98, 11-13-08



MANUAL OF POLICY

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|----------------------------|----------------------------------------------------------------------------------------------|------------------------|
| TITLE | Employment Policy | POLICY 6.010 |
| LEGAL AUTHORITY | 1000.05, 1001.64, 1001.65, 1012.855 F.S. Federal Executive Order 11246 P.L. 101-336 (ADA) | PAGE 1 of 1 |

The policy of Gulf Coast State College is that all employees and qualified applicants for employment will receive consideration without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. Other equal employment opportunity actions will be taken to include, but not be limited to, the following: selection, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship or internship. The college is in voluntary compliance with any and all statutes, regulations, and executive orders. The college is an equal access, equal opportunity employer.

The Executive Director of Human Resources has been designated to coordinate compliance with the non-discrimination requirements and serves as the college's equity officer.

Date Adopted/Amended: 2-4-71, 5-1-86, 2-16-89, 11-5-92, 10-8-98, 11-13-08, 10-6-11,
12-10-15, 5-18-17



MANUAL OF POLICY

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|------------------------|----------------------------------------------------|------------------------|
| TITLE | Minimum Personnel Qualifications | POLICY 6.011 |
| LEGAL AUTHORITY | 1000.05, 1001.64, 1001.65 F.S., P.L. 101-336 (ADA) | PAGE 1 of 3 |

The administration of Gulf Coast State College accepts as a major responsibility the recruitment and selection of faculty and staff. It is the responsibility of the appropriate division chair and administrative staff to secure the most able and qualified personnel, regardless of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. Employees requesting a transfer to a full-time temporary position must relinquish all rights to the position they currently hold if chosen for the interim position. Employees transferred involuntarily to a full-time temporary position for the benefit of the college will have return rights to their previous position. Students have the right to expect that their educational experiences will be guided by the most competent personnel available.

- Recruitment will be made on a nationwide and/or local and regional basis to secure the most qualified person irrespective of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.
- Personal characteristics are considered in order that instructors and administrators will have a favorable emotional and social impact on students.
- Procedures shall be employed in the selection and appointment of persons to the faculty and staff at Gulf Coast State College.

Recruitment Policies

Recruitment of faculty and administrative staff is done through a nationwide and/or local and regional search. Applications are solicited by nationwide advertising in professional publications, from senior institutions, through the community/state college website job listing, and by advertisement in the local/regional newspaper and websites.

An open application process is established in order that a variety of backgrounds, experiences, and personalities may be considered.

All recruiting is done with a special concern for the college's high commitment to hiring of minority and military veteran candidates.



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Minimum Educational Qualifications

I. Faculty - University Parallel Programs

- A. The minimum requirement is a master's degree or equivalent from a regionally accredited institution.
- B. A minimum of 18 graduate semester hours in the major teaching area is required. Only those courses designated graduate or graduate/undergraduate will apply. The same criteria apply to staff positions such as counseling, etc.

II. Faculty - Career Programs Leading to Associate in Science Degrees

- A. The minimum requirement is the bachelor's degree or equivalent educational preparation coupled with work experience as determined by the Vice President of Academic Affairs.
- B. Written verification will be required to document work experience.
- C. The minimum academic degree for faculty teaching in professional, occupational, and technical areas must be at the same level at which the faculty member is teaching.

III. Administration

The minimum qualification for an administrative position is the master's degree from a regionally accredited institution or equivalent certification, such as the certificate of public accountancy, or significant work experience. The earned doctorate is preferred in some key positions, such as vice president/dean positions. Minimum specific qualifications will be advertised with each vacancy listing.

IV. Noncredit Continuing Education Programs

- A. The minimum requirement for noncredit continuing workforce education and recreational/community activities is professional qualification as determined by the respective Continuing Education coordinator with the approval of the Executive Director of Community Engagement, Executive Council, and the District Board of Trustees.



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| LEGAL AUTHORITY | 1000.05, 1001.64, 1001.65 F.S., P.L. 101-336 (ADA) | PAGE 3 of 3 |

- B. For continuing workforce education courses, the minimum requirement is special competence in the teaching discipline gained through work experience, certification or licensing related to the teaching discipline, or equivalent educational and/or work experience as determined by the respective Continuing Education coordinator with the approval of the Executive Director of Community Engagement, Executive Council, and the District Board of Trustees.

V. Continuing Professional Development

It is expected that, in addition to the minimum requirements for consideration in employment, all instructional personnel will participate in an ongoing plan of continuing professional development. Such continuing professional development shall consist of, but not be limited to, in-service training activities offered by Gulf Coast State College; college credit courses offered by accredited colleges and universities; and workshops, conferences, and other appropriate educational activities.

VI. Other Non-Instructional Positions Requiring Degrees

Minimum qualifications for contractual and career service positions shall be established to include education and/or prior work experience. All required degrees must be awarded by a regionally accredited institution.

Date Adopted/Amended: 9-3-81, 11-3-83, 5-1-86, 2-16-89, 10-12-89, 1-10-91, 11-5-92, 11-10-94, 11-7-96, 10-8-98, 9-9-99, 11-13-08, 11-4-10, 10-6-11, 1-15-15, 12-10-15, 4-21-16, 5-18-17



MANUAL OF POLICY

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|----------------------------|------------------------------------|------------------------|
| TITLE | Nepotism - Employment of Relatives | POLICY 6.012 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The college disallows employment of related persons in a supervisor/subordinate relationship. Relatives are defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relatives, or any person with whom the employee has a domestic relationship such as domestic partner, romantic partner, co-inhabitant, or roommate. No relative of an employee serving in the capacity of dean, executive director, or higher will be employed at the college.

Employees currently serving as a supervisor or subordinate to a relative, as defined above, may continue to work in that capacity, but must comply with any relationship disclosure requests.

Employees will be ineligible for promotions, which would establish or continue a violation of this policy.

Exceptions to the policy, which may become necessary due to a shortage of qualified personnel, are subject to be individually approved by the District Board of Trustees upon recommendation by the President of the College. This policy applies to regular full-time and part-time employees but does not include adjunct positions.

Date Adopted/Amended: 2-1-73, 9-7-87, 2-16-89, 11-10-94, 10-11-07



MANUAL OF POLICY

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|------------------------|------------------------------------------------|------------------------|
| TITLE | Tenure (Continuing Contract) and Academic Rank | POLICY 6.014 |
| LEGAL AUTHORITY | SBEAR 6A-14.0411, 1001.64, 1001.65 F.S. | PAGE 1 of 17 |

I. TENURE GENERAL GUIDELINES

Gulf Coast State College encourages professional recognition of its faculty commensurate with their academic achievement and effective service to the college. Such recognition is maintained by the awarding of tenure, hereafter referred to as continuing contract, which is awarded only to members of the teaching faculty.

Faculty members who simultaneously request continuing contract and advancement in academic rank must also meet the requirements in subsequent sections *Tenure (Continuing Contract) and Academic Rank* section of the Manual of Policy (Part IV-V, 6.014) regarding Academic Rank.

The awarding of a continuing contract is determined by a defined system of evaluation and review, including evaluation of and recommendations regarding a faculty member's request for continuing contract by the Division Rank, Promotion, and Tenure Committee, the division chair, and the College Rank, Promotion, and Tenure Committee. The Promotion Evaluation Portfolio (PEP) provides documentary evidence of faculty performance in consideration of continuing contract. The PEP should be prepared prior to and during the fall semester of the academic year in which the candidate is eligible to apply for continuing contract and must be submitted to his or her division chair by November 1. The division chair will forward the portfolios to the College Rank, Promotion, and Tenure Committee by November 15. The committee will review portfolios beginning January 15 and present its recommendations to the Vice President of Academic Affairs by February 1. The Vice President of Academic Affairs forwards recommendations to the President of the College by February 15. The president submits recommendations to the District Board of Trustees for final approval by the last day of February.

Consideration for continuing contract ordinarily originates with the faculty member who submits a request through the appropriate division chair. Qualified candidates who hold the rank of Instructor or Assistant Professor may apply during the fall semester of their fifth (5th) full and continuous academic year of service. Subsequent to District Board of Trustees' action, a letter from the president indicating disposition of the application is sent to the candidate. For candidates applying for continuing contract, this is a final decision and is not subject to appeal or grievance. The college retains the option of offering the candidate a one-year terminal contract.

Appointments of continuing contracts are effective July 1.



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A faculty member who has not been granted tenure (continuing contract) will undergo an annual review conducted by his or her division chair. After the faculty member has been granted tenure (continuing contract), he or she will undergo a review according to the timeline and requirements set forth in the *Tenure (Continuing Contract) and Academic Rank* section of the Manual of Policy (Part II, 6.014) below.

A. THE PERFORMANCE EVALUATION PORTFOLIO (PEP)

Continuing contract is earned through excellence in teaching, professional development, and service to the college and community. Candidates seeking continuing contract should complete the Performance Evaluation Portfolio (PEP). The PEP is directed toward the documentation of excellence in each of the three areas of evaluation: effectiveness in teaching, professional development, and service. Candidates who are simultaneously seeking advancement in rank will submit only one PEP.

Contents of the Performance Evaluation Portfolio include the following:

1. Curriculum Vitae
 - a. Personal Information
 - b. Education
 - c. Professional Experience
2. Description of Activities
 - a. Outstanding Classroom Teaching Activities
 - b. Continuing Professional Development
 - c. Service to the college
 - d. Service to the community (optional, but encouraged)
3. Statement of Teaching Philosophy
4. Supporting Evaluation Material
 - a. Annual Evaluation
 - b. Summary of Student Evaluations
 - c. Statement of student advisement load
 - d. Requested letters of recommendation (3) from tenured faculty members within the faculty member's division*
 - e. Requested letters of recommendation from others* (optional)
 - f. Recommendation of the division chair (noting the vote of the division committee)*



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5. Other pertinent information

**Items noted with an asterisk are not to be included in the portfolio prepared by the candidate but are instead sent directly to the chair of the College Rank, Promotion, and Tenure Committee.*

Section 2, "Description of Activities" should focus on contributions made since the candidate met the eligibility requirements for continuing contract. Section 4.b., "Summary of Student Evaluations," should include student evaluations from the entirety of the current review period. Items should be listed in chronological order, including dates where pertinent.

Faculty members are encouraged to keep their professional files updated and current. If there is no concrete evidence that an activity actually occurred, this contribution may not be recognized by the College Rank, Promotion, and Tenure Committee. Candidates are also encouraged to ensure that letters of recommendation from division colleagues and the division chair are sent to the chair of the College Rank, Promotion, and Tenure Committee by November 15.

B. ASSESSMENT OF THE PERFORMANCE EVALUATION PORTFOLIO (PEP)

The three categories of consideration for continuing contract are teaching, professional development, and service to the college and community. The essential duty of all faculty members is teaching, which will therefore be given the most weight in the assessment process. In addition, all faculty members are expected to participate actively in the areas of professional development and service to the college. These three areas will be assessed through consideration of student evaluations, the curriculum vitae, and other supporting documents included in the PEP.

The areas to be considered with respect to evidence of excellence in teaching include but are not limited to the following:

- Development and application of creative, innovative, and varied teaching technique
- Use of current and available technology
- Maintaining current knowledge of discipline
- Daily preparation and presentation



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- Variety of courses taught
- Developing new courses, programs, and curricula
- Student evaluations of teaching performance
- Peer Faculty evaluations of teaching performance as affirmed in letters of recommendation and classroom observation documents
- Where obtainable and relevant to a faculty member's academic discipline, commentary from employers of students
- Where relevant, appropriate, and obtainable, the following factors related to student success may be considered: course completion rates, graduation and/or certification rates, continued success in further educational pursuits, and job placement in the appropriate field

The areas to be considered with respect to evidence of continuing professional development include but are not limited to the following:

- Advanced and continuing education
- Research and publication
- Presentations, exhibits, and performances
- Maintenance of appropriate licenses or certifications
- Awards and honors
- Attendance and/or presentation at professional conferences, workshops, and seminars
- Membership in and service to professional organizations and learned societies
- Preparation of grant proposals (indicate if funded)
- Development of unique instructional materials and techniques

The areas to be considered with respect to evidence of service to the college and community include but are not limited to the following:

- Student advisement
- Divisional and college-wide committee work and assignments
- Involvement in student activities, clubs, and college events
- Sponsorship of extracurricular activities
- Orientation or mentoring of new full-time or adjunct faculty
- Professionally-related community activities with civic, service, cultural, educational, and benevolent organizations
- Special assignments



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C. ROLES AND FUNCTIONS OF COMMITTEES

1. The Role of the Division Rank, Promotion, and Tenure Committee:

- Each division will determine the composition of their divisional committee and the degree to which they will offer advice to individual faculty concerning the continuing contract process.
- Each division committee must consist of at least three (3) members, who must be members of the full-time teaching faculty who hold a continuing contract. When it is not practical to appoint three members within a division who meet these criteria, the Vice President of Academic Affairs will arrange for the appointment of faculty members external to the division to complete the committee's composition.
- The committee will establish its internal process and timetable so as to operate within the college's promotion and tenure calendar in order to ensure that each Performance Evaluation Portfolio is reviewed within the division and submitted to the division chair as a final check point.

2. The Role of the Division Chair:

- Serve as a mentor to the candidate and answer questions about the continuing contract process.
- Chair and oversee the organization of the Division Rank, Promotion, and Tenure Committee.
- Communicate with the chair of the College Rank, Promotion, and Tenure Committee for clarification and inquiries regarding the tenure process
- Allow division members to express concerns regarding a candidate's application for continuing contract and to vote by secret ballot on each candidate.
- Provide a letter of recommendation about the candidate stating the vote of the division on that candidate, without indicating how individual members voted.



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3. The Role of the College Rank, Promotion, and Tenure Committee:

a. Composition:

- The committee will consist of seven (7) full-time faculty members from each division who hold a continuing contract.
- Appointments to the committee are for terms of three (3) years to ensure continuity.
- Committee members will have staggered terms of one, two and three years. Committee members for the following academic year will be named in May, at which time the committee will meet and select a chair for the next academic year.
- The committee chair must have served on the College Rank, Promotion, and Tenure Committee prior to serving as chair.
- All members of the committee will have voting rights.
- Members of the College Rank, Promotion, and Tenure Committee should not simultaneously be a member of the Division Rank, Promotion, and Tenure Committee.

b. Function:

- Committee members must sign confidentiality statements at the initial meeting of the academic year to ensure their understanding of and commitment to maintaining confidentiality of all proceedings.
- Committee members individually review each Performance Evaluation Portfolio (PEP).
- The committee meets as a group to deliberate on each individual portfolio.
- Committee members vote by secret ballot. The committee chair collects each member's ballot and has the secretary tally the votes. At the end of each deliberation and vote, all notes regarding the candidate will be collected and destroyed.
- The chair prepares a written summary of the committee's review, including the strengths and weaknesses of the candidate. This summary will state the committee's vote without indicating how individual committee members voted. Each committee member who assessed the Performance Evaluation Portfolio should sign the summary.
- The committee forwards its recommendations on each candidate in writing to the Vice President of Academic Affairs for his or her review.



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- The chair and/or chair's designee will meet with the Vice President of Academic Affairs to discuss the committee's recommendations.
- The committee meets with the Vice President of Academic Affairs and the president to make recommendations for improvement in the continuing contract process to be used in the subsequent year. As well, the committee will hold a workshop during each fall semester to review the continuing contract process.

II. POST TENURE REVIEW

The college shall conduct periodic post tenure reviews for faculty members who have been granted tenure (continuing contract). Periodic reviews of tenured faculty shall use the criteria in items 1-4 under section I. A. of this policy and the reviews shall be conducted by division chairs following three (3) year intervals. The faculty member shall submit a Post Tenure Review form (PTR) which documents in outline form the faculty member's activities during the three-year period under review. The PTR must be submitted to the division chair by October 15 of the fourth (4th) year following the granting of tenure (continuing contract) and by October 15 of every fourth (4th) subsequent year. The chair will review the PTR and present a recommendation to the Vice President of Academic Affairs by November 15. The Vice President of Academic Affairs forwards the recommendations to the President of the College by November 30 for review and approval.

Faculty members who have been granted tenure (continuing contract) prior to July 1, 2013, shall present a Post Tenure Review (PTR) to their respective division chairs for the purpose of a post tenure review during the fall of the 2013-2014, 2014-2015, or 2015-2016 academic years according to a schedule determined by the Office of Academic Affairs. Subsequent post tenure reviews will be conducted in the fall of every fourth (4th) year thereafter.



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III. TERMINATION, RETURN TO ANNUAL CONTRACT, AND POSITIONS NOT ELIGIBLE FOR CONTINUING CONTRACT

Upon recommendation of the president and approval of the District Board of Trustees, any full-time faculty under continuing contract may be terminated or returned to an annual contract for failure to meet post-award performance criteria, or for cause in accordance with college policies and procedures upon recommendation by the president and approval by the board. The president or designee shall notify the full-time faculty in writing of the recommendation and shall afford the full-time faculty employee the right to formally challenge the action in accordance with the policies and procedures of the college. As an alternative to the hearing rights provided by college policies and procedures, the employee may request an administrative hearing in accordance with Chapter 120, Florida Statutes, by filing a petition with the board within twenty-one (21) days of receipt of the recommendation of the president.

Upon recommendation of the president, the board may terminate a full-time faculty employee under continuing contract upon consolidation, reduction, or elimination of a state college program, insufficient teaching load or restriction of the required duties of a position by the board. The board shall determine on the basis of the criteria set forth in the *Tenure (Continuing Contract) and Academic Rank* section of the Manual of Policy (Part I, 6.014) which full-time faculty employees to retain on a continuing contract and which shall be dismissed or returned to an annual contract. The decision of the board shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the board shall be final.

The board may establish full-time faculty positions that are not eligible for continuing contract. Faculty hired in these positions may be awarded multiple year contracts, annual contracts, or contracts of less than one (1) year. Notwithstanding any provision in Rule 6A-14.0411, F.A.C., no multiple year contracts may exceed three (3) years. The board shall adopt policies addressing such positions and contracts.

Such criteria shall be used, as appropriate, for the particular field of learning and the individual faculty member, as consideration in determining whether to grant a continuing contract pursuant to *Tenure (Continuing Contract) and Academic Rank* section of the Manual of Policy (Part I, 6.014). Such factors shall also be used, as relevant and appropriate to individual faculty members, in the annual review set forth in *Tenure (Continuing Contract) and Academic Rank* section of the Manual of Policy (Part II, 6.014). Any full-time faculty employee holding a continuing contract who accepts an offer of annual employment in a



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capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence pursuant to the college's administrative rules.

III. ACADEMIC RANK GENERAL GUIDELINES

Gulf Coast State College encourages professional recognition of its faculty commensurate with their academic achievement and effective service to the college. Such recognition is maintained through a system of academic rank which is awarded only to members of the teaching faculty.

Placement, advancement, and retention in academic rank are determined by a defined system of evaluation and review, including evaluation of and recommendations regarding a faculty member's request for promotion by the Division Rank, Promotion, and Tenure Committee, the division chair, and the College Rank, Promotion, and Tenure Committee. This committee makes a recommendation to the Vice President of Academic Affairs who in turn makes a recommendation to the President of the College.

Consideration for advancement in academic rank ordinarily originates with the faculty member, who submits a request through the appropriate division chair. Qualified candidates who hold the rank of Instructor may apply for advancement in rank to Assistant Professor with continuing contract during the fifth year of five (5) full and continuous academic years of service. Qualified candidates who hold the rank of Assistant Professor may apply for advancement in rank to Associate Professor with continuing contract during the fifth year of five (5) full and continuous academic years of service at the rank of Assistant Professor. Qualified candidates who hold the rank of Associate Professor with continuing contract may apply for advancement in rank to Professor during the fifth year of five (5) full and continuous academic years of service at the rank of Associate Professor.

The Promotion Evaluation Portfolio (PEP) provides documentary evidence of faculty performance in consideration of advancement in rank. The PEP should be prepared prior to and during the fall semester of the academic year in which the candidate is eligible to apply for advancement in rank and must be submitted to his or her division chair by November 1. The chair forwards the portfolios to the College Rank, Promotion, and Tenure Committee by November 15. The committee will review portfolios beginning January 15 and present its recommendations to the Vice President of Academic Affairs by February 1. The Vice President of Academic Affairs forwards recommendations to the



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President of the College by February 15. The president submits recommendations to the District Board of Trustees for final approval by the last day of February.

Subsequent to District Board of Trustees action, a letter from the president indicating disposition of the application is sent to the candidate. The unsuccessful candidate can request to meet with the Vice President of Academic Affairs to discuss suggestions for improvement and is eligible to reapply in the evaluation cycle occurring two years subsequent to the date of decision. Appointments to new ranks are effective July 1.

Advancement in rank is not automatic and retention of rank is not guaranteed. Both are based upon demonstrated and continuing merit. While persons holding advanced ranks are expected to maintain the outstanding credentials and performance for which they were recognized, failure to do so could lead to a reduction in rank.

A. THE PERFORMANCE EVALUATION PORTFOLIO (PEP)

Advancement in rank is earned through excellence in teaching, professional development, and service to the college and community.

Candidates seeking advancement in rank should complete the Performance Evaluation Portfolio (PEP). The PEP is directed toward the documentation of excellence in each of the three areas of evaluation: effectiveness in teaching, professional development, and service.

Contents of the Performance Evaluation Portfolio include the following:

1. Curriculum Vitae
 - a. Personal Information
 - b. Education
 - c. Professional Experience
2. Description of Activities
 - a. Outstanding Classroom Teaching Activities
 - b. Continuing Professional Development
 - c. Service to the college
 - d. Service to the community (optional, but encouraged)
3. Statement of Teaching Philosophy



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4. Supporting Evaluation Material

- a. Annual Evaluation
- b. Summary of Student Evaluations
- c. Statement of student advisement load
- d. Requested letters of recommendation (3) from faculty members within the division who hold a continuing contract*
- e. Requested letters of recommendation from Others* (optional)
- f. Recommendation of the division chair (noting the vote of the division committee)*

5. Other pertinent information

** Items noted with an asterisk are not to be included in the portfolio prepared by the candidate, but are instead sent directly to the chair of the College Rank Promotion and Tenure Committee.*

Section 2, "Description of Activities" should focus on contributions made since appointment to current rank. Section 4.b., "Summary of Student Evaluations" should include student evaluations from the entirety of the current review period. Items should be listed in chronological order, including dates where pertinent.

Faculty members are encouraged to keep their professional files updated and current. If there is no concrete evidence that an activity actually occurred, this contribution may not be recognized by the College Rank, Promotion, and Tenure Committee. Candidates are also encouraged to insure that letters of recommendation from division colleagues and the division chair are sent to the chair of the College Rank, Promotion, and Tenure Committee by November 1.

B. ASSESSMENT OF THE PERFORMANCE EVALUATION PORTFOLIO (PEP)

The three categories of consideration for advancement in rank are teaching, professional development, and service to the college and community. The essential duty of all faculty members is teaching, which will therefore be given the most weight in the assessment process. In addition, all faculty members are expected to actively participate in the areas of professional development and service to the college. These three areas will be assessed through consideration of student evaluations, the curriculum vitae, and other supporting documents included in the PEP.



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The areas to be considered with respect to evidence of excellence in teaching include but are not limited to the following:

- Development and application of creative, innovative, and varied teaching technique
- Use of current and available technology
- Maintaining current knowledge of discipline
- Daily preparation and presentation
- Variety of courses taught
- Developing new courses, programs, and curricula
- Student evaluations of teaching performance
- Peer Faculty evaluations of teaching performance as affirmed in letters of recommendation and classroom observation documents
- Where obtainable and relevant to a faculty member's academic discipline, commentary from employers of students
- Where relevant, appropriate, and obtainable, the following factors related to student success may be considered: course completion rates, graduation and/or certification rates, continued success in further educational pursuits, and job placement in the appropriate field

The areas to be considered with respect to evidence of continuing professional development include but are not limited to the following:

- Advanced and continuing education
- Research and publication
- Presentations, exhibits, and performances
- Maintenance of appropriate licenses or certifications
- Awards and honors
- Attendance and/or presentation at professional conferences, workshops, and seminars
- Membership in and service to professional organizations and learned societies
- Preparation of grant proposals (indicate if funded)
- Development of unique instructional materials and techniques



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The areas to be considered with respect to evidence of service to the college and community include but are not limited to the following:

- Student advisement
- Divisional and college-wide committee work and assignments
- Involvement in student activities, clubs, and college events
- Sponsorship of extracurricular activities
- Orientation or mentoring of new full-time or adjunct faculty
- Professionally-related community activities with civic, service, cultural, educational, and benevolent organizations
- Special assignments

C. ELIGIBILITY FOR ADVANCEMENT IN RANK

1. To the Rank of Full Professor:

A faculty member with at least five (5) years of full-time continuous teaching experience at GCSC at the rank of Associate Professor with continuing contract may apply in the fall semester of his or her fifth (5th) year of continuous service for promotion to the rank of Professor, which may be awarded after the completion of the 10th year of full-time continuous teaching. Proven leadership to the college and exemplary service in all areas as outlined in the *Tenure (Continuing Contract) and Academic Rank* section of the Manual of Policy (Part IV, A, 6.014) above is also required. Earlier promotion may occasionally be granted upon special recommendation and in instances of exceptional service.

2. To the Rank of Associate Professor:

A faculty member with a Master's degree or higher and at least five (5) years of full-time continuous teaching experience at GCSC at the rank of Assistant Professor may apply in the fall semester of his or her fifth (5th) year of continuous service for tenure and promotion to the rank of Associate Professor, which may be awarded after the completion of the fifth year of full-time continuous teaching. A faculty member with a Bachelor's degree and at least five (5) years of full-time continuous teaching experience at GCSC at the rank of Assistant Professor may apply for promotion to the rank of Associate Professor, which may be awarded after the completion of the eighth year of full-time continuous teaching. Exemplary service in all areas as outlined in *Tenure (Continuing Contract) and Academic Rank* section of the Manual of Policy (Part IV, A,



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6.014) is also required. Earlier promotion may occasionally be granted upon special recommendation and in instances of exceptional service.

3. To the Rank of Assistant Professor:

A faculty member with a Bachelor's degree and at least five (5) years of full-time continuous teaching experience at GCSC at the rank of Instructor may apply in the fall semester of his or her fifth (5th) year of continuous service for tenure and promotion to the rank of Assistant Professor, which may be awarded after the completion of the fifth year of full-time continuous teaching. Exemplary service in all areas as outlined in *Tenure (Continuing Contract) and Academic Rank* section of the Manual of Policy (Part IV, A, 6.014) is also required. Earlier promotion may occasionally be granted upon special recommendation and in instances of exceptional service.

4. Initial Appointment to Academic Rank:

Ordinarily, faculty members holding the Master's degree or higher will receive initial appointment at the rank of Assistant Professor. Faculty members holding the Bachelor's degree or less will receive initial appointment at the rank of Instructor. In such an instance, that initial appointment will be made with the understanding that the faculty member must receive at least the Bachelor's degree before continuing contract can be granted.

D. ROLES AND FUNCTIONS OF COMMITTEES

1. The Role of the Division Rank, Promotion, and Tenure Committee:

- Each division will determine the composition of their divisional committee and the degree to which they will offer advice to individual faculty concerning the promotion process.
- Each Division committee must consist of at least three (3) members, who must be members of the full-time teaching faculty who hold academic rank at or above that of the candidates under review. When it is not practical to appoint three members within a division who meet these criteria, the Vice President of Academic Affairs will arrange for the appointment of faculty members external to the division to complete the committee's composition.



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- The committee will establish their internal process and timetable so as to operate within the college's promotion and tenure calendar in order to ensure that each Performance Evaluation Portfolio is reviewed within the division and submitted to the division chair as a final check point.

2. The Role of the Division Chair:

- Serve as a mentor to the candidate and answer questions about the promotion process.
- Chair and oversee the organization of the Division Rank, Promotion, and Tenure Committee.
- Communicate with the chair of the College Rank, Promotion, and Tenure Committee for clarification and inquiries regarding the promotion process.
- Allow division members to express concerns regarding a candidate's promotion and to vote by secret ballot on each candidate.
- Provide a letter of recommendation about the candidate stating the vote of the division on that candidate, without indicating how individual members voted.

3. The Role of the College Rank, Promotion, and Tenure Committee:

a. *Composition:*

- The committee will consist of seven (7) full-time faculty members from each division who hold a continuing contract.
- Appointments to the committee are for terms of three (3) years, to ensure continuity.
- Committee members will have staggered terms of one, two, and three years. Committee members for the following academic year will be named in May, at which time the committee will meet and select a chair for the next academic year.
- The committee chair must have served on the College Rank, Promotion, and Tenure Committee prior to serving as chair.
- All members of the committee will have voting rights.
- Members of the College Rank, Promotion, and Tenure Committee should not simultaneously be a member of the Division Rank, Promotion, and Tenure Committee.



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b. Function:

- Committee members must sign confidentiality statements at the initial meeting of the academic year, to ensure their understanding of and commitment to maintaining confidentiality of all proceedings.
- Committee members individually review each Performance Evaluation Portfolio (PEP).
- Committee meets as a group to deliberate on each individual portfolio.
- Committee members vote by secret ballot. The committee chair collects each member's ballot and has the secretary tally the votes. At the end of each deliberation and vote, all notes regarding the candidate will be collected and destroyed.
- The chair prepares a written summary of the committee's review, including the strengths and weaknesses of the candidate. This summary will state the committee's vote without indicating how individual committee members voted. Each committee member who assessed the Performance Evaluation Portfolio should sign the summary.
- The committee forwards its recommendations in writing regarding each candidate to the Vice President of Academic Affairs for his or her review.
- The chair and/or the chair's designee will meet with the Vice President of Academic Affairs to discuss the committee's recommendations.
- The committee meets with the Vice President of Academic Affairs and the president to make recommendations for improvement in the promotion process to be used in the subsequent year. As well, the committee will hold a workshop during each fall semester to review the advancement in rank process.

V. OTHER GUIDELINES

- Each faculty member who has been granted a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual resigns from employment except as provided by section II above.
- Faculty members who have begun full-time employment prior to September 1, 2011 and who are eligible for continuing contract shall be exempt from the requirement of five (5) full and continuous academic years of service as specified in section I above.



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- The College Rank, Promotion, and Tenure Committee will view the Performance Evaluation Portfolios only once a year, in the spring semester.
- Academic rank and placement on the salary schedule are independent of each other.

VI. EMERITUS STATUS

1. Emeritus status is assigned for retiring faculty and professional staff who have been associated with Gulf Coast State College for at least 20 years immediately prior to retirement and have demonstrated exemplary performance in support of the philosophy and mission of the college.
2. Nominations for emeritus status are made and approved by the appropriate council of the college for presentation to the College President for consideration and, if approved, presentation to the District Board of Trustees.
3. Emeritus status is assigned for the position from which the person retires.
4. Identification of emeritus status in the college's General Catalog remains throughout the person's life and no less than five years following retirement. Annual catalog modifications will reflect current emeritus status.

Date Adopted/Amended: 2-16-89, 6-11-98, 11-9-00, 11-13-08, 10-6-11, 6-20-13



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| TITLE | Instructional Personnel | POLICY 6.015 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The college is obligated to maintain the very highest standards, regulations, and policies, as set forth by the State Department of Education and the Commission on Colleges of the Southern Association of Colleges and Schools in staffing, for all personnel engaged in instruction, administration, and student services. The president is authorized to administer the personnel policies as outlined and approved in the District Board of Trustees Manual of Policy.

Date Adopted/Amended: 2-4-71, 8-9-79, 2-16-89, 1-10-91



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| TITLE | Contracts - Pay Period | POLICY 6.016 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.83 F.S. | PAGE 1 of 1 |

Each person employed in an administrative, professional, or instructional capacity in a community/state college shall be entitled to a contract as provided by rules of the State Board of Education. Administrative and special staff contracts may be issued for 9 through 12 months. Administrative and special contracts (excluding the president's) may be issued for varying lengths not to exceed 12 months or to extend between fiscal years.

All employees hired after December 9, 2004, will be paid by direct deposit to the bank of their choice. All 12-month salaried and hourly employees are paid biweekly. If a payday should fall on a holiday or weekend, payment is made on the last workday prior to the holiday or weekend. Should any employee terminate employment during the year, the final compensation will be adjusted to reflect actual earnings up to the date of termination. Instructional personnel on contracts will have their annual salaries divided into 12 equal payments. They will receive one-twelfth of their salary each month beginning in August.

For services rendered during fall and spring semesters, adjunct faculty and faculty teaching overloads will receive payment at the end of each month during the period of the contract assignment, provided the teaching assignment information has been received in the Human Resources Office prior to payroll deadlines. 12-month salaried employees teaching overloads will receive equal payments in their regular biweekly pay provided the information has been received in Human Resources prior to payroll deadlines.

For services rendered during summer terms, adjunct faculty and faculty teaching overloads will receive payment at the end of each month provided the teaching assignment information has been received in the Human Resources Office prior to payroll deadlines. Adjunct faculty and faculty teaching overloads that extend over both summer terms will receive payment monthly. 12-month salaried employees teaching summer overloads will receive equal payments in their biweekly pay provided the information has been received in Human Resources prior to payroll deadlines.

In the event problems with college facilities and equipment or unsafe conditions prevent the processing of payroll, paydays may be delayed.

Date Adopted/Amended: 6-5-75, 9-3-81, 11-3-83, 2-16-89, 10-14-93, 11-7-96, 9-9-99,
12-09-04, 11-13-08, 1-17-13



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| TITLE | Instructional Requirements | POLICY 6.017 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1010.12, 1012.82, 1012.83 F.S., SBEAR 6A-14.0491 | PAGE 1 of 2 |

INSTRUCTIONAL PERSONNEL

Full-time instructional personnel will provide a minimum of 35 hours professional service to the college each week. The minimum 35-hour requirement shall be designated as 15 credit hours and/or 18-24 contact hours; a minimum of 10 posted office hours; and up to 10 additional hours each week for position responsibilities, internal service to the college, and community service and leadership responsibilities as outlined in individual performance goals as approved by the appropriate division chair and the Vice President of Academic Affairs. Instructional personnel are required to post their class schedules, including their office hours, outside their office doors.

So as to ensure adequate flexibility, conflicts concerning implementation of this policy or the schedules of professional staff, which require special consideration, shall be brought to the attention of the appropriate division chair, dean, or vice president, when appropriate, and the Vice President of Academic Affairs.

ADMINISTRATIVE PERSONNEL

Administrative personnel will have teaching assignments made at the discretion of the president and/or designated official. Division chairs whose full-time instructional staff range from three to six shall teach 21 semester hours during the 12-month contract as designated by the Vice President of Academic Affairs; chairs whose full-time personnel are seven or more shall teach 15 semester hours throughout the 12-month contract as assigned by the Vice President of Academic Affairs. Administrative staff members are expected to teach courses when needed. Exceptions to teaching assignments shall be made by the Vice President of Academic Affairs and reviewed on an annual basis.

OFF-CAMPUS ASSIGNMENTS

Instructors may be given teaching and/or other professional assignments away from campus as part of their regular professional requirement. Refer to Manual of Policy 5.165, *Travel and Expenses*.



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| TITLE | Instructional Requirements | POLICY 6.017 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1010.12, 1012.82, 1012.83 F.S., SBEAR 6A-14.0491 | PAGE 2 of 2 |

CLASS LOADS

Class loads are determined by division chairs and the Vice President of Academic Affairs.

OVERLOADS

Overloads are determined on the basis of the individual teaching an additional course over and above the normal teaching load or workload. Overloads will be determined by the appropriate division chair and the Vice President of Academic Affairs. All overloads are computed on a semester-to-semester basis, with the supplement load paid at a rate prescribed by the District Board of Trustees. No personnel may teach more than one overload (normally three hours) without the specific approval of the Vice President of Academic Affairs.

Date Adopted/Amended: 10-1-81, 2-16-89, 11-5-92, 9-9-99, 9-11-08, 1-15-15



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| TITLE | Summer Employment for Faculty | POLICY 6.018 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Summer employment for faculty shall be dictated by student enrollment, and payment shall be on an overload basis. All personnel with summer teaching duties are expected to meet all classes during that period. All leaves, except an emergency, which is deemed unavoidable, are discouraged for faculty accepting summer employment. Summer faculty is expected to observe office hours which will be determined by the appropriate division chair or the Vice President of Academic Affairs.

Date Adopted/Amended: 7-12-73, 9-7-78, 2-16-89, 12-12-91, 11-7-96, 11-13-08



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| TITLE | Adjunct Faculty | POLICY 6.019 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The college believes that the employment of qualified and competent part-time adjunct faculty is integral to its success and the enhancement of its educational effectiveness. The following apply to adjunct faculty:

Divisions employing adjunct faculty utilize a variety of techniques in locating qualified faculty including searches at local and regional secondary and other post-secondary educational institutions, as well as, local military bases and area employers. Adjunct faculty is expected to have the same level of professional, experiential, and academic preparation as the full-time faculty in the area in which they teach. If transcripts are not received by the middle of the term in which the new adjunct is teaching, the Human Resources Office will follow up to determine status. Further, if the transcripts are not received and in the adjunct's file by the end of the term, the appropriate academic division chair will be notified and the adjunct will be decertified to teach at Gulf Coast State College for all subsequent terms until the deficiency is corrected.

Adjunct faculty shall not teach more than six semester hours in any given term without the prior recommendation of the division chair and approval of the Vice President of Academic Affairs. Adjunct faculty is required to schedule a minimum of thirty minutes of office time each week per course. When an office is not available, the faculty member should be available to meet with students a commensurate period of time before or after class. No more than 40% of the credit hours offered by an academic division in any given term shall be taught by adjunct faculty without the prior approval of the Vice President of Academic Affairs.

All adjunct faculty are strongly encouraged to participate in the college's annual adjunct faculty orientation program. Division chairs will provide for individual orientations to college policies and division/departamental procedures as applicable and appropriate. Specific policies, procedures, and related matters that apply to part-time instructional activities are located in the Adjunct Faculty Manual. Copies of this manual are available through the Office of the Vice President of Academic Affairs.

Division chairs, or their designate, shall also be responsible for the supervision and evaluation of adjunct faculty. Adjunct faculty will be evaluated on the basis of quality and effectiveness of instruction; rapport with students; mastery of subject matter; following instructional procedures relating to course syllabus, grading system, and examinations; maintenance of accurate records; and meeting of reporting deadlines. The evaluation process includes the use of student questionnaires and involves classroom visitations by the supervisor, as appropriate.

Date Adopted/Amended: 9-9-99, 11-13-08, 6-24-10



MANUAL OF POLICY

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|----------------------------|--------------------------|------------------------|
| TITLE | Career Service Personnel | POLICY 6.020 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The college is obligated to maintain the very highest standards in the selection of career service personnel. Career service personnel play a vital role in services rendered to the instructional, administrative, and student development functions in the operation of the college. They include the following services: secretarial, clerical, computer services, printers, auxiliary, maintenance, grounds, aides, WKGC, and custodial. The president is authorized to administer the personnel policies as outlined and approved in the District Board of Trustees Manual of Policy.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-10-94, 11-13-08



MANUAL OF POLICY

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|----------------------------|--------------------------------|------------------------|
| TITLE | Political Activities | POLICY 6.024 |
| LEGAL AUTHORITY | 112.313, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

As an individual, each employee retains all rights and obligations of citizenship provided in the constitution and laws of the state and the Constitution and laws of the United States; however, no employee:

- a. will be allowed to take an active part in any political campaign or perform the duties of any political office or position within a period of time during which the employee is expected to perform service to the college.
- b. shall use the authority of his/her position to secure support for, or oppose, any candidate, party, or issue on a partisan election or affect the results thereof.

No college employee or official shall use any promise of reward or threat of loss to encourage or coerce any employee to support or contribute to any political issue, candidate, or party.

College property shall not be used for political purposes without approval of the president.

Date Adopted/Amended: 2-4-71, 9-30-82, 2-16-89, 10-12-95, 11-13-08



MANUAL OF POLICY

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|----------------------------|-----------------------------------------|------------------------|
| TITLE | Outside Employment by College Personnel | POLICY 6.025 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Personnel are urged to conscientiously evaluate extra-college activities and employment with regard to professional and ethical propriety. The individual should confer with appropriate college officials concerning such outside activities.

Date Adopted/Amended: 2-4-71, 8-5-76, 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Personal Obligations | POLICY 6.030 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

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

Arrests and Convictions

Employees who have been arrested or convicted of a crime are required to notify the Human Resources Office of their status within two working days of the arrest or conviction. An arrest on certain charges may result in suspension with pay until resolution of the charges. The right to suspend with pay does not impinge upon the District Board of Trustees' right to discipline an employee at anytime and at any level up to and including termination. Convictions of certain crimes may subject the employee to termination in accordance with Manual of Policy 6.046, *Suspension and Dismissal*.

Commencement

All faculty and contractual staff holding the rank of director, its equivalent, or above are required to participate in commencement exercises and Honors Convocation, as well as other graduation activities, and are to dress in academic regalia for special academic programs when requested. These employees are expected to buy or rent their own regalia.

Use of Personal Electronic Device for 2-Factor Authentication

All employees are required to utilize a 2-Factor Authentication process when accessing college systems. To facilitate this requirement, all employees are required to receive such access codes on their personal electronic device. Employees hired prior to 8/1/2019 may elect an alternate option, which will be coordinated by Information Technology Services.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-10-94, 11-7-96, 10-8-98, 11-13-08, 9-12-19



MANUAL OF POLICY

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|----------------------------|--------------------------------|------------------------|
| TITLE | Disruptive Activities | POLICY 6.035 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.80 F.S. | PAGE 1 of 1 |

In accordance with Florida Statutes, no college employee, full- or part-time, may participate in any activities that are disruptive of the normal, peaceful, and orderly operation of Gulf Coast State College or any other state or public institution of higher learning.

After it has been determined that an employee of a state institution of higher learning has participated in disruptive activities, the following penalties may be imposed against such person:

Immediate termination of contract of such employee of the state institution of higher learning; and thereafter, such person shall not be employed by any state public school, state college, state/community college, or state university.

Date Adopted/Amended: 2-4-71, 12-16-89, 11-13-08



MANUAL OF POLICY

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|----------------------------|-------------------------------------------------------------------------------|------------------------|
| TITLE | Procedure for Non-Renewal of Annual Contracts | POLICY 6.040 |
| LEGAL AUTHORITY | SBEAR 6A-14.041, 1001.02(1), (9), 1001.64, 1001.65, 1012.83, 1012.855 F.S. | PAGE 1 of 1 |

At the recommendation of the President of the College, the District Board of Trustees may determine not to renew the annual contract of an instructor, administrator, or other professional, in accordance with the State Board of Education Rules and the Florida Statutes.

1. Notice of Non-Renewal: The employee shall be notified in writing no later than four weeks before contract expiration that the contract will not be renewed. This action does not release the institution from the contractual commitment to compensate the employee until the date the contract expires.
2. Expectancy of Reemployment: The District Board of Trustees owes no further contractual obligation to the employee at the expiration of the annual contract, nor does it have a legal obligation to renew an annual contract. Non-renewal of an annual contract shall not entitle the person to the reasons for non-renewal or to a hearing. No employee of the college is authorized to give express or implied assurance of employment beyond any current contract period to any instructor, administrator, or other professional employed by the board.

Date Adopted/Amended: 3-7-74, 4-5-79, 2-16-89, 11-7-96



MANUAL OF POLICY

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|----------------------------|---------------------------------------------------|------------------------|
| TITLE | Work Beyond the Normal Workweek | POLICY 6.042 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S., Title 29, Chapter 8 U.S.C. | PAGE 1 of 1 |

Hourly employees authorized to work beyond the normal workweek (37 1/2 hours) will be paid at the rate of time and one-half the normal hourly rate as authorized by the District Board of Trustees.

In order to be paid the rate of time and one-half the normal hourly rate, employees must be at work the entire normal workweek of 37.5 hours, not including any paid leave or paid holidays. Hourly employees working beyond the normal workweek of 37.5 hours, including paid leave or holidays, will receive one time the normal hourly rate.

Immediately following the overtime work, an “Employee Record of Hours Worked/Overtime” form will be completed by the employee, approved by the immediate supervisor, forwarded to the Vice President of Administration & Finance for final signature, and then forwarded to Payroll Services for payment.

Compensatory time will be allowed at the rate of time and one-half for the hours worked with prior approval by the immediate supervisor. A copy of such approval will be forwarded to the Human Resources Office. Compensatory time must be used within six calendar months.

In the event of an emergency, either natural or otherwise, the President of the College or the president’s designee is authorized to recall to the college any employees deemed necessary to restore the facilities to a usable condition. Hourly employees recalled while the college is closed will receive additional compensation at their regular rate of pay for those hours worked.

Date Adopted/Amended: 2-4-71, 8-5-76, 11-14-85, 12-11-86, 2-16-89, 10-12-89, 1-10-91,
1-12-06, 11-13-08, 6-25-15, 9-12-19



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------|------------------------|
| TITLE | Reduction in Force | POLICY 6.044 |
| LEGAL AUTHORITY | SBEAR 6A-14.0411, 1001.64, 1001.65 F.S. | PAGE 1 of 2 |

Termination of Employment Due to Consolidation, Reorganization, or Reduction of College Program:

If, after careful study of the total staff, including part-time, overload, and annual contract employees, the District Board of Trustees, upon recommendation of the President of the College, finds it necessary to decrease the number of employees on continuing contract because of consolidation, reorganization, or reduction of the college program, the following criteria will be utilized:

I. PROFESSIONAL EFFECTIVENESS

- A. Execution of responsibilities as assigned by the institution
- B. Quality and/or degree of performance as measured by institutional criteria
- C. Demonstrated ability to facilitate the learning process

II. EDUCATIONAL QUALIFICATIONS

- A. Degree of professional preparation
- B. Work experience specifically appropriate to level and field
- C. Related work experience
- D. Evidence of continued professional growth
- E. Ability to function well in more than one field

III. COMPATIBILITY

- A. Supports published goals, objectives, and philosophy of Gulf Coast State College
- B. Assumes additional responsibilities through personal initiative and/or reasonable request
- C. Demonstrates ability to relate satisfactorily to students
- D. Demonstrates ability to work with peers and supervisory personnel
- E. Demonstrates personal character of high ethical and moral standing
- F. Demonstrates ability to operate within department/college policies and procedures



MANUAL OF POLICY

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|----------------------------|--------------------------------------------|------------------------|
| TITLE | Reduction in Force | POLICY 6.044 |
| LEGAL AUTHORITY | SBEAR 6A-14.0411(5), 1001.64, 1001.65 F.S. | PAGE 2 of 2 |

IV. CAPACITY TO MEET EDUCATIONAL NEEDS OF COMMUNITY

- A. Evidence of responsiveness to community educational needs as identified by the college
 - B. Evidence of initiative in defining and/or fulfilling community educational needs
- V. If it is deemed that two or more employees are equally qualified in the above criteria, then length of employment at Gulf Coast State College shall be utilized as a criterion.
- VI. An attempt will be made by Gulf Coast State College to relocate employees terminated under this policy and preferential consideration will be given to rehiring those so terminated.
- VII. Reduction in force will be considered in light of long-term financial exigencies of the college.

If an individual is terminated under the provision of this policy, his/her record shall clearly reflect that the termination was not for cause and shall not reflect any discredit upon the individual.

The decision of the District Board of Trustees shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the board shall be final.

Date Adopted/Amended: 1-14-82, 2-16-89



MANUAL OF POLICY

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|----------------------------|----------------------------------------|------------------------|
| TITLE | Resignations - Breach of Contract | POLICY 6.045 |
| LEGAL AUTHORITY | SBEAR 6A-14.041, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

All college personnel must assume the responsibility of following certain procedures upon resignation from their respective positions:

All instructional personnel shall consider a signed contract for employment at the college as binding on the part of the District Board of Trustees and the employee. Where contracts are involved, a properly executed letter of resignation is required and must be approved by the board. Career service personnel should follow the written procedure for resigning. All personnel must be present for duty on their final day of employment.

A contract may be terminated at any time by mutual consent of the contracting parties. If a continuing contract teacher submits a resignation no later than four weeks before May 1 of the current academic year to take effect at the end of the academic year, the District Board of Trustees must accept the resignation. If the teacher submits the resignation after the deadline, the board may refuse to accept it and may require the teacher to render another year of service. A resignation when submitted and accepted terminates the continuing contract.

Employees, up to but excluding director level positions, shall give a two weeks' notice upon resignation/retirement of their employment with the college. Employees in director level positions and above shall give a 30 day notice upon resignation/retirement of their employment with the college. Per Manual of Policy 6.070, *Vacation Leave for Personnel Employed on Twelve-Month Basis*, if proper notice is not given, all claims to vacation time accrued will be forfeited. The president may rescind this provision should the circumstances be considered sufficiently extenuating.

BREACH OF CONTRACT

Florida law provides that any employee who violates the contract by leaving his/her position without first being released by the board shall be ineligible for employment in the school system of the state or any county school system for a period of one year from the date of violation. It has been ruled that the penalty can be applied only to a teacher who has breached a written contract required by law.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-10-94, 12-09-04, 4-11-13



MANUAL OF POLICY

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|----------------------------|-----------------------------------------|------------------------|
| TITLE | Suspension and Dismissal | POLICY 6.046 |
| LEGAL AUTHORITY | SBEAR 6A-14.0411, 1001.64, 1001.65 F.S. | PAGE 1 of 5 |

- I. The suspension and dismissal of instructional and administrative personnel, either on annual or continuing contract, and the return to annual contract of those employees on continuing contract shall be conducted subject to the provisions of the State Board of Education Administrative Rules and Florida Statutes and in accordance with the following procedures.
- II. The following shall constitute the grounds for termination of employment at any time during the year:
 - A. Reduction in Force: Consolidation, reduction, or elimination of a college program or the restriction of the required duties of a position by the board.
 - B. Immorality: Conduct that is inconsistent with the standards and good morals of the district in which the college is located. It is conduct sufficiently notorious to bring the individual concerned or the education profession into public disgrace or disrespect and impair the individual's service to the college.
 - C. Misconduct in Office: Deliberate, persistent, unlawful, dishonest, or improper conduct by an individual which violates established rules, policies, directives, or guidelines for performing assigned duties; negligent failure of an employee to perform the assigned duties; or participation by an individual in disruptive activities which interfere with the normal operation of the college.
 - D. Incompetency: An inability or lack of fitness to discharge required duties as a result of inefficiency or incapacity.
 1. In the determination of what constitutes inefficiency, the District Board of Trustees may consider repeated failure to perform duties; repeated failure on the part of the instructor to communicate with and relate to students in the classroom to such an extent that students are deprived of acceptable educational experiences; or repeated failure on the part of an administrator or supervisor to communicate with and relate to such an extent that the programs for which that individual is responsible are seriously impaired.
 2. In the determination of what constitutes incapacity or inability, the District Board of Trustees may consider a lack of emotional stability; a lack of adequate physical ability; a lack of general educational background; or a lack of adequate command of the area of specialization or job requirements.



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| TITLE | Suspension and Dismissal | POLICY 6.046 |
| LEGAL AUTHORITY | SBEAR 6A-14.0411, 1001.64, 1001.65 F.S. | PAGE 2 of 5 |

- E. Gross Insubordination: An intentional, constant, or continuing refusal to obey a direct order, reasonable in nature, and given by and with proper authority.
 - F. Willful Neglect of Duty: Deliberate failure of an employee to perform the duties as assigned.
 - G. Drunkenness: That condition which exists when an individual publicly is under the influence of alcoholic beverages or drugs to such an extent that the normal faculties are impaired; or conviction by a court of law or a finding or legal establishment of guilt on same by a court of law regardless of whether adjudication of guilt is withheld, on the charges of drunkenness, driving while intoxicated, or abusive use of drugs or narcotics; or showing the effects of abusive or excessive use of alcohol or other debilitating intoxicants, drugs, or narcotics.
 - H. Conviction of Any Crime Involving Moral Turpitude: A crime that is evidenced by an act of baseness, vileness, or depravity in the private, professional, or social duties which an individual owes to his/her fellows or to society in general, contrary to the accepted and customary rules of right and duty between person and person.
 - I. Falsification: Misrepresentation, misstatement, or falsification on any record or document either by omission or commission.
- III. The suspension or dismissal of an employee by the president with the approval of the board shall be pursuant to the following provisions:
- A. Any employee who is under continuing contract may be, at the discretion of the board, suspended/dismissed or may be returned to annual contract status for up to another three years. A recommendation by the president to return an employee to annual contract must be submitted in writing to the board on or before April 1 of any college year giving good and sufficient reasons. The president's recommendation must be approved by a majority of the board. A recommendation for suspension or dismissal of an employee under continuing contract may be made by the president at any time and is subject to approval by a majority of the board.
 - B. The employee whose contract is under consideration for suspension or dismissal shall be duly notified in writing at least seven (7) days prior to the filing of the written recommendation with the board and such notice shall include a copy of the charges, the recommendation to the board, and hearing rights. The board shall then determine



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| TITLE | Suspension and Dismissal | POLICY 6.046 |
| LEGAL AUTHORITY | SBear 6A-14.0411, 1001.64, 1001.65 F.S. | PAGE 3 of 5 |

whether it will consider the charges filed against the employee and may, upon recommendation of the president, immediately suspend the employee without pay. Should the board determine that it will consider the charges filed against the employee, it shall direct that the employee receive notification of his or her right to challenge the suspension or dismissal at a public hearing. If the employee wishes a public hearing, he or she shall notify the board in writing within fourteen (14) days after the date of service of the hearing rights. Pursuant to SBear 6A-14.0411, the employee may also request an administrative hearing in accordance with Chapter 120, F.S., by filing a petition with the board within twenty-one (21) days of receipt of the recommendation of the president.

Upon receiving a request for hearing, the board shall within fifteen (15) days notify the employee of the time and place of the public hearing on the charges which shall not be less than fourteen (14) days from the service of the notice unless a different time is agreed to by all parties. The hearing shall proceed in accordance with the provisions of Chapter 120, F.S., and should be in substantial compliance with the model rules of procedure, Chapter 28, FAC, unless the parties mutually agree to an alternative hearing procedure. In the event the employee does not request a public hearing, the president's written recommendation becomes final and the board shall proceed to take appropriate action. If a hearing is sought, any decision adverse to the employee shall be made by a majority vote of the full membership of the board.

The good and sufficient reasons which must accompany the president's recommendation of suspension or dismissal of an employee under continuing contract shall be stated with particularity, but are not limited to those set forth in Section II of this policy and may include those reasons among others.

- C. Any employee classified under a written, but not continuing contract may be suspended or dismissed by the board upon recommendation of the president at any time during the college year, provided that no such employee may be dismissed during the college year without opportunity to be heard at a public hearing after at least ten (10) days' notice of the charges against the employee and of the time and place of the hearing; and provided further that the charges must be based on the grounds listed in Section II of this policy. A recommendation specifying the charges and notifying the employee of his or her hearing rights shall be filed with the board and a copy served upon the employee. If a hearing is requested by the employee, after notice as provided above, the board shall determine upon the evidence as submitted whether the charges have been sustained and if the charges are sustained, either to dismiss said employee or fix the terms under



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| LEGAL AUTHORITY | SBEAR 6A-14.0411, 1001.64, 1001.65 F.S. | PAGE 4 of 5 |

which said employee may be reinstated. If such charges are sustained by a majority vote of the full membership of the board and such employee is discharged, the contract of employment shall be thereby canceled.

- D. The board may appoint a hearing examiner or examiners to hear the charges against the employee in accordance with 120.57 F.S.
- E. The attorney for the board, or other designated attorney, may serve as the legal adviser to the board or hearing examiner assigned to hear the charge. The attorney's role is that of a procedural and technical adviser; the attorney shall take no part in the deliberations of the hearing body. Upon request, the attorney may assist in preparation of the written findings, conclusions, recommendations, or determinations of the board of hearing examiner.
- F. Action by the board to dismiss or suspend the employee shall become effective immediately. In the event dismissal charges are sustained by a majority vote of the full membership of the board, and the employee is discharged, pay shall cease immediately and the employee's contract of employment shall be canceled. In the event of suspension, pay shall be withheld as of the day of suspension. If the charges are not sustained against the employee, the salary payments shall be retroactive to the date of suspension.
- G. The decision of the board is the final administrative procedure available. An employee who is adversely affected by the board's decision is entitled to judicial review as provided by 120.68 F.S.
- H. Career employees may be suspended or dismissed by the board upon recommendation of the president at any time during the college year. Dismissal or suspension may result from an act or event which proves to be detrimental to the general welfare of the institution, but must be based upon immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty, drunkenness, or conviction of any crime involving moral turpitude. Whenever such charges are made against any such employee, the board may suspend such person without pay upon recommendation of the president. On occasion and when the particular circumstances warrant it, an employee may be suspended for the duration of his or her work shift. The authority to make this short-term suspension may be delegated by the president.



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| TITLE | Suspension and Dismissal | POLICY 6.046 |
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- I. Where the president determines that the employee's actions adversely affect the functioning of the college or jeopardize the safety or welfare of the employee, colleagues, or students, the employee may be suspended immediately with or without pay pending the resolution of a hearing on a suspension or dismissal.

Date Adopted/Amended: 2-16-89, 10-8-98, 11-13-08, 5-19-16



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Workplace Violence | POLICY 6.047 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Gulf Coast State College prohibits:

- any act or threat of violence made by an employee against another;
- any act or threat of violence including, but not limited to, intimidation, harassment, or coercion;
- any act or threat of violence which endangers the safety of employees, students, vendors, contractors, or the general public; and
- any act or threat of violence made directly or indirectly by words, gestures, or symbols.

Employees found guilty of acts or threats of violence will be subject to discipline, up to and including discharge. It is a requirement of continued employment that employees report any behavior that compromises the college's ability to maintain a safe workplace.

Date Adopted/Amended: 9-9-99, 7-24-14



MANUAL OF POLICY

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| TITLE | Probation | POLICY 6.048 |
| LEGAL AUTHORITY | SBEAR 6A-14.0411, 1001.64, 1001.65 F.S. | PAGE 1 of 2 |

Continuing Contract Eligible Employees

The probationary period for a new appointee shall be five years. During the probationary period, the employee will be given assistance in adjusting to the new position and shall be given a continuing evaluation of effectiveness. Any employee whose work is not satisfactory during the probationary period shall be dropped from service at or before the end of five years probationary period. At the end of five years probationary period, a faculty member can be placed on continuing contract. In some cases, however, it may be to the best interests of the college and the individual to offer the faculty member an annual contract, rather than a continuing contract. At the end of five years, the faculty member MAY be given a continuing contract or be terminated. See Manual of Policy 6.014, *Tenure (Continuing Contract) and Academic Rank*.

Any employee who is under continuing contract may be placed on probation, not to exceed one year, by recommendation of the president and approval of the District Board of Trustees. Such a recommendation shall be submitted in writing, giving good and sufficient reasons for the recommendation, and a copy shall be submitted to the respective employee. Such a recommendation would be forthcoming only after conferences have been held between the employee and specific administrative officials, including the president.

Annual Contract Employees

Any employee who is under annual contract is considered to be on probationary status during the first six months of his or her initial year of employment. This is also true when an employee is assigned to a new position whether through promotion, transfer, etc.

Non-contractual Employees

All non-contractual employees are considered to be on probationary status during the first six months of employment. This is also true when an employee is assigned to a new position whether through promotion, transfer, etc.



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General (Applicable to All Employees)

The president or his designee may return a regular employee to probationary status and the president, or his designee, may extend the probationary period of an employee.

The president has the authority to suspend an employee and to delegate this authority to appropriate employees of the college. If an employee does not successfully and satisfactorily perform during the probationary period, the president may suspend the employee pending termination by the board.

Date Adopted/Amended: 2-4-71, 10-1-81, 9-30-82, 2-16-89, 1-10-91, 11-5-92, 11-10-94,
10-8-98, 11-13-08, 6-20-13



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| TITLE | Reappointment | POLICY 6.049 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The president shall submit to the District Board of Trustees at the March meeting a list of faculty members recommended for reappointment.

Date Adopted/Amended: 2-4-71, 8-5-76, 9-1-77, 2-16-89, 12-12-91, 10-14-93, 11-7-96



MANUAL OF POLICY

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|------------------------|---------------------------------|------------------------|
| TITLE | Evaluation of College Personnel | POLICY 6.055 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.86 F.S. | PAGE 1 of 3 |

With the overall purpose being the achievement of effective performance of duties, all college personnel shall be evaluated annually in a manner approved by the president. Formal evaluations shall be conducted annually for each member of the institution's personnel. When in written form, all evaluations shall become a part of the employee's personnel file.

Faculty

Due to the ongoing nature of the performance evaluation process, instructors may be visited in the classroom periodically by the appropriate division chair, Vice President of Academic Affairs, and the College President. In addition, annual student evaluations of the instructor's teaching performance shall be conducted under the supervision of the appropriate division chair. Faculty evaluations are maintained in the Human Resources Office as a part of the employee's personnel record.

In the evaluation of teaching personnel, the following points should be considered:

1. No perfect device or method has yet been created which adequately evaluates teaching. Those charged with the responsibility of evaluating others must consider as objectively as possible many relevant factors.
2. Student evaluations are only a part of the total, overall evaluation process. Their main purpose is the improvement of teaching. Results of student evaluations are a confidential matter between the individual instructor and those supervisors and colleagues involved in the evaluation process.
3. Immediate supervisors are expected to summarize student evaluations for use in the annual performance evaluation interview with the instructor.
4. It is recommended that the immediate supervisor utilize classroom visitations, comments from colleagues and students, objective data on hand, and any other pertinent material available when the formal evaluation interview between the individual instructor and the supervisor occurs each year. The instructor and the supervisor are to use as a focal point the performance management tools. A copy of the instructor's performance evaluation is to be retained in the instructor's personnel file as kept by the Human Resources Office, the respective division chair, and a copy given to the instructor.



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| TITLE | Evaluation of College Personnel | POLICY 6.055 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.86 F.S. | PAGE 2 of 3 |

5. At the beginning of the new academic year, all supervisors will set goals and performance expectations. In January of each year, face-to-face mid-year evaluations are required to summarize instructor's performance utilizing coaching skills. In April of each year, face-to-face final evaluations are required to summarize the year's performance, again utilizing coaching skills.

The performance management tool to be used in the formal evaluation of faculty members and other professional support personnel is found on the college Human Resources web page.

Division Chair

At the beginning of the new fiscal year, all supervisors will set goals and performance expectations. In December of each year, face-to-face mid-year evaluations are required to summarize the employee's performance, utilizing coaching skills. In May of each year, face-to-face evaluations are required to summarize the year's performance, again utilizing coaching skills. The performance of division chairs shall be evaluated semi-annually by the Vice President of Academic Affairs. Faculty members provide the Vice President of Academic Affairs anonymous appraisals of the performance of their respective division chair as a part of the formal evaluation of the chair. The performance management tool shall serve as the focal point of the formal evaluation interview between the chair and the immediate supervisor. The instrument shall become a part of the chair's personnel file, and a copy of it shall be given to the respective chair.

Professional Support Staff

The performance of professional support staff shall be evaluated semi-annually by the immediate supervisor of each staff member. The performance management tool shall be used as the focal point of the formal evaluation interview between the staff member and the respective immediate supervisor. The instrument shall become a part of the staff member's personnel file and a copy of it shall be given to the respective staff member.



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| TITLE | Evaluation of College Personnel | POLICY 6.055 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.86 F.S. | PAGE 3 of 3 |

Administrative Staff

The performance of members of the administrative staff shall be evaluated semi-annually by the immediate supervisor of each administrator. Each individual responsible to a member of the administrative staff provides to the supervisor of the respective administrative staff member an anonymous appraisal of the administrator's performance. These appraisals shall be treated confidentially and are not to be made a part of the administrator's personnel file. The performance management tool shall be used as the focal point for the annual evaluation interview between the respective administrator and the immediate supervisor. The instrument shall become a part of the administrator's personnel file and a copy shall be given to the respective administrator.

President

Evaluation of the president's performance shall be in accordance with Manual of Policy 6.001, *Employment and Dismissal of the College President*.

Career Service Personnel

An ongoing process for the institution's career service personnel performance evaluation should occur throughout the year. Using the authorized job description for each respective position as a standard, the immediate supervisor is responsible for communicating to the employee on a regular and continuous basis any matters of particular concern related to the individual's performance. A formal evaluation between the immediate supervisor and the employee shall be held annually for all career service personnel and the approved performance management tool shall be the focal point of that conference. The completed evaluation instrument shall become a part of the employee's personnel file, and the employee shall be given a copy.

Date Adopted/Amended: 2-4-71, 7-3-74, 4-11-85, 2-16-89, 1-10-91, 11-10-94, 11-7-96,
11-13-08



MANUAL OF POLICY

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|----------------------------|------------------------------|------------------------|
| TITLE | Selling by College Employees | POLICY 6.060 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

No college employee, full- or part-time, may engage in the selling of instructional materials, such as books, musical instruments, sports equipment, uniforms, etc., to students, parents, or other college employees, unless it is a part of the operation of the college (such as the bookstore).

All materials, supplies, and equipment donated to the college or solicited in the name of the college, on behalf of the college, or in connection with employment at the college shall remain the property of the college. All materials, supplies, and equipment must be utilized and disposed of in accordance with college policy.

Date Adopted/Amended: 2-4-71, 2-16-89, 10-12-00



MANUAL OF POLICY

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|----------------------------|------------------------------|------------------------|
| TITLE | Intellectual Property Rights | POLICY 6.061 |
| LEGAL AUTHORITY | 1006.39, 1001.64 F.S. | PAGE 1 of 1 |

It is the intent of Gulf Coast State College to encourage scholarship through publication of appropriate materials developed by personnel of Gulf Coast State College. The following general rules and principles shall govern the publication of materials for use by employees or students of Gulf Coast State College.

1. Materials published by employees of Gulf Coast State College which are to be sold to students will be submitted to the Vice President of Academic Affairs for approval prior to publication.
2. Employees may procure copyrights and receive the royalties resulting therefrom, except as noted in #3 below, for the employee's products provided the ideas came from the employee, the products were the result of the employee's independent labors, and the college was not held responsible for any opinions expressed therein. If the products were in any way supported by college funds, personnel, facilities, equipment or materials, the employee shall report to the Vice President of Academic Affairs the employee's interest in having the product copyrighted. The Vice President of Academic Affairs shall consult with the president and, within 20 days after receiving such report, the president will inform the employee whether the college seeks an interest in the copyright, and a written contract shall thereafter be negotiated to reflect the interest of both parties. All such agreements shall comport with and satisfy any pre-existing commitments to outside sponsoring agencies, but the employee shall not commit any act which would tend to defeat the college's interest in the matter and shall take any necessary steps to protect such interest.
3. Materials and publications authored by employees of the college may be utilized in the college's instructional programs upon approval by the Vice President of Academic Affairs. Sales of any such materials and publications to students attending Gulf Coast State College must be approved by the President of the College, and any royalties or net profits accruing to or received by the employee from sales of any such materials and publications to students attending Gulf Coast State College shall be remitted to the college. This policy is intended to include materials and publications printed from within the college and from external sources.

Date Adopted/Amended: 4-12-84, 2-16-89, 11-13-08, 6-25-09



MANUAL OF POLICY

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|----------------------------|----------------------------------------|------------------------|
| TITLE | Payroll Deductions | POLICY 6.062 |
| LEGAL AUTHORITY | SBEAR 6A-14.076, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

In addition to deductions required by law, the District Board of Trustees authorizes the Vice President of Administration & Finance to deduct funds from a college employee's earnings necessary to recoup an overpayment made by the college or to clear a delinquent debt owed to the college.

Optional deductions approved by members of Executive Council are authorized by the District Board of Trustees to be deducted from college employees' earnings when approved in writing by the affected employees.

No other deductions will be made unless specifically authorized by the District Board of Trustees.

Date Adopted/Amended: 2-4-71, 8-5-76, 4-7-83, 2-16-89, 11-10-94, 10-9-97, 12-11-97, 5-8-03, 12-8-05, 11-13-08, 1-15-15



MANUAL OF POLICY

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|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Fringe Benefits for Temporary and Part-Time Employees | POLICY 6.063 |
| LEGAL AUTHORITY | 1001.64(18), 1001.65(3) F.S., Affordable Care Act (P.L. 111-148) and the Health Care and Education Reconciliation Act of 2010 (P.L. 111-152) | PAGE 1 of 1 |

Temporary and part-time employees shall not be entitled to the fringe benefits of leave, college paid insurance, retirement, or other such benefits. Exceptions are part-time employees who are eligible for health care as mandated by the Affordable Care Act or those eligible to participate in retirement because they are employed in a position that exists at the college six months or longer.

Full-time temporary faculty will be eligible for fringe benefits available to all permanent faculty during contract period.

Exceptional temporary and part-time employees may, with prior approval from the appropriate vice president, receive reimbursement to attend professional development or training seminars and conferences. Such reimbursement shall be provided in recognition of outstanding or meritorious service to the college.

All part-time instructional employees are required to participate in the “alternative to Social Security plan” as a condition of employment. This plan is recognized by the Internal Revenue Service as a 401-A pension plan with all associated rights and limitations.

Date Adopted/Amended: 12-3-81, 2-16-89, 12-12-91, 10-14-93, 11-7-96, 10-8-98, 10-12-00,
12-15-16



MANUAL OF POLICY

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|------------------------|-------------------------------------|------------------------|
| TITLE | Retirement Programs | POLICY 6.064 |
| LEGAL AUTHORITY | Chapter 121, 1012.01, 1012.875 F.S. | PAGE 1 of 3 |

Gulf Coast State College full-time employees participate in the Florida Teachers' Retirement System (TRS), the Florida Retirement System (FRS), or the Community College System Optional Retirement Program (CCORP). Personnel employed after December 1, 1970, will be participants in the Florida Retirement System (FRS) unless an eligible employee elects the option of participating in the Optional Retirement Program (ORP).

Effective January 1, 1996, Gulf Coast State College elected to offer an Optional Retirement Program (ORP). Participation in the ORP is limited to full-time personnel in instructional, executive management, instructional management, or institutional management (if recruited on a national or regional basis). All eligible employees are initially enrolled in the FRS and must make an option to enroll in the ORP within ninety days of employment or will remain in the FRS. This decision is irrevocable.

Effective July 1, 1998, all employees meeting normal retirement criteria as defined by FRS (age 62 with at least six years of FRS eligible service or 30 years of FRS service at any age) shall be eligible to participate in the Deferred Retirement Option Program (DROP). DROP participation shall be for a maximum of 60 months from initial eligibility and must be elected within the first 12 months of eligibility. The decision to participate in DROP is irrevocable. Additional information and specific requirements are kept on file in the Human Resources Office.

Effective May 13, 1999, the college elected to establish a 401(a) qualified retirement plan. The plan is a defined contribution plan for all eligible employees with six or more years of full-time service to Gulf Coast State College. The plan year will run from July 1 - June 30. The purpose of the plan is to exempt terminal sick leave pay and terminal vacation leave pay from employee and employer FICA taxes and to defer employee income tax on these payments. This is a mandatory plan for full-time employees eligible to participate. The plan shall conform to all applicable federal and state laws as well as all Internal Revenue Service and Social Security Administration regulations. Eligible participants include:

1. Eligible employees with six or more years of full-time service to the college who are terminating employment for reasons other than retirement. Participation in this plan shall include only one terminal payout.



MANUAL OF POLICY

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| TITLE | Retirement Programs | POLICY 6.064 |
| LEGAL AUTHORITY | Chapter 121, 1012.01, 1012.875 F.S. | PAGE 2 of 3 |

2. Eligible employees with six or more years of full-time service to the college and six or more years of creditable Florida Retirement System (FRS) service who are eligible and terminating for the purpose of normal retirement. Participation in this plan shall include only one terminal payout.
3. Eligible employees with six or more years of full-time service to the college and six or more years of creditable Florida Retirement system (FRS) service who are terminating for the purpose of enrollment in the DROP program. Participation in this plan shall commence with the payout of annual leave (if any) at the initiation of DROP and shall conclude with the DROP end date. Such employees shall receive a terminal sick leave payout each year of participation in DROP (for a maximum of 60 months), as applicable under IRS regulations and state law, subject to any procedural requirements established by the college.
4. Eligible employees with six or more years of full-time service to the college who are participants in the Optional Retirement Plan (ORP). Participation in this plan shall commence with submission of a predated and irrevocable letter of resignation and conclude at final termination. Such employees shall receive one annual leave payout not to exceed 30 days and a terminal sick leave payout each year of participation in this plan (for a maximum of 60 months), as applicable under IRS regulations and state law, subject to any procedural requirements established by the college.
5. Eligible employees hired July 1, 2011, or later will be required to meet the following criteria:
 - a. **Vesting:** Pension Plan – Eight (8) years of creditable service
Investment Plan – 100% after 1 year of creditable service
 - b. **Final calculation:** Average of highest eight (8) years
 - c. **Retirement eligibility:** 65 years of age and eight (8) years or 33 years of service at any age
6. No employee with a payout of less than 10 days of terminal leave benefits shall participate in this plan.

The college will reimburse an employee for the cost of the tax reporting/1099R fee and the check writing/ mailing fee, if any, should any employee submit an application to withdraw all monies from the plan within 30 days of separation with the college.



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| TITLE | Retirement Programs | POLICY 6.064 |
| LEGAL AUTHORITY | Chapter 121, 1012.01, 1012.875 F.S. | PAGE 3 of 3 |

In addition, if such an employee is assessed a 10% penalty under IRS regulations for early withdrawal (under age 55 for this plan), the college shall reimburse the employee a portion of the penalty (2.35% of the 10% penalty) for the purpose of making them whole.

In 2000, the Florida Legislature created a new defined contribution program that was added to the menu of choices available to FRS members beginning September 1, 2002. Formally created as the Public Employee Optional Retirement Program (PEORP), the FRS Investment Plan is available as an option for all current and future FRS members, including renewed members (FRS retirees who have returned to FRS employment), *except* college employees participating in the Community College System Optional Retirement Program (CCORP); and participants in the Deferred Retirement Option Program (DROP).

Effective October 1, 2003, all employees classified as Senior Management by the Florida Retirement System will be eligible to participate in a Senior Management Local Annuity Program. The amount of contributions to the program will equal the amount contributed for those participating in the Community College System Optional Retirement Program (CCORP).

Effective January 1, 2017, eligible employees retiring under the Community College System Optimal Retirement Program (CCORP) are authorized to receive a distribution of up to 10% of the member's account after the member is terminated from employment with all Florida Retirement System participating employers for 1 (one) calendar month if the member has reached the normal retirement date as defined in 121.021 F.S.

The Executive Director of Human Resources serves as the college's retirement officer.

Date Adopted/Amended: 8-5-76, 2-16-89, 10-12-89, 10-12-95, 12-14-95, 10-8-98, 6-10-99, 10-12-00, 3-11-04, 7-19-12, 4-9-15, 12-15-16



MANUAL OF POLICY

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|----------------------------|------------------------------------|------------------------|
| TITLE | Injuries and Workers' Compensation | POLICY 6.065 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Injuries received in line of duty by Gulf Coast State College personnel are covered by workers' compensation insurance and should be reported at once to the Human Resources Office. Unless an emergency exists, employees must obtain a referral for treatment from the Human Resources Office prior to consulting a physician. The physician to be used will be determined by the college. A report should be filed whether or not a doctor is visited.

Date Adopted/Amended: 2-4-71, 2-16-89, 1-10-91, 11-7-96



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Holiday Pay Exception | POLICY 6.067 |
| LEGAL AUTHORITY | 1001.65 F.S. | PAGE 1 of 1 |

It is the responsibility of all employees to manage their leave time appropriately. In order to be paid for a holiday, holiday break, or spring break, an employee must work the day before and after, or be in an approved paid leave status.

Date Adopted/Amended: 5-14-15



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Bereavement Leave | POLICY 6.068 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Employees may be granted up to three days of leave in any 12-month period in the event of the death of a family member. Sick or annual leave may be used for this purpose. Unpaid leave may be granted after all paid leave has been exhausted.

Family member is defined as a spouse, parent, and legal guardian thereof; children, including adopted children and stepchildren, and spouses thereof; parents, brothers and sisters, and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

The use of sick, annual, or unpaid leave for additional time off may be granted with the consent of the immediate supervisor. The amount of time granted will depend upon the circumstances such as distance, funeral arrangements, and other responsibilities, as well as, job requirements.

Employees and supervisors should contact the Executive Director of Human Resources for guidance.

Date Adopted/Amended: 12-10-09



MANUAL OF POLICY

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|----------------------------|--------------------------------------|------------------------|
| TITLE | Employee Leave for Domestic Violence | POLICY 6.069 |
| LEGAL AUTHORITY | 741.313 F.S. | PAGE 1 of 1 |

Employees shall be granted up to three days of leave in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence. Sick or annual leave may be used for this purpose. Unpaid leave may be granted after all paid leave has been exhausted.

This leave may be used to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtain services from a victim services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
4. Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator;
5. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

"Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit."

Except in cases of imminent danger to the health or safety of the employee or a family or household member, the employee must provide appropriate advance notice, one week in advance of the need for leave, along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc. All requests and documentation relating to domestic violence leave will be kept confidential.

Employees should contact the Executive Director of Human Resources for guidance.

Date Adopted/Amended: 12-10-09



MANUAL OF POLICY

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|------------------------|-------------------------------------------------------------|------------------------|
| TITLE | Vacation Leave for Personnel Employed on Twelve-Month Basis | POLICY 6.070 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.865 F.S. | PAGE 1 of 3 |

The District Board of Trustees may allow vacation leave, exclusive of holidays, for college personnel who are employed on a 12-month basis not to exceed the rate of one day for each month or major fraction of a calendar month of service up to five years, one and one-fourth days for each month or a major fraction of a calendar month of service for five to ten years, and one and one-half days for each month or major fraction of a calendar month of service over ten years in any Florida public community/state college, provided, however, that no employee shall accumulate more than 44 days of vacation leave at the end of any calendar year. Accrued annual leave credits in excess of 44 days on December 31 shall be reduced to 44 days on January 1 of each year (see number 2 below).

The following apply to annual leave accumulations by all personnel (Non-Grant funded personnel):

1. Such vacation time shall be so scheduled that there will be minimum disruption of the operation of the college. Request for leave should be filed not less than one week in advance. Approval is not automatic, but will be granted unless such leave would hinder the operation of the college to a serious extent.
2. Annual leave credits earned in excess of the maximum indicated above, in any calendar year, shall be used that calendar year or will be transferred to special sick leave. Such vacation leave transferred to special sick leave cannot be compensated and used in the calculation of terminal sick leave pay as authorized in Section 1012.865 Florida Statutes.
3. Upon reclassification to a non-leave earning position or termination of employment with the board, the employee shall be paid for accrued annual leave at the employee's current rate of pay, provided, however, that such payment shall not exceed the equivalent of 30 days of compensation. A terminal vacation leave payout shall be available only once. Accrued vacation leave credits in excess of those compensated for by a terminal vacation leave payout must be used prior to termination of employment or be forfeited. In the case of the death of the employee, payment shall be made payable to the employee's designated beneficiary, estate, or as provided by law. After six or more years of service to the college, all employees are required to receive any lump sum terminal payout through the 401(a) qualified retirement plan established by the college.



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| TITLE | Vacation Leave for Personnel Employed on 12-Month Basis | POLICY 6.070 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.865 F.S. | PAGE 2 of 3 |

4. Upon the initiation of participation in the Florida Retirement System's Deferred Retirement Options Program (DROP), the employee shall be allowed to elect to receive a lump sum payment for accrued annual leave not to exceed the equivalent of 30 days of compensation at the employee's current rate of pay. Such a payment, certified to the Division of Florida Retirement upon commencement of DROP, shall be included in the calculation of the employee's DROP and retirement benefit. The employee electing such a lump sum payment upon beginning participation in DROP will not be eligible to receive a second lump sum payment upon termination, except to the extent the employee has earned additional leave which, combined with the original payment, does not exceed the maximum lump sum payment of the equivalent of 30 days of compensation. If the employee elects to wait and receive a lump sum payment for accrued annual leave upon termination of DROP and termination of employment with the board, the payment made at that time cannot be included in the employee's retirement benefit, which was determined and fixed by law when the employee elected to participate in DROP. Accrued vacation leave credits in excess of those compensated for by a terminal vacation leave lump sum payout must be used prior to termination of employment or be forfeited. In the case of the death of the employee, payment shall be made payable to the employee's designated beneficiary, estate, or as provided by law. After six or more years of service to the college, all employees are required to receive any lump sum terminal payout through the 401(a) qualified retirement plan established by the college.

If an employee up to but excluding director level positions, leaves the employ of Gulf Coast State College without giving a minimum notice of two weeks of the intent to resign, all claims to any vacation time accrued will be forfeited. If an employee director level positions and above, leaves the employ of Gulf Coast State College without giving a minimum 30 day notice of the intent to resign, all claims to vacation time accrued will be forfeited. The president may rescind this provision should the circumstances be considered sufficiently extenuating. Accrued vacation pay will be paid only if the employee leaves under favorable circumstances, not if the employee is being dismissed by action of the board.

5. Employees with six or more years of full-time service to the college who are participants in the Optional Retirement Plan (ORP) shall be allowed to elect to receive a lump sum payout of annual leave in accordance with applicable portions of part 4 above.



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|----------------------------|---------------------------------------------------------|------------------------|
| TITLE | Vacation Leave for Personnel Employed on 12-Month Basis | POLICY 6.070 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.865 F.S. | PAGE 3 of 3 |

Grant Funded Personnel:

New employees filling grant-funded positions on or after September 1, 2012, will not be paid out for any unused vacation/annual leave accrued during a grant period. Grant funds are not authorized for payment after the end of the grant period or when employment ends, whichever comes first. Exceptions to this policy may be made for grant-funded employees selected to fill Fund 1 positions with no break in service or as approved by the President of the College or his/her designee.

Date Adopted/Amended: 2-4-71, 3-7-74, 6-6-74, 6-5-75, 9-1-77, 4-5-79, 12-11-86, 2-16-89,
1-10-91, 11-5-92, 11-10-94, 10-8-98, 6-10-99, 10-12-00, 10-4-12,
4-11-13



MANUAL OF POLICY

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|------------------------|-----------------------------------------|------------------------|
| TITLE | Professional Leave and Sabbatical Leave | POLICY 6.071 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.855 F.S. | PAGE 1 of 3 |

Professional leave is defined as leave granted to employees to engage in activities which will result in their professional benefit or advancement, including earning of college credits and degrees, or to the benefit of the institution. Professional leave ordinarily will be initiated by the employee and will be for the individual's benefit or that of the college.

Compensation for professional leave or sabbatical leave will be allowed under the terms and conditions described below.

1. Short-Term Professional Leave (Not to Exceed 30 Days) Short-term leave requests may be granted in advance and used for the purpose set forth in the request. Any change in the leave must be approved in advance by the appropriate vice president. Priority consideration for short-term professional leave may be granted applicants who have been employed with Gulf Coast State College three consecutive years prior to commencement of said leave. Applications for short-term professional leave shall be submitted through established administrative channels and shall include a written proposal based on professional growth/development. A report of activities completed shall be filed with the Executive Director of Human Resources upon completion of the leave. Applicants who are approved for short-term professional leave may be compensated at their normal rate of pay if said leave occurs during a contract period. In addition, applicants may be entitled to reimbursement for expenses such as travel so long as such reimbursement is approved as a condition of the leave granted and does not conflict with State Board of Education Rules. Short-term professional leave may be granted without attendant compensation. Options for job sharing and flexible scheduling may be included as appropriate for each situation.
2. Sabbatical Leave Sabbatical leave is defined as that leave which extends beyond 30 consecutive days and may be granted with or without compensation. Applications for sabbatical leave must be submitted to the appropriate division chair/department head and the Vice President of Academic Affairs at least three months prior to the commencement of such leave, and must be accompanied by a written proposal which shall include a description of the activity to be pursued and the potential for professional growth/development. Applications will be reviewed by the division chair and the Vice President of Academic Affairs, who, after consultation with the chair of the appropriate employee council, will make a recommendation to the president.



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| TITLE | Professional Leave and Sabbatical Leave | POLICY 6.071 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.855 F.S. | PAGE 2 of 3 |

This committee will review applications and make recommendations to the president. Such review shall examine specifically the potential benefits to be achieved for the individual making the request, excellence of performance, and relative benefits to the college. Other conditions of sabbatical leave shall include but not be limited to the following:

- a. Purposes of extended professional leave shall include pursuit of an advanced degree or completion of a major project of direct benefit to the college.
- b. Personnel shall not be eligible for sabbatical leave with pay unless they have completed six years of continuous employment with Gulf Coast State College prior to the commencement of said leave. Personnel shall not be eligible for sabbatical leave without pay unless they have completed two years of continuous employment with Gulf Coast State College prior to the commencement of said leave. Individuals employed by entities for which the college only serves as a fiscal agent are not eligible for participation in these benefits unless funding for participation is provided by the employing entity.
- c. Compensation during paid sabbatical leave shall not exceed the employee's base salary for a maximum of one full academic year off with 1/2 pay or 1/2 year (or semester) off with full pay.
- d. Personnel granted professional leave with pay may not be employed in any capacity to teach credit or non-credit courses at this college during the period of leave.
- e. All requests for sabbatical leave must be approved by the president. Any change in the conditions of sabbatical leave must also be approved by the president.
- f. Periods of authorized leave (with or without pay) shall not constitute a break in services. However, periods of sabbatical leave without pay will not count as service time. Sick and annual leave will continue to be accumulated and the college's portion of insurance premiums will be paid during paid sabbatical leave. Insurance premiums paid by the college will be prorated only for service time during periods that include unpaid sabbatical leave.



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| TITLE | Professional Leave and Sabbatical Leave | POLICY 6.071 |
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- g. Upon completion of sabbatical leave, a report of the program or activities completed shall be forwarded to the Vice President of Academic Affairs.
- h. Extended professional leave shall not be granted for more than one year consecutively.
- i. Those accepting sabbatical leave with pay for the equivalent of one semester or more will be required to return to the employment of the college for one year for each semester of leave unless otherwise directed by mutual consent of the parties involved or unless all compensation (salary, benefits, and tuition/books) extended during the approved leave is reimbursed to the college. Those accepting unpaid sabbatical leave will have no employment obligation to the college.
- j. Products developed or created while on paid sabbatical leave shall be the property of Gulf Coast State College. Projects developed or created without college equipment or supplies, while on unpaid sabbatical leave, shall be the property of the employee.
- k. Paid sabbatical leave will be available, based on institutional resources, to a maximum of 1% of all full-time employees in any given year. Unpaid sabbatical leave will be available to all full-time employees based on institutional and divisional/departamental needs.
- l. Once utilized, employees will not be eligible to apply for sabbatical leave until six years after the completion of their previous sabbatical (paid or unpaid). Requests for exceptions to this requirement must be directed to the president.

Date Adopted/Amended: 9-1-77, 10-11-79, 11-3-83, 2-16-89, 10-8-98, 11-13-08, 10-7-10



MANUAL OF POLICY

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|------------------------|-------------------------------------------------------------------|------------------------|
| TITLE | Reimbursement of Approved Educational Expenses for Credit Courses | POLICY 6.072 |
| LEGAL AUTHORITY | SBEAR 6A-14.029, 1001.64, 1001.65 F.S. | PAGE 1 of 2 |

Full-time employees may be reimbursed for educational expenses (tuition and textbooks) related to enrollment in credit courses after 12 continuous months of employment from their current employment start date subject to available funding. Employees are limited to a maximum of six credit hours per semester, a maximum of 18 credit hours per year, which includes the summer terms treated as one semester. College sponsored training activities and course work, required as a condition of employment, are exempt from this requirement. Exceptions to this requirement may be made by the president. Employees of entities for whom the college only serves as a fiscal agent are not eligible for participation unless funding for participation is provided by the employing entity. Tuition reimbursement may not exceed the in-state rate charged by Gulf Coast State College for the first two years or the published in-state tuition rate charged by Florida State University in Panama City for junior, senior, and graduate level courses. Up to fifty percent of book costs may be reimbursed. Courses may be taken from a regionally accredited institution, but tuition will be reimbursed up to the in-state amount required for a similar course at Gulf Coast State College or Florida State University in Panama City.

To ensure the amount of reimbursement:

- Complete the *Staff and Program Development Tuition Expense Application*
- Obtain appropriate approvals
- Register
- Submit the application with receipts to the Procurement Office prior to the end of drop/add or payment due date

Reimbursement will be made after submission of evidence of enrollment plus receipts for payment of expenses incurred and, when applicable, evidence of satisfactory completion.

If reimbursement for educational expenses is available from any other source such as, but not limited to, Pell grants, scholarships, waivers or veteran's affairs, the employee should not request reimbursement from the college. Disclosure of this information on the application is mandatory. If reimbursement is partially available from some other source, the college will reimburse the employee the difference between the funds from the "other source" and the actual amount of education expenses up to the maximum allowed by the policy, provided that the other provisions of this policy are met. At no time should an employee be reimbursed for an amount that exceeds the actual cost of tuition or books.



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| TITLE | Reimbursement of Approved Educational Expenses for Credit Courses | POLICY 6.072 |
| LEGAL AUTHORITY | SBEAR 6A-14.029, 1001.64, 1001.65 F.S. | PAGE 2 of 2 |

Requests will be approved under the following conditions:

- a. Sufficient staff and program development funds exist
- b. Class is being offered by a regionally accredited institution
- c. Approval has been obtained from the employee's immediate supervisor, the appropriate vice president, and the president. The supervisor is responsible for approving and forwarding the employee's request and ensuring the request is in compliance with the college's Manual of Policy. Only one to three semester hours, or the equivalent, are allowed during the regular workday with the approval of the supervisor.

Reimbursement for first time enrollment will be made after submission of receipts for payment of expenses incurred. Prior to subsequent reimbursements, the employee must provide evidence of satisfactory completion (a grade of "C" or better) for the number of credit hours for which they have been previously reimbursed.

Date Adopted/Amended: 5-11-89, 12-12-91, 11-5-92, 11-10-94, 10-12-95, 11-7-96, 10-8-98, 5-8-03, 3-11-04, 11-13-08, 5-13-10, 2-12-15



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|----------------------------|-----------------------------------------|------------------------|
| TITLE | Military Leave | POLICY 6.073 |
| LEGAL AUTHORITY | SBEAR 6A-14.0432, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Leave shall be granted to employees who are ordered to:

Federal active or inactive duty training due to membership in the military reserves, including the National Guard. The first 17 days of such leave per year shall be with pay. Leave beyond the 17 days shall be without pay.

State active duty due to membership in the Florida National Guard. Such leave not exceeding 17 days at any one time shall be with pay. Leave beyond the 17 days at one time shall be without pay.

Leave granted to employees for extended active military service shall be according to Sections 115.09, 115.14, and 295.09, Florida Statutes.

Date Adopted/Amended: 2-4-71, 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------|------------------------|
| TITLE | Personal Leave With Pay | POLICY 6.074 |
| LEGAL AUTHORITY | 1001.64, 1012.865 F.S. | PAGE 1 of 1 |

Personal leave with pay may be taken by full-time regular employees who are eligible to accrue sick leave. Personal leave with pay may not exceed four days per year (July 1 - June 30). Such absences shall be charged to accrued sick leave. Personal leave is non-cumulative.

Leave shall be granted in advance provided this is possible. If it is not possible to file such leave forms in advance, such forms must be processed immediately upon returning to work and forwarded to the Human Resources Office.

Date Adopted/Amended: 10-11-79, 12-5-85, 12-11-86, 2-16-89, 1-10-91



MANUAL OF POLICY

| | | |
|------------------------|---------------------------------|------------------------|
| TITLE | Sick Leave | POLICY 6.075 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.865 F.S. | PAGE 1 of 2 |

Each full-time employee shall earn one day of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed 12 days for each fiscal year, provided that such leave shall be taken only when necessary because of sickness or reasons herein prescribed. Faculty employed on a nine-month contract who teach during the summer sessions, shall earn sick leave based on the following:

1.75 hours of sick leave for each semester hour taught, not to exceed 10.50 hours of sick leave for Summer A or Summer B or 21 hours of sick leave for all summer sessions.

Such sick leave shall be cumulative from year to year. Accumulated sick leave may be transferred from another Florida Community/State College, the Florida State Department of Education, the Florida University System, or a Florida District School Board, provided that at least one-half of the sick leave accumulated at any time must have been established in the college in which currently employed.

The District Board of Trustees may credit a full-time employee, upon beginning of employment of any year, 12 days of sick leave in excess of the number of days the employee has earned. Prior to termination of employment, the employee's accumulated sick leave or final compensation shall be adjusted in an amount necessary to insure that sick leave with compensation shall not exceed the days of earned sick leave.

Full-time employees are permitted to be absent, not to exceed four days per year (July 1-June 30) for personal reasons, provided that such absences for personal reasons shall be charged to accrued sick leave, and leave for personal reasons shall be non-cumulative.

The president may require the college employee to submit a certificate of illness from a licensed physician or from the county health office, if necessary. Returning to work from a debilitating sickness or illness will require a release to work from an attending physician. An employee absence caused or contributed to by pregnancy, childbirth, or related medical conditions affecting the employee, or conditions covered by the Family Medical Leave Act (FMLA) guidelines (see Manual of Policy 6.076, *Family and Medical Leave*) shall be considered the same as personal illness for purposes of this policy.

Sick leave forms must be filed immediately upon returning to work with the Human Resources Office. Sick leave forms may be obtained from GCSCNet. If sick leave forms are not filed immediately upon returning to work, days absent will be classified as personal leave without pay and will result in loss of pay. It is the personal responsibility of each employee to give prompt attention to this matter.



MANUAL OF POLICY

| | | |
|------------------------|---------------------------------|------------------------|
| TITLE | Sick Leave | POLICY 6.075 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.865 F.S. | PAGE 2 of 2 |

In order to encourage and reward personnel who exercise particular care in the maintenance of their personal health and job attendance, the District Board of Trustees will provide terminal pay for accumulated sick leave to a full-time employee or to his/her beneficiary if service is terminated by death. For any employee hired prior to July 1, 1995, and for instructional staff or educational support employees hired after July 1, 1995, such terminal pay will be calculated as follows:

1. After six years of service, the daily rate of pay multiplied by 40% times the number of days of accumulated sick leave.
2. After ten years of service, the daily rate of pay multiplied by 50% times the number of days of accumulated sick leave.
3. After 11 years of service, the daily rate of pay multiplied by 50%, plus 1.5% for each year of service beyond 11 years, times the number of days of accumulated sick leave, e.g., 20 years of service ($20 - 11 = 9 \times 1.5\% = 13.5\% + 50\% = 63.5\%$ times the accumulated sick leave).
4. Credit for years of service will be for consecutive years of service at Gulf Coast State College. Terminal pay shall be paid only if the employee leaves under favorable circumstances, not if the employee is being dismissed by action of the board.

For full-time college employees other than instructional staff or education support employees hired after July 1, 1995, terminal pay will be calculated as follows:

1. After six years, the daily rate of pay multiplied by 15%.
2. After ten years, the daily rate of payment multiplied by 25%.
3. Terminal pay shall not exceed a maximum of 60 days of actual payment.

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

After six or more years of service to the college, all employees are required to receive any lump sum terminal payout through the 401(a) qualified retirement plan established by the college.

Date Adopted/Amended: 8-7-69, 2-4-71, 7-1-72, 9-7-72, 8-5-76, 9-30-82, 11-3-83, 12-5-85, 4-14-88, 2-16-89, 1-10-91, 12-12-91, 10-14-93, 11-10-94, 10-12-95, 11-7-96, 6-11-98, 10-8-98, 6-10-99, 3-11-04, 7-24-15



MANUAL OF POLICY

| | | |
|------------------------|---------------------------------------------------------------|------------------------|
| TITLE | Family and Medical Leave | POLICY 6.076 |
| LEGAL AUTHORITY | Family and Medical Leave Act of 1993, 29 U.S.C.-2601 et. seq. | PAGE 1 of 1 |

In compliance with the Family and Medical Leave Act of 1993, an employee has the right to request additional leave for the following reasons:

- a. to care for the employee's child after birth, or placement for adoption or foster care within one year of birth, adoption, or placement of the child;
- b. to care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- c. for a serious health condition that makes the employee unable to perform the essential functions of the employee's job; or
- d. for qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent who is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Employees are eligible if they have been employed by the college for at least one year and have worked at least 1,250 hours over the previous twelve (12) months.

Employees may take up to twelve (12) weeks of unpaid leave during a twelve (12) month period for FMLA purposes. Employees will be required to use all available paid leave before unpaid leave is permitted.

Employees must provide thirty (30) days notice when the leave is "foreseeable". The college may require medical certification to support a leave request due to a serious health condition and may request a fitness for duty report to return to work. When receiving a request for leave, the college will determine whether the request is subject to the Family and Medical Leave Act (FMLA). The employee will be notified in writing if leave requests will be in accordance with FMLA. Upon such determination, the required twelve (12) month period will commence with the first day of leave.

During any leave granted under the FMLA, the employee's health coverage will be maintained in the same manner as when the employee is actively employed. Upon returning from leave, the employee will be returned to his/her original or equivalent position.

Date Adopted/Amended: 10-14-93, 11-7-96, 7-19-12



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------|------------------------|
| TITLE | Maximum Extent of Leave | POLICY 6.077 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

No leave, except military leave, shall be granted at one time for a period greater than one year. The Gulf Coast State College District Board of Trustees may authorize a new application for leave to be filed at the expiration of leave and new leave granted at the discretion of the board. Automatic renewals of leave shall not be allowed. A new leave request must be in writing by the employee to the board at least thirty (30) days prior to the expiration of original leave. The decision of the board shall be based on the requirements of the college, as well as, on consideration of what is fair to the employee.

Date Adopted/Amended: 2-4-71, 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------|------------------------|
| TITLE | Administrative Leave for Court Purposes | POLICY 6.078 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

1. An employee who is summoned as a member of a jury panel shall be granted administrative leave with pay and the jury fees shall be retained by the employee. The college shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
2. An employee subpoenaed as a witness, not involving litigation in which the employee is a principal, shall be granted administrative leave with pay, and any witness fees shall be retained by the employee. The college shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.
3. An employee subpoenaed in line of duty to represent the college as a witness or defendant shall not be granted administrative leave. Appearance in such cases shall be considered a part of the job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over to the college any fees received from the court.
4. In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation in which the employee is principal; however, an employee may be granted vacation, personal leave, or personal leave without pay in such cases with the approval of the president; and provided further, that an employee who is involved in litigation as a result of action related to the carrying out of official college duties and responsibilities may be granted administrative leave with pay for court attendance upon approval of the president.

Date Adopted/Amended: 11-11-71, 12-7-72, 6-5-75, 2-16-89



MANUAL OF POLICY

| | | |
|---------------------------|--------------------------------------------------|------------------------|
| TITLE | Administrative Leave | POLICY 6.079 |
| LEGAL AUTHORIT | SBEAR 6A-14.0411, 1001.64, 1001.65, 1012.83 F.S. | PAGE 1 of 1 |

Administrative leave may be granted to certain instructional personnel who accept an annual assignment in a capacity other than that in which continuing contract status was previously granted. Such an assignment would be considered as an advantage and benefit to the college in its operation in such circumstances and would require approval by the District Board of Trustees. The board may provide that an individual under continuing contract shall return to the original contract status at the end of the appointment.

Administrative leave, with or without pay, may also be granted to individuals suspended from work pending the outcome of an investigatory or disciplinary process. The determination of leave length and pay status shall be in accordance with all applicable federal laws, state laws, and college policies.

In addition, administrative leave with pay may be granted to employees participating in a recognized mentoring program targeted at poorly performing K-12 students. This leave shall be available at a maximum rate of one hour per week, must be approved in advance by the president, and must be scheduled in such a way that the needs and circumstances of the college take priority.

Date Adopted/Amended: 11-11-71, 12-7-72, 8-9-79, 2-16-89, 9-9-99, 11-9-00



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------|------------------------|
| TITLE | Personal Leave Without Pay | POLICY 6.080 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.865 F.S. | PAGE 1 of 1 |

Full-time employees may be granted leave for personal reasons when other prescribed leave is not permissible or available. Such leave will be without pay. Such leave must be approved by the immediate supervisor and the Vice President of Administration & Finance, with final approval by the president.

Personal leave without pay will not be granted, if an employee has accrued annual leave or personal leave with pay available.

Date Adopted/Amended: 10-11-79, 12-11-86, 2-16-89, 1-10-91, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Off-Campus Duty | POLICY 6.081 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The Gulf Coast State College District Board of Trustees may, upon the approval of the supervisor for in-state travel, vice president authorization for out-of-state travel, and president authorization for international travel, authorize employees to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services. Such absences may include participation in school surveys, professional meetings, study courses, seminars, workshops, institutes, and other duties deemed beneficial to the college. Such assignment to temporary duty will be for the benefit of the college. Employees will receive their regular pay and may be allowed expenses as provided by the Gulf Coast State College District Board of Trustees.

Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such temporary duties shall not be considered to be on leave. Employees may not be assigned for temporary duty for the purpose of improving rank. Requests for temporary duty off- campus must be filed *in advance of travel* using the Authorization and Reimbursement Travel Voucher Form. Failure to secure permission will result in loss of pay for the period the employee is absent. Forms must be approved by the appropriate supervisor, and the appropriate vice president, or president if required. Instructors are responsible for providing replacements for classes while away and will notify the appropriate division chair in writing of plans for these classes. The college endeavors to pay for all or part of the expenses incurred by personnel attending authorized professional meetings which have been approved in advance.

Initiating Leave Requests

The employee submits to the appropriate supervisor the signed Authorization and Reimbursement Travel Voucher Form. Additional authorization is obtained if out of the state of Florida or International Travel. Authorization and Reimbursement Travel Voucher Form is submitted to the Travel Office *in advance of travel* unless unavoidable circumstances occur. Upon return, the traveler should complete and sign the *Reimbursement of Traveling Expenses* section of the Authorization and Reimbursement Travel Voucher Form, attaching all miscellaneous receipts for which reimbursement is expected and forward it to the supervisor for approval. The approved reimbursement request is then forwarded to the Travel Office.

Date Adopted/Amended: 2-4-71, 8-5-76, 8-9-79, 2-16-89, 12-12-91, 11-5-92, 5-8-03, 11-13-08, 12-14-17



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------|------------------------|
| TITLE | Notification When Absent | POLICY 6.082 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Instructional Personnel

In the event of an emergency absence, classes may be excused, if necessary. The instructor, in conjunction with the appropriate division chair, should make provision for subsequent absences.

In the event of an extended absence of two weeks or more, a substitute instructor should be secured to guide the learning activities of students until such time as the regular instructor returns. When it is established that the instructor will be absent for two weeks or more, substitutes may be employed immediately.

When an instructor's absence is due to a planned leave, the instructor will coordinate with the appropriate division chair in providing appropriate learning experiences for students.

It is not intended that an evening class would be excused under this policy.

Non-Instructional Personnel

All absences from duty must be properly applied for using the appropriate leave reporting process. In certain situations, such as an illness, it may not be possible to obtain advanced approval of the leave time.

Whenever possible, an employee must receive advance approval from the supervisor in order to receive personal leave (with or without pay). Personal leave without pay may not be taken until other appropriate accumulated leave is exhausted and pre-authorized by the President of the College. An employee who takes personal leave without advance approval will be subject to disciplinary action including suspension and/or termination.

To avoid such situations, the supervisor must approve an employee's leave prior to the absence whenever possible; otherwise the employee must call the supervisor. An absence of three consecutive days without notice will be considered abandonment of any employee's job and may result in immediate termination.

Exceptions for extenuating circumstances must be approved by the College President.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-5-92, 11-7-96, 3-11-04, 5-18-17



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------------------|------------------------|
| TITLE | Use of Electronic Equipment by Non-Exempt Employees | POLICY 6.083 |
| LEGAL AUTHORITY | 29 U.S.C. 201 | PAGE 1 of 1 |

I. Purpose

The purpose of this policy is to instruct non-exempt employees concerning use of electronic communications devices when not scheduled for work.

Employees of Gulf Coast State College may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones, text messaging devices, computers, laptops, handheld computers such as digital assistants (PDA), or “Blackberries” and tablets.

II. Legal Framework for Non-Exempt Employees

As with other types of authorized work, all time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked; the time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication.

III. Prohibited Use of Electronic Communication Devices

Non-exempt employees should not check for, read, send, or respond to work-related emails outside their normal work schedules unless specifically authorized to do so based on job duties or direction by management.

IV. Enforcement

Non-exempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating the policy. Supervisors requiring non-exempt employees to use electronic communications for work-related correspondence at unauthorized times are also subject to discipline up to and including termination.

Date Adopted/Amended: 2-23-17



MANUAL OF POLICY

| | | |
|------------------------|---------------------------------|------------------------|
| TITLE | Sick Leave Pool | POLICY 6.084 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.865 F.S. | PAGE 1 of 2 |

The District Board of Trustees is authorized to establish a sick leave pool program for full-time employees. The program is designed to aid participating members of the pool who have exhausted all available paid leave.

PROCEDURES

1. Employee participation in the Sick Leave Pool will at all times be voluntary.
2. All full-time employees will be eligible to participate in the Sick Leave Pool after one year of employment, provided that the employee has accrued a minimum of six sick leave days.
3. Eligible employees may join the pool only upon the first year anniversary of their employment and during the regular enrollment period in October.
4. The initial contribution required to join the Sick Leave Pool is two days, which will be removed from the employee's personally accumulated sick leave balance. No further contributions will be required except as may be necessary to replenish the pool. Any such further contribution will be equally required of all employees participating in the pool at that time.
5. Once employees are members of the Sick Leave Pool, they will remain members, as long as they contribute to the replenishing of the pool and are not suspended or removed from the pool. After ten days' written notice, contributions to replenish the pool will be automatically transferred from members' personal sick leave account without further authorization. A member, who no longer wishes to participate, must notify the Human Resources Office in writing. Any member who does not have an adequate number of days to transfer will automatically be given a one-month extension to accumulate the required leave. After the one month extension, the employee may petition the Executive Director of Human Resources in writing for additional time to accrue the number of days needed.
6. Any sick leave time drawn from the pool by a participating employee must be used for that employee's personal illness, accident, or injury. The Sick Leave Pool only covers cosmetic or reconstructive surgery which is the result of an injury, disease, or congenital defect. Such a need for reconstructive surgery must have occurred or manifested itself while the employee was a member of the Sick Leave Pool.
7. Sick leave may be withdrawn from the pool for non-routine pregnancy complications (related to the pregnancy or process of childbirth exclusively) certified by a physician. Sick leave may not be withdrawn for the purpose of child care or to extend maternity leave beyond the duration as specified by the employee's physician.



MANUAL OF POLICY

| | | |
|------------------------|---------------------------------|------------------------|
| TITLE | Sick Leave Pool | POLICY 6.084 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1012.865 F.S. | PAGE 2 of 2 |

8. Withdrawal of leave from the pool will require in all cases a physician's written statement testifying that the employee is unable to work (according to state guidelines), citing the nature of the disability, and estimating the anticipated duration of the inability to work. If the disability continues past the anticipated duration, another written statement from the employee's physician will be required.
9. Participating employees will not be eligible to use sick leave from the pool until all of their accumulated paid leave (sick and annual) has been depleted. Additionally, and as part of each application to withdraw credits from the Sick Leave Pool, employees shall undergo a period of five days of unpaid leave prior to drawing credits from the Sick Leave Pool.
10. A maximum of 45 days may be withdrawn by a member of the Sick Leave Pool during any 12-month period. Ninety (90) days is the maximum number of days a member may withdraw from the pool within any three consecutive years of employment.
11. Contractual employees are limited to drawing time from the pool for duty days according to their contracts. Individuals cannot utilize the Sick Leave Pool during times not covered by their base contracts.
12. Participants receiving Worker's Compensation payments are not eligible to receive sick leave days from the pool.
13. An employee utilizing the Sick Leave Pool will continue to accrue sick and annual leave; however, once accrued, sick and annual leave must be exhausted before additional days from the pool are used.
14. A participating employee who uses sick leave from the pool will not be required to pay back that sick leave unless there is a finding of abuse.
15. A participating employee who chooses to no longer participate in the Sick Leave Pool, or an employee who retires, quits, or is terminated, may not withdraw sick leave contributed to the pool. Contributions to the pool are final.
16. When the number of days in the Sick Leave Pool drops below the number of participants in the plan prior to the beginning of enrollment in October, members participating in the pool at that time will be assessed one additional day. Those currently drawing from the pool will have their assessment waived.
17. The Sick Leave Pool program will be monitored by the Executive Director of Human Resources and Executive Council.

Date Adopted/Amended: 10-9-97, 3-11-04, 11-13-08, 1-15-15



MANUAL OF POLICY

| | | |
|----------------------------|------------------|------------------------|
| TITLE | Academic Freedom | POLICY 6.085 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Academic freedom must be subject to the self-restraints imposed by good judgment. Faculty members must fulfill their responsibility to society and to their profession by manifesting academic competence, scholarly discretion, and good citizenship. At no time will the principle of academic freedom protect an incompetent or negligent faculty member nor will it prevent the institution from making proper efforts to evaluate the work of each and every professional staff member.

ACADEMIC RESPONSIBILITY

Gulf Coast State College faculty and staff are expected to exhibit academic responsibility in the presentation of class materials. Materials presented should not be offensive to general community standards. Materials will be evaluated before being presented to students. Questionable materials must be approved by Vice President of Academic Affairs prior to use.

Date Adopted/Amended: 2-4-71, 1-5-78, 2-2-78, 2-16-89, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|----------------------|------------------------|
| TITLE | Loyalty Oath | POLICY 6.086 |
| LEGAL AUTHORITY | 876.05, 1001.64 F.S. | PAGE 1 of 1 |

In compliance with state policy, each person employed by Gulf Coast State College must sign a loyalty oath form which is available in the Human Resources Office. The signed oath must be notarized and becomes a part of the personnel record at the college.

Date Adopted/Amended: 2-4-71, 2-16-89, 10-12-89



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------|------------------------|
| TITLE | Appropriate Attire and Grooming | POLICY 6.088 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Gulf Coast State College expects employees to represent the college with the highest standards, including, but not limited to, appropriate attire and grooming. Because its role is to serve students, promote the public interest, and host community, state, and regional events, the college expects employees to exemplify appropriate business attire and grooming.

Students are expected to dress safely and comfortably in attire that is non-distractive and appropriate to the educational environment. Except where safety or other program/course restrictions mandate special attire, students are expected to dress in a manner that is suitable to the experience of higher education.

Date Adopted/Amended: 2-4-71, 9-7-78, 11-3-83, 2-16-89, 11-13-08, 12-10-15



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Health Certificates | POLICY 6.089 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

All new personnel may be required to have a physical examination to ensure that the individual is capable of performing the required job duties. The college will designate the physician to be used and all costs will be paid by the college.

Date Adopted/Amended: 9-2-71, 8-9-79, 2-16-89, 10-14-93



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------|------------------------|
| TITLE | College Programs and Activities | POLICY 6.090 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

As college assemblies, programs, etc., are regarded as an important educational medium for students and faculty, and since the attendance of faculty and staff is a good example for students, college personnel are encouraged to attend college assemblies, lyceums, and other such functions.

Full-time faculty is required to participate in commencement exercises and honors convocations, as well as other graduation activities. Faculty members will dress in academic regalia for special academic programs when requested and are expected to buy or rent their own caps, gowns, and hoods.

Date Adopted/Amended: 2-4-71, 8-5-76, 2-16-89, 10-12-95, 4-1-10



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Civic Service | POLICY 6.092 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Professional personnel are encouraged to participate in civic activities of the community. Members of civic clubs should notify the appropriate division chair or vice president. Participation will be considered in the employee evaluation process. Where possible, the class schedule will be developed to allow participation by faculty in civic clubs and organizations.

Date Adopted/Amended: 8-5-76, 2-16-89, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Work Schedules | POLICY 6.093 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The normal workday is from 8 a.m. to 4 p.m. The normal workweek is Monday through Friday. Other working schedules must be approved by the supervisor, appropriate vice president, and the president.

College personnel will not be permitted to take college courses during the workday, except as approved by the president.

Date Adopted/Amended: 2-4-71, 8-5-76, 2-16-89, 9-13-01, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------------------------------------------|------------------------|
| TITLE | Fraud | POLICY 6.094 |
| LEGAL AUTHORITY | 112.3187-112.31895, 1001.64, 1001.65 F.S., UGG 2 CFR Section 200.113 | PAGE 1 of 1 |

Employees of Gulf Coast State College are expected to demonstrate trustworthy behavior in the execution of all their respective responsibilities. Fraudulent behavior by any employee in their professional dealings is contradictory to the expectations of our students, staff, and community, and may be a violation of applicable law. As such, fraudulent behavior by the employees of Gulf Coast State College cannot be tolerated.

Examples of fraudulent behavior include, but are not limited to, theft, embezzlement, improper use of college resources, and use of false information or deception for any purpose, particularly for the purpose of obtaining a personal benefit.

The college's Administration & Finance department is responsible for ensuring that reasonable internal controls are established and enforced to protect the assets of the institution. In this capacity, staff will investigate any activities that do not follow established procedures to ensure the safeguarding of college resources and report such activities to the president.

All employees of Gulf Coast State College have an obligation to report fraud, or suspected fraud, to their supervisor, directly to the president, or to any other college administrator. Any employee who reports fraud in good faith shall not be subject to any recrimination or retaliation. Anonymous reports must provide sufficient details of wrongdoing to allow for a proper investigation.

All allegations of fraud will be investigated by appropriate college staff and, if deemed appropriate, by law enforcement. Employees who are determined by the college to have committed a fraudulent act while in the course of their employment shall be subject to disciplinary measures, up to and including dismissal as appropriate. The college will also take all reasonable steps to recover damages incurred due to the fraudulent act. Employees who are dismissed for committing fraudulent acts will not be eligible for rehire. All violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award must be disclosed, in a timely manner, in writing to the Federal awarding entity or pass through entity.

Date Adopted/Amended: 6-25-09, 5-17-18



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------|------------------------|
| TITLE | Privacy Rights and College Access | POLICY 6.095 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The college supports each individual's right to privacy of communications, personal files, electronic records, belongings, and personal property. However, in the normal course of conducting college business, the administration or its representative may have to examine files and records, enter college owned or related facilities, and move or manipulate college or personal equipment and belongings. Messages on college computing resources are potentially accessible to others through normal system administration activities and to the public through public records laws. Additionally, when it is in the best interest of the college, staff, students, and guests, personal property and records on college facilities or college property and records at any location may be examined to determine if any violation of college policy is taking place. Hence the college cannot guarantee and the employee should not expect absolute privacy.

Date Adopted/Amended: 10-12-00



MANUAL OF POLICY

| | | |
|------------------------|--------------------------------------------------------------------------------------|------------------------|
| TITLE | Fingerprinting/Criminal Background Checks of Employees and Applicants for Employment | POLICY 6.096 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 943.0542 F.S., 42 U.S.C.A. § 5119 | PAGE 1 of 1 |

The fingerprinting of college personnel shall be required by the college as a condition of employment. The college shall conduct state and national criminal background checks on college personnel and all applicants selected for employment in conformance with state and federal law.

All employees, regardless of length of employment, deemed to be in positions of special trust and responsibility including but not limited to access to cash or other college assets, those who have direct contact with persons under the age of 18, or any other group decided by the college president or designee, must submit to fingerprinting and background screening as a condition of employment.

Date Adopted/Amended: 8-5-76, 2-16-89, 10-14-04, 6-9-05, 11-13-08, 10-6-11, 5-19-16,
4-19-18



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|----------------------------|-----------------------|------------------------|
| TITLE | Grievance Procedure | POLICY 6.097 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 2 |

EMPLOYEES

It is the right of every employee to express a complaint or to secure consideration of any grievance without fear of reprisal when such a grievance concerns working conditions, the application of Human Resources policies, or other employee relationships with the college that directly affect the employee. An earnest effort should be made to settle grievances informally between the respondent and the aggrieved employee. In the event this is not accomplished, the following procedure should be followed:

1. Employees should request a meeting with their supervisor and should prepare a written statement explaining the grievance. Should the supervisor be the respondent, the employee should request a meeting with the supervisor's supervisor. The employee must provide copies of the written statement to the respondent, the respondent's supervisor, and the Executive Director of Human Resources within five working days of the meeting with the supervisor's supervisor. All directly affected parties will be provided an opportunity to present information pertinent to the grievance. The Executive Director of Human Resources will maintain a complete file on all proceedings related to the grievance.
2. If the grievance is not settled at the second level to the satisfaction of the aggrieved employee and the respondent, the employee or respondent should elevate the grievance to the next level of command. If the grievance cannot be settled at this level, the employee or respondent should contact the appropriate vice president, who will convene an ad hoc committee to deliberate the issue. The grievance committee shall be composed of three full-time employees appointed by the president and acceptable to both parties. Each party may reject up to three suggested committee appointees. The Executive Director of Human Resources shall serve as a nonvoting member on all grievance committees. A copy of the decision made at each level in the grievance process will be provided to the Executive Director of Human Resources, all appropriate supervisors, and the aggrieved employee.
3. The grievance committee shall meet within 20 workdays after being convened. The committee will have the authority to review all previous records of the grievance, hear testimony from all parties directly concerned, and either affirm the previous decision or recommend a new decision to the President of the College. Within ten working days from the initial committee session, the committee must present a report of the committee findings and the committee's recommendations to the President of the College, the appropriate vice president, the Executive Director of Human Resources, all appropriate supervisors, and the employee filing the grievance.



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4. The president shall review the findings of the committee and either affirm its recommendations, or issue a separate decision. In the event the president issues a separate decision, the president shall present, in writing, the reasons for the decision to the grievance committee, the appropriate vice president, the Executive Director of Human Resources, all appropriate supervisors, and the aggrieved employee within ten working days of the date the committee's decision is delivered to the president.
5. The aggrieved employee may appeal the decision of the president to the District Board of Trustees. The board will determine if the person has provided clear and substantial allegations and is entitled to a hearing. The decision of the board is final. At any time during the course of the procedure, the aggrieved employee may withdraw the grievance by submitting a written statement to that effect. Times for rendering decisions at any level may be extended with the mutual consent of all parties concerned. Complete records of all activities officially designated a part of the grievance procedure shall be maintained by the Executive Director of Human Resources.

JOB APPLICANTS

It is the right of every applicant for employment to express a complaint or to secure consideration of any grievance, without fear of reprisal, when such a grievance concerns the application and employment process. The aggrieved job applicant should use the following process:

1. Job applicants with an alleged grievance related to their non-employment will, within ten working days of the circumstances giving rise to the allegation, state such grievance in writing to the Executive Director of Human Resources who serves as the college's equity coordinator. If resolution is not reached, the applicant may appeal in writing to the appropriate vice president for a review and ruling.
2. If the vice president's ruling is not satisfactory to the applicant, an appeal may be made in writing to the President of the College for a review and ruling. If the president's ruling is not satisfactory to the applicant, an appeal may be made in writing to the District Board of Trustees. The board will determine if the person has provided clear and substantial allegations and is entitled to a hearing. The decision of the board is final.
3. Each appeal listed above must be made by the applicant within seven working days of the rulings within the appeal process. Times may be extended with the mutual consent of all parties concerned.

Date Adopted/Amended: 12-6-73, 5-1-86, 2-16-89, 1-10-91, 10-14-93, 9-9-99, 9-13-01, 11-13-08



MANUAL OF POLICY

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|----------------------------|------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Non-Discrimination, Harassment, and Sexual Misconduct | POLICY 6.098 |
| LEGAL AUTHORITY | 760.08, 760.10, 110.1221, 1000.05, 1001.64, 1001.65 F.S. Title II, Title IX, and Section 504 F.S. | PAGE 1 of 6 |

It is the policy of Gulf Coast State College that all employees, current and prospective students, and qualified applicants for employment will receive consideration without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. Other equal employment opportunity actions will be taken to include, but not be limited to, the following: selection, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship or internship. The college is in compliance with any and all statutes, regulations, and executive orders.

The Executive Director of Human Resources has been designated to coordinate compliance with non-discrimination requirements and handle all claims alleging discrimination, harassment, or sexual misconduct and serves as the college's equity officer. Inquiries may be made with the Executive Director of Human Resources at 850-872-3866, 5230 West U.S. Highway 98 Panama City, FL 32401.

This policy applies to all members of the college community, whether the incident(s) of harassment or discrimination under consideration takes place on college property, at a college related activity, or off-campus if it is in combination with on campus action or a college related activity or function when that conduct interferes with a person's work or academic environment.

At all times during the process, the college reserves the right to investigate, pursue, and otherwise take appropriate action with respect to any allegations that may come to its attention on the basis of facts and evidence available. The college has a legal responsibility to investigate any complaint to its satisfaction. Those who report incidents that a college official determines likely to be a violation of this policy should understand that their allegations may be investigated on behalf of all college students and employees whether or not they personally choose to pursue the complaint.

Members of the college community are required to cooperate in any investigation pursuant to this policy.

Anonymous complaints will be taken seriously although it may be difficult to conduct a meaningful investigation without full and complete information that is in accordance with the legal rights of all parties. Confidentiality cannot be guaranteed but will be assured to the extent possible.



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| TITLE | Non-Discrimination, Harassment, and Sexual Misconduct | POLICY 6.098 |
| LEGAL AUTHORITY | 760.08, 760.10, 110.1221, 1000.05, 1001.64, 1001.65 F.S. Title II, Title IX, and Section 504 F.S. | PAGE 2 of 6 |

It is contrary to college policy for any individual to engage, directly or indirectly, in retaliatory conduct against a person who files a discrimination or harassment complaint, or who gives information during an investigation of such complaint. Any student or employee, who believes retaliatory actions have been taken for having filed a complaint or provided information in the investigation of a complaint, should notify the Equity Officer.

It is the intent of this policy to encourage full discussion and resolution of problems at the most informal level possible and in a prompt manner. The college recognizes the value and importance of resolving misunderstandings and maintaining good relations and ensures that complaints will receive full consideration.

All reported incidents will receive a prompt and equitable investigation and complainants will be ensured due process as applicable under State and Federal guidelines. The college will inform the complainant, in writing, of the outcome of the investigation and in the event the college is found at fault in a discriminatory investigation, corrective action will be taken to prohibit such discrimination in the future.

I. NON-DISCRIMINATION POLICY

Gulf Coast State College is an equal access, equal opportunity institution and as such will not tolerate a difference in treatment or favor of any employee, student, applicant for admission, or job applicant with regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. Any form of discrimination on a basis other than individual qualifications and/or merit is a violation of this policy.

- A. Discrimination Against Students: Illegal discrimination occurs when a student is denied equal access to college facilities, programs, events, equipment, student employment, or equal treatment with regards to advising, or grading by college faculty or staff, other students, or visitors to the college campus or at college sponsored events due to the student's race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.
- B. Discrimination Against Applicants for Admission: Illegal discrimination occurs when an applicant for admission is denied equal consideration for entry into a program based on the applicant's race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.



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C. Discrimination Against Employees: Illegal discrimination occurs when an employee is denied equal access to employment opportunities, advancement, or compensation based on the employee's race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

D. Discrimination Against Job Applicants: Illegal discrimination occurs when a job applicant is denied equal consideration for employment due to the job applicant's race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

II. HARASSMENT POLICY

Gulf Coast State College will not tolerate harassment of its employees or students. Harassment is any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's educational or job performance. Any student, employee, agent of the college, or visitor who engages in any form of harassment related to an employee's or a student's race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status is in violation of this policy.

A. Harassment of Employees: All employees are entitled to work in an environment free from unsolicited and unwelcome overtures. Violation of this principle by an employee is a form of misconduct which undermines the integrity of the employment relationship. Harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Harassment of employees by students, agents of the college, or visitors is also prohibited. Students who engage in harassment of employees will be subject to disciplinary action under District Board of Trustees Manual of Policy 7.010, *Student Regulations*, and the discipline procedures as described in the Student Handbook.



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| LEGAL AUTHORITY | 760.08, 760.10, 110.1221, 1000.05, 1001.64, 1001.65 F.S. Title II, Title IX, and Section 504 F.S. | PAGE 4 of 6 |

B. Harassment of Students: Harassment is a form of discrimination that is contrary to the most fundamental ethical canons of the academic community. Harassment violates the bond of intellectual dependence and trust between student and teacher or counselor. Harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic achievement;
2. Submission to or rejection of such conduct is used as a basis for decisions regarding the evaluation of a student's academic achievement; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment.

C. False Accusations: All employees and students are entitled to be protected from false, frivolous, or malicious allegations of harassment. Such complaints and allegations cannot be tolerated. Any employee or student who, based on the preponderance of evidence developed during the informal inquiry or formal investigation, is found to have given false information or made false accusations of harassment shall be subject to disciplinary action under established college policy.

D. Act of Retaliation:

1. Any employee, agent, or student of Gulf Coast State College who retaliates in any manner against a complainant for reporting harassment will be deemed to be in violation of this policy.
2. Such an act of retaliation will be prosecuted in the same manner and to the same extent as for an act of harassment.

E. Confidentiality:

All information acquired during an investigation or information relating to the complaint will be handled in the strictest of confidence and disseminated on a need to know basis.



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| TITLE | Non-Discrimination, Harassment, and Sexual Misconduct | POLICY 6.098 |
| LEGAL AUTHORITY | 760.08, 760.10, 110.1221, 1000.05, 1001.64, 1001.65 F.S. Title II, Title IX, and Section 504 F.S. | PAGE 5 of 6 |

III. SEXUAL MISCONDUCT POLICY

Gulf Coast State College is committed to creating and maintaining an environment in which students, faculty, and staff can work together in an atmosphere free of all forms of sexual misconduct (assault, battery, harassment, exploitation, intimidation, or coercion). Sexual misconduct is illegal under both state and federal laws and is a violation of the rules and regulations of the college. Sexual misconduct will not be tolerated by any member of the college community, and any acts of sexual misconduct should be reported and will be acted upon thoroughly and swiftly.

The college has established the following policy in order to preserve the rights of the college employees, agents, and students to an environment free from sexual misconduct. Any employee, agent, or student will be subject to appropriate disciplinary action for violation of the college policy on sexual misconduct.

It is a violation of Gulf Coast State College sexual misconduct policy for any employee, agent, or student to engage in acts of sexual misconduct. Sexual misconduct is defined as verbal, nonverbal, or physical behavior of a sexual nature which interferes with an individual's work or academic performance by creating an intimidating, hostile, or offensive environment for work or learning.

A. Prohibited Conduct:

1. Acts of sexual misconduct may include, but are not limited to:
 - a. Sexual favors requested and/or accompanied by implied or overt threats concerning one's job, academic grade, letter of recommendation, or similar activities;
 - b. Sex-based conduct that shows favoritism to a particular gender;
 - c. Verbal or nonverbal abuse of a sexual nature or unwelcome sexual advances;
 - d. Sexist remarks or gestures regarding a person's body, clothing, or sexual activities;
 - e. Physical contact such as patting, pinching, or unnecessary touching;
 - f. Public indecency by exposing one's body in such a manner that another party could reasonably be offended or sexual conduct where another party could reasonably be offended;
 - g. Voyeurism, trespassing, spying, or eavesdropping for sexual arousal;



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- h. Sexual battery, also known as sexual assault or rape. Sexual battery is considered a felony in Florida, punishable pending on the degree of the felony with imprisonment for a third degree felony of five years to punishment for a capital felony of life imprisonment, serving no less than 25 years without parole.

2. Act of Retaliation:

- a. Any employee, agent, or student of Gulf Coast State College who retaliates in any manner against a complainant for reporting sexual misconduct will be deemed to be in violation of this policy.
- b. Such an act of retaliation will be prosecuted in the same manner and to the same extent as for an act of sexual misconduct.

3. False Accusations:

- a. All employees and students are entitled to be protected from false, frivolous, or malicious allegations of sexual misconduct. Such complaints and allegations cannot be tolerated.
- b. Any employee or student who, based on the preponderance of evidence developed during the informal inquiry or formal investigation, is found to have given false information or made false accusations of sexual misconduct shall be subject to disciplinary action under established college policies.

4. Confidentiality:

All information acquired during an investigation or information relating to the complaint will be handled in the strictest of confidence and disseminated on a need to know basis.

Date Adopted/Amended: 7-7-83, 2-16-89, 11-5-92, 9-13-01, 5-8-03, 3-11-04, 11-13-08,
10-6-11, 5-08-14, 12-10-15, 5-18-17



MANUAL OF POLICY

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|----------------------------|------------------------------------------------|------------------------|
| TITLE | AIDS | POLICY 6.099 |
| LEGAL AUTHORITY | Chapter 760.50, 1001.64, 1001.65, 1006.68 F.S. | PAGE 1 of 1 |

It is the policy of Gulf Coast State College to balance the rights of individuals infected with the Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) to an education and employment against the rights of students and college employees to an environment in which they are protected from contracting the disease. The college will be flexible in its response to incidents of the disease on campus, evaluating each occurrence in light of its general policy and the latest information available. The procedures, guidelines, and statements included in this policy may be varied where appropriate due to the advancement of medical knowledge, changes in the law, or the facts of a particular case. Gulf Coast State College shall make reasonable efforts to accommodate the specific needs of infected students or employees unless the accommodation places undue hardships on the institution. Consistent with its existing non-discrimination policy, Gulf Coast State College will not discriminate on the basis of a person's HIV or AIDS status. A college committee consisting of appropriate representatives shall be responsible for acting upon and administering the college policy on AIDS in specific cases. An HIV infected student or college employee will have the same rights and privileges as other students or employees. The committee will meet on an "as needed" basis to consider individual occurrences of the disease and recommend appropriate action.

Date Adopted/Amended: 1-14-88, 3-8-90, 6-10-93, 3-11-04



MANUAL OF POLICY

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|----------------------------|-----------------------------------------|------------------------|
| TITLE | College Employee Code of Ethics | POLICY 6.100 |
| LEGAL AUTHORITY | 112.311, 112.312, 112.313, 1004.64 F.S. | PAGE 1 of 1 |

To provide a *standard of conduct* for the board and employees of Gulf Coast State College.

The college strives to promote and maintain an organizational environment and culture that promotes ethical conduct by setting high standards. All employees are expected to carry out their duties in a professional manner and in accordance with all college policies and procedures and federal and state law. Consistent with the Florida Constitution and state statutes, the accomplishment of these standards necessitates the establishment of a code of ethics and professional conduct that reflects the standards.

Members of the collegiate community shall comply with Florida Statutes 112.311 et seq. regarding the Code of Ethics and the Detection, Prevention, and Reporting of Fraud for Public Officers and Employees. The college has developed and implemented procedures that are consistent with applicable laws as outlined in Manual of Policy Internal Management Memoranda 6.100, *College Employee Code of Ethics*.

Date Adopted/Amended: 5-18-17



MANUAL OF POLICY

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|----------------------------|--------------------------------|------------------------|
| TITLE | Drug-Free Campus and Workplace | POLICY 6.105 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Gulf Coast State College recognizes the importance of prohibiting unlawful use of alcohol and illicit drugs on its campus.

Any instances involving unlawful use of alcohol or illicit drugs, whether by students, employees, or other persons, must be reported to campus authorities immediately. The student disciplinary process is detailed in the annual Student Handbook and the employee disciplinary process is detailed in Manual of Policy 6.046, *Suspension and Dismissal*.

It is the intent of Gulf Coast State College to assist its students and employees in every way possible. In order to attain this goal, it is important that alcohol and illicit drug dependence be identified so that appropriate referral and assistance can be made. All students and employees are encouraged to self identify should the need arise.

The college's Drug and Alcohol Abuse Prevention Program is published on the college's website and is reviewed biennially. The biennial review is also published on the college's website.

This policy is in compliance with:

Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F
(Public Law 100-690)

Drug-Free Schools and Communities, Amendments of 1989
(Public Law 101-226)

This college reserves the right to legally use and service alcohol as it relates to an academic program.

Date Adopted/Amended: 10-12-89, 1-10-91, 11-10-94, 5-8-03, 6-16-11, 12-15-16



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Employee Drug Testing | POLICY 6.106 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 3 |

The District Board of Trustees and the administration of Gulf Coast State College recognize the need to preserve, to the greatest degree within its power, a safe environment for students, staff, and visitors. To this end, the administration of Gulf Coast State College reserves the right to test its employees to determine if they are indulging in the use of illegal drugs, the misuse of legal prescription drugs, or the use of alcohol during working hours.

A. Prohibited Conduct

The college prohibits the unlawful use, possession, sale or offer to sell, distribution, dispensation, purchase, solicitation, manufacture, or the use of illegal drugs, legal prescription drugs not prescribed by a licensed physician to the individual possessing the drugs, or alcohol while on college property, while driving a college vehicle, while a passenger in a college vehicle, or while conducting college business. Any employee involved in such activities will be subject to disciplinary action up to and including termination of employment and referral for prosecution.

B. Exceptions

An employee who uses or possesses a drug authorized by and in the manner prescribed by a licensed physician through a prescription specifically for that employee's use, and who notifies his or her supervisor of any effects such use may have on work performance, will not be considered to have violated this policy.

C. Employee Testing

The college reserves the right to conduct the testing of employees under the following circumstances:

1. Random testing of employees in safety-sensitive positions when the intrusiveness of the search is minimal and the testing furthers the interest of ensuring the safety of college employees, students, and property.
2. Pre-employment drug screening as a condition of employment for those candidates hired into positions considered sensitive in nature. This will include, but is not limited to, all selected candidates in certain specialized academic programs who will be facilitating student learning modules in medical clinical settings.



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| TITLE | Employee Drug Testing | POLICY 6.106 |
| LEGAL AUTHORIT | 1001.64 F.S. | PAGE 2 of 3 |

3. All personnel presently facilitating student learning modules in medical clinical settings will be requested to submit to drug screening as a condition of employment.
4. Following an accident or unsafe practice that occurred during the course and scope of the employee's employment with the college and under circumstances that create a reasonable suspicion that the employee may have been impaired by, or under the influence of drugs or alcohol, which may have contributed to the accident.

D. Methods of Testing

Drug and/or alcohol testing may be required by urinalysis, blood test, breathalyzer, or any other screening device as required or permitted by law and designated and paid for by the college.

E. Confidentiality

All personal information relating to drug or alcohol testing will be kept confidential to the extent required by law.

F. Notification

A copy of this policy will be made available to all employees.

G. Drugs That May Alter or Affect a Drug Test

A list of both legal and illegal drugs developed by the Agency for Health Care Administration that may alter or affect a drug test may be found in Chapter 112.0455(13) F.S., or at:

http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/Laboratory_Licensure/drugs.shtml

Employees may report the use of any prescription or nonprescription medications that may alter or affect a drug test to the Executive Director of Human Resources and to the agency performing the drug screening. Such disclosures will be kept confidential to the extent required by law. Employees have the right to consult the testing laboratory for technical information regarding prescription and nonprescription medication.



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| TITLE | Employee Drug Testing | POLICY 6.106 |
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H. Refusal to Submit to Drug Test

Refusal to submit to a drug or alcohol test under the circumstances set forth in this policy will result in termination of employment.

I. Positive Test Results

An employee who receives a positive confirmed drug test result may contest or explain the result by contacting the Executive Director of Human Resources within five (5) working days after written notification of the positive test result. If an employee's explanation or challenge is deemed unsatisfactory by the college, the employee may contest the drug test result as provided by Chapter 112.0455 F.S., subsections (14) and (15). The employee must notify the laboratory that performed the testing of any administrative or civil actions brought pursuant Chapter 112.0455 F.S.

Any employee receiving a positive confirmed drug test, and who either fails to contest or is unsuccessful in contesting the test results will be subject to disciplinary action up to and including termination of employment and referral for prosecution.

Any selected candidate for employment receiving a positive confirmed drug test, and who either fails to contest or is unsuccessful in contesting the test results, will be dropped from consideration for employment.

Date Adopted/Amended: 2-9-06



MANUAL OF POLICY

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|----------------------------|----------------------------------------------|------------------------|
| TITLE | Student Loan Practices and Code of Conduct | POLICY 6.108 |
| LEGAL AUTHORITY | 34 C.F.R. 682.200(b)(5)(1), 682.212, 682.401 | PAGE 1 of 3 |

The District Board of Trustees of Gulf Coast State College recognizes that ensuring the integrity of the student financial aid process is critical to providing fair and affordable access to higher education in Florida. Therefore, the board hereby adopts the following guiding principles. These guidelines are designed to avoid any potential for a conflict of interest between the board, its students, or their parents in the student financial aid process. Accordingly, the college shall adhere to the following principles in the college's financial aid operations:

1. College employees should receive no personal benefit.

No officer, trustee, or employee of the college shall accept anything of more than nominal value on his or her behalf or on behalf of another person or entity from any lending institution. For example, cash, stocks, gifts, entertainment, expense-paid trips, etc. should never be accepted from a lending institution. Likewise, an individual should never receive payment or reimbursement from a lending institution for lodging, meals, or travel to conferences or training seminars. However, an officer, trustee, or employee of the college may: (a) conduct non-college business with any lending institution and, subject to state law, receive value in connection with such non-college business, so long as such value is not intended to influence the officer, trustee, or employee in conducting college business; (b) conduct college business and, subject to state law, receive value on behalf of the college that is unrelated to the student loan activities of the lending institution; (c) attend conferences and meetings of tax-exempt organizations that are funded or sponsored by more than one entity and, subject to state law, receive materials, refreshments, and other things of like value provided at such professional conference and meeting; and, (d) hold membership in, serve on the board of, or participate in the activities of any tax-exempt organization and, subject to state law, receive travel reimbursements and other things of like value from the tax-exempt organization for such activities.

2. College employees should not serve on Lender Advisory Boards for remuneration.

No officer, trustee, or employee of the college who makes financial aid decisions for the college or who is employed in, supervises, or otherwise has responsibility or authority over the college's financial aid office shall receive any remuneration for serving as a member or participant of a student loan advisory board of a lending institution or any reimbursement of expenses for such service. Any officer, trustee, or employee of the college who serves as a member or participant of a lending institution board shall recuse himself or herself from any board discussions regarding the college's financial aid operations.



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| LEGAL AUTHORITY | 34 C.F.R. 682.200(b)(5)(1), 682.212, 682.401 | PAGE 2 of 3 |

3. The College should not provide any advantage to a lending institution.

The college shall not accept anything of value from any lending institution in exchange for any advantage or consideration provided to the lending institution related to its student loan activities, including but not limited to revenue-sharing, printing costs, or below-cost computer hardware or software. Likewise, the college shall not allow any lending institution to:

- staff the college's financial aid office at any time; or
- communicate with the college's students or their parents in such a manner as to create the impression that the lending institution is an employee or agent of the college in connection with the college's student financial aid operations, including through the use of mascots, logos, etc.

Finally, the college shall not enter into any agreement with a lending institution to provide alternative (*i.e.*, non-federal or "opportunity") student loan programs if the provision of such alternative loan programs prejudices other students or parents.

4. The College should make appropriate use of any Preferred Lender Lists.

If the college decides to promulgate a list or lists of preferred or recommended lenders for student loans or similar ranking or designation ("Preferred Lender List"), the selection of lending institutions for inclusion on the Preferred Lender List shall be based on the best interests of the college's students and their parents without regard to the financial interests of the college. In addition, any Preferred Lender List shall clearly explain:

- Students and their parents are free to select the lending institution of their choice and will suffer no penalty imposed by the college from using a lending institution that is not a "preferred lender";
- Students and their parents are not required to use any of the "preferred lenders";
- Where to find information on other lending institutions for student loans;
- The college will promptly certify any loan from any lending institution selected by a borrower, in accordance with U.S. Department of Education regulations;
- The process the college utilized to select "preferred lenders", including but not limited to the criteria used and the relative importance of such criteria;
- Where to find information on the competitive interest rates, terms, and conditions of federal loans;



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| LEGAL AUTHORITY | 34 C.F.R. 682.200(b)(5)(1), 682.212, 682.401 | PAGE 3 of 3 |

- Where to find information on the interest rate, loan servicing or other benefits offered by “preferred lenders”; and,
- Where to find information on any agreements by “preferred lenders” to sell their loans to other lending institutions.

The college shall review any Preferred Lender List on an annual basis to determine that the information appearing on the list is accurate and that any website links are still viable.

Date Adopted/Amended: 7-25-08



MANUAL OF POLICY

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|----------------------------|------------------------|------------------------|
| TITLE | Vulnerable Persons Act | POLICY 6.109 |
| LEGAL AUTHORITY | 39.201, 39.205 F.S. | PAGE 1 of 3 |

PURPOSE

The administration, faculty, staff, and students of Gulf Coast State College will adhere to §39.205 and §39.201 F.S., as amended by the Florida Legislature in 2012, which requires educational institutions to report known or suspected child abuse, abandonment, or cases of neglect. To ensure compliance with this mandate, all college personnel must report any known or suspected incidents of child abuse, neglect, or abandonment to the Florida Department of Children and Family Services (“DCF”) and comply with this policy.

Employees are hereby notified that under revisions to Chapter 39.201 Florida Statutes, any individual who fails to report known or suspected child abuse, abandonment, or neglect, or prevents another from making such a report, regardless of where the event occurred or the relationship of the perpetrator to the victim, is guilty of a felony punishable by imprisonment for a term of up to 5 years and a fine not exceeding \$5,000.

Employees are also advised that, pursuant to Florida Statute 39.205, a Florida college system institution, state university, or nonpublic college whose administrators are made aware of known or suspected child abuse, abandonment, or neglect which occurred on college or university property or at an official event sponsored by the college or university, or who prevents the reporting of such child abuse, neglect, or abandonment may be subject to a fine of \$1 million.

This reporting requirement exists even if the employee or administration is aware that the incident has been reported by another individual or entity to DCF. Failure to report in compliance with this policy may result in employee discipline, up to and including termination of employment. Where the alleged perpetrator is a student, the disciplinary process shall proceed in accordance with college policies and procedures.

POLICY STATEMENT

All staff employed by Gulf Coast State College is responsible for the care, safety, and protection of children. This responsibility extends to the identification and timely response to concerns regarding the possible physical, psychological, and emotional abuse, neglect, or abandonment of a child.

Administrators who knowingly and willfully, upon receiving information from faculty, staff, other institution employees, or students fail to report known or suspected child abuse, abandonment, or neglect committed on school property or during a school-



MANUAL OF POLICY

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| TITLE | Vulnerable Persons Act | POLICY 6.109 |
| LEGAL AUTHORITY | 39.201, 39.205 F.S. | PAGE 2 of 3 |

sponsored event or function, or who knowingly and willfully prevent another person from doing so will have violated this law and college policy.

DEFINITIONS

The definitions stated hereafter are defined as currently stated in Section 30.01, Florida Statutes. Such definitions shall be amended and modified by subsequent amendments to such Florida Statutes, without further amendment to this policy.

1. Child abandonment - situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver, while being able, has made no significant contribution to the child's care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child, or both.
2. Caregiver - parent, legal custodian, permanent guardian, adult household member, or other person responsible for a child's welfare as defined in 39.01(47) F.S.
3. Child or youth - any unmarried person under the age of 18 years who has not been emancipated by order of the court.
4. Child abuse - any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
5. Child neglect -
 - a. A caregiver's failure or omission to provide a child with the care, supervision, and services necessary to maintain the child's physical and mental health, including, but not limited to food, nutrition, clothing, shelter, supervision, medicine, and medical services that a prudent person would consider essential for the well-being of the child.
 - b. A caregiver's failure to make a reasonable effort to protect a child from abuse, neglect, or exploitation by another person.
 - c. Except as otherwise provided in this section, neglect of a child may be based on repeated conduct or on a single incident or omission that results in, or could reasonably be expected to result in, serious physical or mental injury, or a substantial risk of death to a child.



MANUAL OF POLICY

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| TITLE | Vulnerable Persons Act | POLICY 6.109 |
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6. College administrator - president, vice president, dean, and executive director.
7. Juvenile sexual offender - defined under Sec. 30.01(7) F.S.

REPORTING REQUIREMENTS

Any person who knows, or has reasonable cause to suspect that a child is abused, abandoned, or neglected, must report such knowledge or suspicion to the Florida Department of Children and Family Services via the toll free, anonymous hotline at **1-800-962-2873** or **TDD: 1-800-453-5145**. Reports that may not require immediate investigation may be reported via the DCF web page. Employees witnessing an incident in which an immediate threat is posed to the child should call 911. All employees who make such report should document the filing of such report by writing down the date of the report to DCF and the name of the person taking the report or their employee identification number.

In addition to the reporting obligation to DCF, all employees who know, or have reasonable cause to suspect abuse, abandonment, or neglect should immediately contact one of the following college administrators: President of the College, Vice President of Administration & Finance, Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of Institutional Effectiveness & Strategic Planning, Vice President of Strategic Initiatives & Economic Development, deans, or one of the executive directors and advise such college administrator of the employees reporting to DCF and provide such college administrator with a copy of the written documentation of such report submitted to DCF. The college administrator shall assist the initial reporting employee with completion of a Florida College System Risk Management Consortium Accident-Incident Report.

Upon receipt of the report from the employee, the college administrator shall convene a meeting with the President of the College, General Counsel, and the Executive Director of Community Engagement as soon as practicable. At this meeting, the attendees shall report the incident to the DCF via conference call and shall notify the report taker of all individuals present and making the report, as well as the date and time of all other reports known to have been made.

Date Adopted/Amended: 10-3-13, 12-15-16



MANUAL OF POLICY

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|----------------------------|------------------------------|------------------------|
| TITLE | Retirement Incentive Program | POLICY 6.110 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

The District Board of Trustees authorizes the College President to implement a Retirement Incentive Plan (Plan) for Gulf Coast State College (College) employees as authorized by Florida Statute and State Board of Education Rule. The purpose of the Plan is to reward employees for long and faithful service to the college, and judicious use of sick leave. Further, the Plan will promote the infusion of new talent into the system and provide staffing flexibility in response to emerging challenges, shifting enrollments, or changes in funding patterns.

The Plan enrollment period(s) will be established as needed and only when deemed to be in the best interest of the college. The opportunity to participate in a Plan is not guaranteed as an ongoing employee benefit.

The College President will report back to the District Board of Trustees the results, including, but not necessarily limited to, cost, level of participation, and impact on instructional and support programs, any time a Plan is made available to employees.

Full-time permanent employees eligible to participate in the Plan during the enrollment period(s) are those who have completed five (5) satisfactory years at Gulf Coast State College, are eligible for a sixth (6) year appointment, earn sick leave, and who:

1. have not previously retired from any Florida Retirement System defined benefit or defined contribution plan, optional retirement plan (ORP), or college-based retirement replacement (local) plan, and
2. have 15 or more years of creditable service in the Florida Retirement System as defined by the State of Florida Division of Retirement or other retirement programs authorized by legislation for Florida college employees, and are at least 62 years of age; or
3. have the minimum number of creditable years of service for full retirement in the Florida Retirement System, and able to receive benefits without penalty, regardless of age as defined by the State of Florida Retirement System.

Incentives to participate in the Plan may include compensation, insurance, accrued leave according to the college's existing Manual of Policy 6.075, *Sick Leave*, and Manual of Policy 6.070, *Vacation Leave for Personnel Employed on Twelve-Month Basis*, and other incentives as allowed by college policy, Florida Statute, and State Board of Education Rule. Specific incentives for any enrollment period will be identified in an Internal Management Memorandum and included in an individual agreement for each participating employee.

Date Adopted/Amended: 5-14-15



MANUAL OF POLICY

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|----------------------------|------------------------------------------|------------------------|
| TITLE | Admission of Students to the College | POLICY 7.005 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1007.263, 1007.22 F.S. | PAGE 1 of 2 |

Gulf Coast State College provides an open-door admission opportunity for credit and non-credit educational pursuits and accepts applications for enrollment year round.

I. Degree-Seeking Students

- A. Certificate Programs - highly specialized programs that vary in length and application requirements.
- B. Associate Degrees - consist of a minimum of 60 credit hours that either provide the foundation for a baccalaureate degree or provide specific skills education for employment.
- C. Baccalaureate Degrees - consist of a minimum of 120 credit hours that provide a career ladder for those who have completed an associate degree.

II. Non-Degree-Seeking Students

- A. Transient Students - students who are degree-seeking at another college. Gulf Coast State College is not their home institution.
- B. Dual Enrollment Students - eligible high school students who are enrolled in one or more approved college courses which are credited toward a high school diploma and an associate degree.
- C. Non-Degree, Other Pursuits - students who are seeking credit coursework for enrichment purposes.
- D. Child and Youth Activity Students - activity courses for children include swimming, sports camps, and other enrichment programs for children and youth.

III. International Students

Gulf Coast State College is authorized under federal law to enroll non-immigrant students. International students must provide specific documentation for acceptance.

IV. Continuing Education Students

Continuing Education offers non-credit continuing education, Education Encore, corporate training, and industry certifications for professional development and enrichment.

V. Readmission

A former student whose non-enrollment exceeds 12 consecutive months must complete a new application for admission.



MANUAL OF POLICY

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|----------------------------|------------------------------------------|------------------------|
| TITLE | Admission of Students to the College | POLICY 7.005 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1007.263, 1007.22 F.S. | PAGE 2 of 2 |

VI. Denial of Admission

In accordance with Florida Statute 1001.64(8) (a), Gulf Coast State 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 to be in the best interest of the college. Gulf Coast State College reserves the right to refuse admission or re-enrollment, or place conditions on admission or re-enrollment of applicants and students, who Gulf Coast State College determines would be disruptive of the orderly process of the college's programs, which would interfere with the rights and privileges of other students or employees, and/or represent a safety risk to Gulf Coast students, employees, or property. Applicants/students have the right to appeal any decision to the Appeals Committee within seven calendar days of the date of notice.

Date Adopted/Amended: 2-4-71, 6-17-71, 2-16-89, 1-10-91, 12-12-91, 11-5-92, 11-10-94, 10-12-95, 11-7-96, 10-9-97, 10-8-98, 9-9-99, 12-9-99, 10-12-00, 9-13-01, 5-8-03, 3-11-04, 12-9-04, 11-13-08, 11-4-10, 10-9-14



MANUAL OF POLICY

| | | |
|----------------------------|-----------------|------------------------|
| TITLE | Resident Status | POLICY 7.006 |
| LEGAL AUTHORITY | 1009.21 F.S. | PAGE 1 of 1 |

The college is authorized and directed to comply with the above referenced state law as relates to resident status for tuition purposes.

Date Adopted/Amended: 2-4-71, 8-5-76, 12-11-86, 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------------------------------|------------------------|
| TITLE | Authority for Acceptance of Equivalent Courses | POLICY 7.007 |
| LEGAL AUTHORITY | SBEAR 6A-10.024 (8), 1007.23(2), 1007.24(7), 1007.27(2) F.S. | PAGE 1 of 1 |

Gulf Coast State College's policies for evaluating, awarding, and accepting academic credit (including credit awarded through transfer and other comparable mechanisms) are governed by applicable Florida statutes and administrative rules:

- A. Florida Statute 1007.24(7) mandates that any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency and that participates in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed at the previous institution.
- B. Florida Statute 1007.23(2) requires that every associate in arts degree graduate of a community college (a) shall have met all general education requirements and (b) must be granted admission to the upper-division level of a state university (exceptions: limited access programs, teacher certification programs, or major program requiring auditions).
- C. Florida Statute 1007.27(2) requires that the Florida Department of Education establish passing scores, as well as course and credit equivalents, for Advanced Placement (AP), Advanced International Certificate of Education (AICE), College Level Examination Program (CLEP), International Baccalaureate (IB), Defense Activity for Non-Traditional Educational Support (DANTES), UXCEL (Excelsior College) Examinations, and Defense Language Proficiency Test (DLPT) examinations. Florida's public community colleges and universities are required to award the minimum recommended credit for AP, AICE, CLEP, IB, DANTES, UXCEL, and DLPT.
- D. Florida Administrative Code, Rule 6A-10.024(8), establishes general provisions for awarding college credit by examination. A list of examinations, minimum scores for guaranteed transfer credit, maximum credits guaranteed to transfer, and recommended course equivalents is maintained by the state's Articulation Coordinating Committee. Transfer of credit by examinations is guaranteed for up to forty-five (45) credits, provided that the credit has been awarded in accordance with the Articulation Coordinating Committee's minimum scores and course equivalents. Transfer of examination credit over forty-five (45) credits is at the discretion of the receiving institution. Credit by examination may not duplicate credit previously earned through postsecondary courses or by examination. No grades or grade points shall be assigned for credit by examination.

Date Adopted/Amended: 01-23-20



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------|------------------------|
| TITLE | Student Regulations | POLICY 7.010 |
| LEGAL AUTHORITY | 1001.64(8)(f), 1001.65, 1006.60 F.S. | PAGE 1 of 1 |

The president is authorized and directed to enforce adopted procedures and regulations for student governance and to adopt appropriate sanctions that are hereby authorized to include dismissal and expulsion. In cases where the president seeks to expel, suspend, or otherwise discipline students for violations of any law, ordinance, rule, or regulation of the District Board of Trustees, the student is entitled to a notice of the charges and may request a hearing before the college's Discipline Committee within five (5) college working days of the notice.

Date Adopted/Amended: 2-4-71, 2-16-89, 4-18-19



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------|------------------------|
| TITLE | Graduation | POLICY 7.011 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1004.68 F.S. | PAGE 1 of 1 |

To be awarded the Bachelor of Applied Science degree, the Bachelor of Science in Nursing degree, the Associate in Arts degree, the Associate in Science degree, the Associate of Applied Science degree, a Certificate, or Postsecondary Adult Vocational Certificate, a student must complete the published curricula, earn a minimum grade point average of 2.00 (C) on all work attempted at Gulf Coast State College and a cumulative GPA of 2.00 including transfer hours, and by the published date, make application for graduation during the semester in which they intend to complete required course work. The graduation grade point average (GPA) for Associate of Science Technical Certificate programs that require 15 hours or less for graduation will be calculated from those courses required for program completion. All candidates for the degrees must meet exit requirements established by the State Board of Education and Gulf Coast State College. A minimum of 25% of the curriculum must be completed at Gulf Coast State College in order to receive a degree or a certificate.

Course requirements for all degrees will vary from program to program. Degree candidates should follow the published curriculum of their elected programs.

Degrees are conferred at the end of the fall, spring, and summer sessions. Graduation exercises take place at the close of the spring term only. In order for fall and summer graduates to participate in the spring graduation exercises, the student must submit a graduation application for the appropriate term to the Office of Enrollment Services prior to the spring graduation application deadline. Students must fulfill all financial obligations to the college prior to certification.

If a student does not graduate within five years of original enrollment, catalog requirements in effect the year of re-entry or graduation must be met.

Date Adopted/Amended: 8-5-76, 11-3-83, 12-11-86, 2-16-89, 10-12-89, 12-12-91, 11-5-92, 10-11-94, 10-12-95, 11-7-96, 10-8-98, 5-8-03, 11-13-08, 4-11-13



MANUAL OF POLICY

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|----------------------------|------------------------------------------------|------------------------|
| TITLE | Administrative and Academic Dispute Resolution | POLICY 7.012 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1006.50, 1006.60 F.S. | PAGE 1 of 1 |

Gulf Coast State College, in its commitment to continuous improvement, provides multiple avenues for the resolution of disputes including, but not limited to, student written complaints, claims of discriminatory action, and academic disputes. Procedures for applicant, former student, and current student dispute resolution are contained in the Student Handbook. Procedures for applicant, former employee, and current employee dispute resolution are contained in the Employee Handbook.

Date Adopted/Amended: 11-21-19



MANUAL OF POLICY

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|----------------------------|------------------------------------------------------------------------|------------------------|
| TITLE | Awarding of Honorary Degrees | POLICY 7.013 |
| LEGAL AUTHORITY | SBEAR 6A-14.030, 1001.02(1), (9)(c), (d), 1001.03(12), 1004.02 F.S. | PAGE 1 of 1 |

Gulf Coast State College may award honorary degrees upon recommendation of the president to the District Board of Trustees. Nominations for awards shall be recommended to the president by members of Executive Council by March 1 of each year.

Date Adopted/Amended: 4-17-08, 5-10-12, 1-15-15



MANUAL OF POLICY

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|----------------------------|------------------------------------------------------------------------|------------------------|
| TITLE | Awarding of Posthumous Degrees | POLICY 7.014 |
| LEGAL AUTHORITY | SBEAR 6A-14.030, 1001.02(1), (9)(c), (d), 1001.03(12), 1004.02 F.S. | PAGE 1 of 1 |

Gulf Coast State College may award a degree posthumously to a student who has passed away prior to completing all degree requirements. A posthumous degree may be awarded upon request of the student's immediate family (parent, sibling, spouse, child) provided the family submits a request to the Vice President of Student Affairs. A notation of the posthumous degree shall be made in the student's record. The posthumous degree shall not be included in any state or federal reporting data.

Date Adopted/Amended: 5-18-17



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Student Records | POLICY 7.015 |
| LEGAL AUTHORITY | 1002.22, 1006.52 F.S. | PAGE 1 of 2 |

The college shall maintain such information in its files for each student as is considered essential and appropriate to the college's operation and student welfare. These records are considered confidential and strict security procedures shall be followed regarding the release of student information.

Pertinent student information is available to advisers. Student records are maintained in each student's electronic file and in the college's database.

Disciplinary records, records of personal counseling, required student and family financial income records, transcript or student permanent academic records, and student placement records shall be opened to inspection only by the student, the parents or guardian of a dependent student, and such members of the professional staff of the college as have responsibility for working with the student. Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, rules of State Board, and board policies, the custodian of such records may release information from these records to others only upon authorization in writing from the student or upon order of a court of competent jurisdiction, after notification to the student.

The interpretation of this rule being that the Enrollment Services Office and the delegated parties may release information from student records limited to only the following:

- A. Name
- B. Dates of attendance
- C. Major field of study
- D. Participation in officially recognized activities and sports
- E. Weight, height, and photographs of members of the athletic teams
- F. Degrees, awards, and previous schools attended
- G. Enrollment Status

However, the college shall not release directory information except as provided in 1002.22 F.S.

All other information is considered confidential and will be released when so ordered by the student in writing or upon order of a court of competent jurisdiction.

The official custodian of student records for Gulf Coast State College shall be the Dean of Enrollment Services.



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Student Records | POLICY 7.015 |
| LEGAL AUTHORITY | 1002.22, 1006.52 F.S. | PAGE 2 of 2 |

Employees of the college, who have a legitimate educational interest in the information contained in the records, have the authority to access student records.

Accrediting organizations, in order to carry out their accrediting functions, have authority to access student records.

In an emergency, access is granted to appropriate college officials if the knowledge of the information in the student's education records is necessary to protect the health and safety of the student or other individuals.

Access is granted to other persons or organizations as defined in 1002.22 (3) F.S.

The staff members authorized to release information from the records are the Associate Director of Enrollment Services, Dean of Enrollment Services, and the Vice President of Student Affairs.

Date Adopted/Amended: 2-4-71, 6-6-74, 8-9-79, 11-3-83, 12-5-85, 2-16-89, 11-5-92, 11-10-94,
11-7-96, 10-9-97, 12-8-05, 7-13-06, 11-13-08, 11-13-14, 2-12-15,
4-13-17, 1-23-20



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------------------------------------------------------------------|------------------------|
| TITLE | Student Fees | POLICY 7.020 |
| LEGAL AUTHORITY | SBEAR 6A-14.054, 1005.04, 1009.22, 1009.23, 1009.25, 1009.26, 1009.27, 1009.285, 1011.80, 1011.83 F.S. | PAGE 1 of 1 |

Student fees are established by the District Board of Trustees upon recommendation of the president. These fees are delineated in 1009.22 and 1009.23 F.S. Additional fees may be charged for instruction incurring unusual costs and for special services to individuals or community or governmental agencies. Student fees are due and payable in accordance with adopted policies as published in the college catalog and various handbooks.

A student who enrolls a third time in the same college credit and/or college-preparatory class taken the first time beginning with Fall 1997 semester shall pay the full cost of instruction. Calculations of the full cost of instruction shall be based on the system wide average of the prior year's cost of undergraduate programs for the Florida College System Institutions and the state universities. However, students who withdraw or fail a class due to extenuating circumstances or financial hardship may be granted an exception.

Students may utilize alternatives to traditional college-preparatory instruction, such as adult basic education, adult secondary education, or private providers.

Date Adopted/Amended: 2-4-71, 2-1-73, 12-5-74, 9-1-77, 4-5-79, 2-16-89, 12-12-91, 11-10-94, 12-11-97, 5-8-03, 12-10-15, 5-19-16, 7-25-19



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------------|------------------------|
| TITLE | Refunds | POLICY 7.021 |
| LEGAL AUTHORITY | SBEAR 6A-14.0541, 1001.64, 1001.65, 1011.83 F.S. | PAGE 1 of 2 |

CREDIT CLASSES

- A. A 100 percent refund of matriculation and tuition fees results when official drop notification is received and approved prior to the end of the published drop/add period and for classes that are canceled by the college.
- B. A 100 percent refund of matriculation and tuition fees results when official drop notification is received and approved prior to the first day of class for courses which do not begin during the published drop/add period.
- C. Students are responsible for all fees for courses not dropped by the student during the refund period. Drops must be processed by the student at the Panama City, Gulf/Franklin, or North Bay Campuses, as well as Tyndall AFB, or online. Refund checks are mailed within two weeks after the end of the published drop/add period each term.
- D. A drop is different from a withdrawal. A drop will result in the elimination of the class(s) dropped from the student's transcript record; a dropped class does not affect the standards of academic progress. A withdrawal will result in a letter grade of "W" in each class from which the student withdraws; withdrawals are included in the calculation of academic progress.
- E. Written requests for tuition refunds under the Tuition Refund Policy, along with supporting documentation, must be submitted to the Vice President of Student Affairs no later than six weeks after the end of the term. Refunds may be approved by the Vice President of Student Affairs after the six week period, if there has been an administrative error by the college or in the event of a declared local catastrophe or disaster.
- F. A student who discontinues enrollment and submits a written request will receive a refund of the amount paid by the student for any of the circumstances noted below:
 - 1. Documented call to or enlistment in active military duty or change of military station.
 - 2. Documented death of the student or member of student's immediate family (parent, spouse, child, or sibling).
 - 3. Illness of the student or of a dependent person of such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded.
 - 4. Documented administrative error by college.
 - 5. Documented extraordinary situations will be considered on an individual basis by the Appeals Committee, who will then provide a recommendation to the College President for a final decision.



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------------|------------------------|
| TITLE | Refunds | POLICY 7.021 |
| LEGAL AUTHORITY | SBEAR 6A-14.0541, 1001.64, 1001.65, 1011.83 F.S. | PAGE 2 of 2 |

CONTINUING EDUCATION

Refund Policy for Non-Credit Activities: The drop/add period for registration for non-credit activities is course-specific and therefore may occur any time during any term. The refund process is initiated in writing by the student through the Continuing Education Office.

A full refund will be granted when requested by 4 p.m. three work days prior to the first day of class. After this date, refunds will not be granted. All refunds are issued by check in the name of the student registered and mailed to the student's address listed on the registration form.

Online classes are not refundable once the student's registration has been processed.

Documented extraordinary situations will be considered on an individual basis by the Appeals Committee.

Date Adopted/Amended: 11-3-74, 1-10-85, 2-16-89, 5-11-89, 1-10-91, 11-5-92, 11-10-94, 10-12-95, 11-7-96, 10-9-97, 12-11-97, 10-8-98, 6-8-00, 5-8-03, 11-13-08, 4-14-11, 6-21-12, 4-18-19



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------------|------------------------|
| TITLE | Financial Aid and Veteran Deferments | POLICY 7.022 |
| LEGAL AUTHORITY | SBEAR 6A-14.054(10)(11), 1001.64, 1001.65, 1009.27 F.S. | PAGE 1 of 1 |

An eligible student's fees may be deferred in accordance with the following provisions:

1. A deferment shall be limited to no longer than ten (10) days less than the number of days in the semester.
2. Students with unpaid deferments past the due date will have a delinquent account hold placed on their student account until the debt is paid in full. The hold will not allow the student to register for classes or receive official transcripts. They may also incur late fees and collection charges for which the student is responsible.
3. Students potentially eligible to receive a deferment include:
 - a. Any veteran or other eligible student who receives education benefits through the U.S. Department of Veterans Affairs are entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits. The deferment will only be issued for tuition and fees.
 - b. Students receiving financial aid from a federal or state assistance program when the aid is delayed in being transmitted through circumstances beyond the control of the student. The failure to make timely application for the aid is an insufficient reason to receive a deferment. The deferment may be issued for tuition, fees, books, and supplies as long as the deferment is less than or equal to the amount of the student's financial aid.
4. The eligible student must execute a paper or electronic promissory note made payable to the college for the amount of the deferment. The promissory note must be authorized by either an employee of the Financial Aid Office or a VA Certifying Official.
5. The college is authorized to enforce the collection of and otherwise settle any delinquent deferred notes. The college may employ the services of a collection agency while attempting to collect delinquent accounts. The student is responsible for any and all collection costs.

Date Adopted/Amended: 9-1-77, 11-3-83, 1-10-85, 2-16-89, 1-10-91, 11-10-94, 12-10-15,
5-17-18



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------|------------------------|
| TITLE | Fee Waivers for State Employees | POLICY 7.023 |
| LEGAL AUTHORITY | 1009.265 F.S. | PAGE 1 of 1 |

Subject to approval by an employee's agency head or the equivalent, the college shall waive tuition and fees (matriculation, technology, student activity, capital improvement, and financial aid) for state employees of the executive, legislative, and judicial branches of state government, except for persons employed by a state university, to enroll for up to six credit hours of courses per term on a space-available basis. Eligible courses include college credit instruction, instruction toward a degree, and credit toward a postsecondary vocational certificate. College and vocational preparatory courses are excluded from the state employee fee waiver plan. Space-available basis is defined as seats available during the college published drop/add period.

Enrollment for courses will follow college policy for admissions, testing, registration, and course requirements. Registration for courses under this policy shall be during the drop/add period. State employees who have a completed State Employees Waiver Intent to Apply and Agency Authorization Form will present the form for fee payment immediately following course registration.

Date Adopted/Amended: 1-16-03



MANUAL OF POLICY

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|----------------------------|--------------------------------------------------------|------------------------|
| TITLE | Laboratory and Special Course Fees | POLICY 7.024 |
| LEGAL AUTHORITY | SBEAR 6A-14.054(6), 1001.64, 1001.65, 1009.23(12) F.S. | PAGE 1 of 1 |

The District Board of Trustees upon recommendation by the president may establish laboratory, distance education, and other special course fees in addition to tuition fees for courses and other instructional and non-instructional services that incur unusual costs. Such fees shall not exceed the estimated actual costs, and shall only be assessed to those students actually receiving or benefiting from the services.

Unusual costs are defined as all costs other than base instructional costs, or typical costs, applicable to all instructional courses or other services. Supporting documentation must be submitted with a completed Lab/Special Fee Justification form. The number of participants should be projected on the most recent and accurate information available to calculate a per participant fee.

Completed Lab/Distance Education/Special Fee Justification forms should be approved by the division chair, the Vice President of Academic Affairs, and reviewed by the Dean of Business Affairs. Once approved, the laboratory and special fees will be submitted to the District Board of Trustees as part of the budget package for final approval prior to inclusion in the college catalog. Review of these fees will be conducted at least every three (3) years and any necessary adjustments made as part of the college catalog revision process.

Date Adopted/Amended: 12-09-04, 11-13-08, 12-15-16



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------------|------------------------|
| TITLE | Scholarships, Grants, and Work Assistantships | POLICY 7.025 |
| LEGAL AUTHORITY | SBEAR 6A-14.054(7), 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The District Board of Trustees authorizes the president and/or his designated representatives to establish recruitment and retention scholarships, grants, and work assistantships funded by various sources. Such institutional financial aid will be awarded by Gulf Coast State College employees and will align with the college's philosophy, state policy, and acceptable operating procedures.

Date Adopted/Amended: 9-5-68, 6-6-74, 8-5-76, 4-6-78, 5-10-79, 6-5-80, 4-9-81, 5-13-82, 6-3-82, 11-3-83, 1-10-85, 7-24-86, 12-11-86, 2-16-89, 12-12-91, 11-5-92, 10-14-93, 11-10-94, 11-7-96, 10-9-97, 9-13-01, 5-8-03, 11-13-08, 4-1-10, 7-15-10, 5-18-17



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------------------------|------------------------|
| TITLE | Student Activities Short-Term Emergency Loan Fund | POLICY 7.028 |
| LEGAL AUTHORITY | 1001.24(24) F.S. | PAGE 1 of 1 |

By virtue of this policy, a short-term emergency loan fund for educational expenses is authorized. The funds for this loan will come from paid parking violations. Students who have need of an emergency loan will make application to the Director of Financial Aid. If, in the opinion of the Director of Financial Aid, the request is legitimate, an application for a student activities emergency loan will be filled out and approved. The application will be taken by the student to the Business Office where the loan will be processed. Repayment will be made to the Business Office.

Date Adopted/Amended: 10-7-71, 8-5-76, 11-3-83, 2-16-89, 1-10-91, 9-13-01, 5-8-03,
11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Student Insurance | POLICY 7.030 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The college is authorized to establish and maintain insurance programs and coverage deemed appropriate and desirable for students. Should no such program be identified, students are to be referred to the insurance agent or agency of the student's choice. Insurance for student participation in varsity sports is addressed in Manual of Policy 5.085, *Insurance*.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-3-83, 10-12-89



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------------------|------------------------|
| TITLE | Student Participation in Activities | POLICY 7.036 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Gulf Coast State College encourages students to participate in some of the many activities and programs which are provided outside the classroom. The following are guidelines concerning student participation in activities.

1. A student is required to maintain a minimum cumulative GPA of 2.0 to hold office in any student organization or co-curricular activity. These are minimum standards, and policy in some activities may require higher standards be met, such as student ambassadors and officers of the Student Government Association who are required to have a 2.5 GPA.
2. Students who participate in intercollegiate athletics, journalism, or visual and performing arts may receive elective credit for enrolled activity courses. It is the responsibility of the student to properly register for such activities so that credit may be awarded.
3. Students who represent the college in any type of activity (athletic, SGA, music, etc.) are given excused absences from class. However, students should always notify the instructor ahead of time and find out what assignments they need to make up for the class missed.
4. Students who represent the college and travel to competitions or conferences must be enrolled in a minimum of 6 credit hours and maintain a 2.0 cumulative GPA (refer to Manual of Policy 7.085, *Student Travel*). Students who do not meet these requirements may petition the advisor or sponsor of the travel to seek special consideration from the Vice President of Student Affairs.

Date Adopted/Amended: 8-5-76, 11-3-83, 1-10-85, 2-16-89, 11-10-94, 3-11-04, 10-20-16



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------|------------------------|
| TITLE | Student Activities Budget Funding | POLICY 7.037 |
| LEGAL AUTHORITY | SBEAR 6A-14.057, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The Student Activities budget is to be based upon an estimate of total funds generated from the student activity fee for the next year, as well as an estimate of funds carried forward from the prior year. All lawful expenditures that benefit the student body in general may be funded from the student activity and service fee fund, if such expenditures are included in a budget approved by a committee appointed by the president. Members shall be recommended by the Vice President of Student Affairs. Fees are to be used in a manner consistent with current statutes and rules.

Date Adopted/Amended: 6-19-71, 3-7-74, 8-5-76, 8-9-79, 11-3-83, 2-16-89, 10-14-93,
10-14-04, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------------------------|------------------------|
| TITLE | Athletics | POLICY 7.038 |
| LEGAL AUTHORITY | SBEAR 6A-14.058, 1001.64, 1001.65, 1002.21, 1006.50 F.S. | PAGE 1 of 1 |

The intercollegiate athletic program at the college is considered a student activity and is subject to the same policies and procedures as other student activities.

While the college has no desire to overemphasize intercollegiate athletics, it does strive for excellence there as it does in other areas. It also recognizes that the intercollegiate athletics program serves as the nucleus for school spirit on the part of students and that it serves the greatest interest among the student body in the area of student activities.

The college's athletic program shall maintain membership in the National Junior College Athletic Association (NJCAA); comply with the Title IX of the Education Amendments of 1972 and the Florida Education Equity Act; provide equitable access and participation opportunities in sports programs that reflect the gender demographic of the college as a whole; and ensure the integrity of eligibility requirements of all athletes.

Date Adopted/Amended: 2-4-71, 8-5-76, 12-1-77, 2-5-81, 11-3-83, 2-16-89, 10-12-89, 11-5-92, 11-10-94, 11-7-96, 2-12-98, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|------------------------------------------------------------|------------------------|
| TITLE | Broadcasting Intercollegiate Athletics by Commercial Media | POLICY 7.039 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

1. The Vice President of Administration & Finance, the Vice President of Student Affairs, and the Athletic Director shall represent the college in formulating a contract with the representatives of the cooperating stations.
2. The college will assume no expense for broadcasting of games either home or away by non-college broadcasting entities.
3. The station(s) entering into an agreement will sell all advertising to defray expenses for the broadcast and will accept no advertising from firms or products which might reflect adversely upon the position of the college and the community. The college shall have the right to accept or reject any and all advertising.
4. The announcer of all games must be acceptable to both the college and the cooperating station.
5. This policy does not preclude WKGC AM/FM/HD radio or GC-TV from broadcasting games as deemed appropriate by the college.

Date Adopted/Amended: 7-6-89, 11-5-92, 11-13-08, 10-19-17



MANUAL OF POLICY

| | | |
|----------------------------|------------------------|------------------------|
| TITLE | Student Identification | POLICY 7.040 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

All currently enrolled students are required to have a Gulf Coast State College photo identification card.

Date Adopted/Amended: 2-4-71, 8-5-76, 2-16-89, 11-7-13



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Social Events | POLICY 7.045 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Each social event must be chaperoned by an official faculty or staff member of the college.

Date Adopted/Amended: 2-4-71, 2-16-89



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------------------|------------------------|
| TITLE | Student Media | POLICY 7.055 |
| LEGAL AUTHORITY | SBEAR 6A-14.057, 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

Student publications and the student press are valuable aids in establishing an atmosphere of responsible communication on the campus and in the community. The college, as owner/publisher/licensee of all student media, shall exercise authority and responsibility to see that high standards of literary merit and journalism are maintained. The president shall designate college personnel to supervise such media.

Student media are the *Commodore Waves*, *Omni Review*, GC-TV, and WKGC AM/FM/HD radio. These are staffed by students under the supervision of professional personnel. Information or articles may be submitted to the appropriate office for use in any campus medium, although each office reserves the right to edit such to conform to appropriate editorial style and policy. Any interested student may apply for staff positions with any student medium although positions of leadership usually are reserved for those who have had formal training and are planning future careers in journalism.

The primary objectives of student media are to provide a learning experience and teaching laboratories for journalism students, communicating information to the student body and community-at-large, and recording for history college events each year. Student media are expected to abide by the same standards as do professional media. Such standards include recognition of, and adherence to, editorial policies, good taste and discretion. Although students are given a great deal of freedom in determining publication and program content, the professional person in charge holds overall responsibility in much the same way as the basketball coach is held responsible for his or her team and the music director is held responsible for concerts.

To assist the student leaders and advisers of student media, an ad hoc college communications committee will be formed as needed.

Reasons to call a meeting of this ad hoc committee include reviewing regularly the quality of each campus medium and making appropriate recommendations to the various staffs, reviewing applications for editorial and managerial positions, and making recommendations to the college President, determining editorial policy when needed, reviewing complaints against campus media and recommending appropriate action when necessary, and reviewing the budget and expenditures of the student print and broadcast outlets.

Date Adopted/Amended: 2-4-71, 8-5-76, 9-7-78, 2-16-89, 1-10-91, 11-19-94, 11-13-08,
10-19-17



MANUAL OF POLICY

| | | |
|----------------------------|-------------------|------------------------|
| TITLE | Posters and Signs | POLICY 7.057 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Individuals or organizations wishing to place posters, signs, or other printed materials on campus must secure the approval of the Student Activities Specialist. The following guidelines generally apply:

1. The individual or organization will provide the Student Activities Specialist with sufficient quantities for all designated areas.
2. Materials will be posted in approved areas only.
3. The Student Activities Specialist will be responsible for placement of materials and removing materials following the activity.
4. Any materials placed without approval will be removed immediately.
5. Classroom bulletin boards will be reserved for instructional use only.

Date Adopted/Amended: 2-4-71, 8-9-79, 2-16-89, 6-10-93, 11-10-94, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------|------------------------|
| TITLE | Student Organizations | POLICY 7.070 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1006.60 F.S. | PAGE 1 of 2 |

Gulf Coast State College supports student organizations on campus in the belief that they greatly aid in developing the total personality of the student. To be officially recognized, a club must show sufficient student membership, have one or more faculty advisers, and submit a written plan of organization that includes purpose of the organization, proposed meeting times, proposed dues, names of officers and members, and ways in which the organization can benefit the college. This tentative plan of organization must be submitted to the Student Affairs Council for consideration. An organization operates on a probationary basis for one semester, at which time the organization is expected to file a constitution with the Student Activities Specialist. If the organization and its constitution are approved, it has official recognition and may continue as a permanent organization as long as it remains in active service and meets college standards. In order to remain a viable organization, each must participate in the Council on Activities as outlined in the Student Government Association constitution.

Each and every student activity on campus must have a faculty sponsor present. Club meetings are not official without the presence of such sponsors. When serving as sponsors for parties, dances, etc., sponsors are expected to be present for the duration of the event, (arrive before students arrive, leave after students leave). They will lock the building and supervise student committees cleaning up the area when such committees are used. Sponsors will enforce such rules of courtesy and social behavior inherent in their roles as official hosts and hostesses.

SECRET STUDENT SOCIETIES

The college does not sanction secret societies or other organizations composed of college students but which operate without college approval or recognition. The officials of the college are authorized to take appropriate disciplinary action against any student in such an organization whose conduct or attitude, either on or off campus, reflect discredit upon the institution.

FRATERNITIES/SORORITIES

College service clubs may earn the right to call themselves "service fraternities" or "service sororities" only after having compiled a three-year record of on campus operation and having clearly demonstrated their interest in and dedication to service. College "service fraternities/sororities" will lose the right to use that title if their dedication to service declines below the standard set by other campus service clubs, fraternities/sororities as measured by actual successful projects of service both to the college and to the community.



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------|------------------------|
| TITLE | Student Organizations | POLICY 7.070 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1006.60 F.S. | PAGE 2 of 2 |

SCHEDULING

All organizational meetings and activities must be placed on the college calendar which is maintained by the Student Activities Specialist. Advisers are expected to submit major activities and dates for the college calendar each spring in order that these may be placed on the calendar for the coming year.

CLUB FINANCES

All funds belonging to college sanctioned student organizations will be accounted for in the college agency's accounts. Except for petty cash, all expenditures of the funds shall be by requisition and approved by the organization's advisor and the Student Activities Specialist. Purchasing procedures shall follow purchasing procedures outlined elsewhere in this manual.

Student organization funds not expended in the fiscal year will be carried over into the next fiscal year. In the event that a student organization disbands or is inactive for two academic years, any remaining funds will revert to the student activities budget.

Date Adopted/Amended: 2-4-71, 8-9-79, 11-3-83, 2-16-89, 11-10-94, 11-13-08



MANUAL OF POLICY

| | | |
|------------------------|-----------------------------------------------|------------------------|
| TITLE | Anti-Hazing | POLICY 7.071 |
| LEGAL AUTHORITY | 1001.64(8)(e), 1006.50, 1006.63, 1006.60 F.S. | PAGE 1 of 2 |

The college shall not tolerate hazing. Hazing means 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 into any organization operating under the sanction of the college;
- Admission to any organization operating under the sanction of the college;
- Affiliation with any organization operating under the sanction of the college;
- The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of the college.

The term includes, but is not limited to, pressuring or coercing the 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 the student; or any activity that would subject the 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 the student. The term does not include customary athletic events or similar contests or competitions or any activity that furthers a legal and legitimate objective.

1. This rule shall apply to students and college organizations, including acting through other persons associated with a college organization who are not students.
2. Violations of this rule by individual students shall be enforced in accordance with the college's disciplinary rule as outlined in the Student Handbook.
3. Violations of this rule may subject an individual student to the following penalties: disciplinary probation, dismissal, restitution.
4. Any college organization that is accused of hazing shall be subject to an immediate investigation and any disciplinary action resulting from the investigation.
5. Students, college personnel, or community members who, upon investigation, have been found culpable of hazing shall be subject to criminal investigation.
6. All college organizations are required to include the anti-hazing rule in its bylaws.
7. The college shall provide each student with a copy of the college's anti-hazing rule and penalties by publication in the Student Handbook.

A person commits hazing, *a third degree felony*, punishable as provided in 775.082 F.S. or 775.083 F.S., when he or she intentionally or recklessly commits, solicits a person to commit, or is actively involved in the planning of any act of hazing as described above upon another person who is a member or an applicant to any type of student organization and the hazing *results* in serious bodily injury or death of such other person.



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------------|------------------------|
| TITLE | Anti-Hazing | POLICY 7.071 |
| LEGAL AUTHORITY | 1001.64(8)(e), 1006.50, 1006.63, 1006.60 F.S. | PAGE 2 of 2 |

A person commits hazing, *a first degree misdemeanor*, punishable as provided in 775.082 F.S. or 775.083 F.S., when he or she intentionally or recklessly commits any act of hazing as defined above upon another person who is a member or an applicant to any type of student organization and the hazing *creates* a substantial risk of physical injury or death to such other person.

Date Adopted/Amended: 2-16-89, 11-5-92, 11-21-19



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------|------------------------|
| TITLE | Class Attendance | POLICY 7.080 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 2 |

It is the strong desire of the faculty and staff of Gulf Coast State College that each student successfully completes every course in which registered. Regular attendance and responsibility for class work are two of the most significant factors for success in college. Students are urged to begin each course determined to be present, punctual, and prepared for every class meeting and to seek additional help from the instructor when needed.

Students who continue to demonstrate a willingness to put forth sufficient effort to succeed can expect continual help from the instructor. Make up work of tests, reports, projects, etc., for valid absences will be permitted or an alternate opportunity provided. Reasonable efforts will be made to accommodate the religious observances, practices, and beliefs of students in the scheduling of examinations and work assignments.

Faculty are responsible for verifying initial attendance on or before the first class session following the end of the drop/add period and for reporting students who have not attended up to that point. Faculty must include their individual attendance policy and procedures in the syllabus for the course. Faculty should inform students if they accumulate absences which threaten academic progress or standing in the course.

Students are responsible for communicating with their instructors regarding any absences. Failure to do so in a timely manner may put the student at risk of academic penalty as indicated in the attendance policy on the professor's syllabus. In the instance of a student who has stopped attending but who does not initiate a withdrawal, it will be the responsibility of the faculty member to indicate the date of last academic-related activity on the final grade roster. (Academic-related activity includes physical class attendance, submission of assignments, taking exams, participation in on-line discussions or direct contact with the instructor regarding course subject matter.)

There are two kinds of withdrawals---student and administrative:

- **Student Withdrawal** - Students wishing to withdraw must complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal deadline as published in the college catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W". The withdrawal deadline for an off-term or condensed term is one week after midterm.
- **Administrative Withdrawal** - A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of "W". The withdrawal deadline for an off-term or condensed term is one week after midterm.



MANUAL OF POLICY

| | | |
|------------------------|-----------------------|------------------------|
| TITLE | Class Attendance | POLICY 7.080 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 2 of 2 |

Students have the right to appeal such administrative withdrawals. Students also have the right to appeal in the event they feel their administrative withdrawal has been unreasonably executed due to religious beliefs or practices. Such appeals should follow the normal chain through the instructor, division chair, Vice President of Academic Affairs, and/or when appropriate, be referred to the Appeals Committee.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic adviser.

1. A student is permitted to withdraw from a class on or before the withdrawal deadline of approximately one week after mid-term, as published in the college calendar. A student is not permitted to withdraw from a class after the withdrawal deadline.
2. A faculty member is permitted to withdraw a student from the faculty member's class up to the published withdrawal deadline, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus.
3. A student who withdraws from a class before the withdrawal deadline will receive a grade of "W". A student who is withdrawn by a professor at any time before the published withdrawal deadline will receive a grade of "W". After the published withdrawal deadline, the student will receive the letter grade earned. Any student who withdraws or is withdrawn from a class during a third attempt in the same course will be assigned a grade of "F".
4. A student who receives a grade of "W" will not receive credit for the course, and the "W" will not be calculated in the student's grade point average; however, the enrollment will count in the student's total attempts in the specific course.
5. Requests for withdrawal beyond the deadline date may be granted due to extenuating circumstances beyond the student's control that prevent the successful completion of the course. Such circumstances are ordinarily limited to involuntary call to military duty, illness of the student, or illness or death of a member of the student's immediate family. Students seeking to withdraw after the deadline date should contact the Office of the Vice President of Student Affairs for more information.

Date Adopted/Amended: 1-24-72, 5-27-74, 6-5-75, 2-16-89, 5-11-89, 11-5-92, 10-14-93,
11-10-94, 11-13-08, 10-4-12, 5-09-13



MANUAL OF POLICY

| | | |
|----------------------------|----------------|------------------------|
| TITLE | Student Travel | POLICY 7.085 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Students attending conventions, conferences, and other out-of-town activities must obtain college approval through the Student Affairs Office using the student travel form in order for the trip to be sanctioned by the college. Advisers or sponsors shall accompany the group or organization unless conditions dictate otherwise and approval is given by the Vice President of Student Affairs.

Student travel is considered an extension of campus and, as such, the Student Code of Conduct is in force for the duration of the travel. Any employee driving a college vehicle must hold a valid driver's license. In addition, drivers securing a rental vehicle must be 21 years or older. Only students who are employed by the college will be approved to drive college vehicles. All authorized drivers are covered by college insurance; however, parking fines and tickets for speeding, etc., must be paid for by the individual driving at the time of the violation.

Date Adopted/Amended: 2-4-71, 11-3-83, 1-10-85, 2-16-89, 11-10-94, 3-9-95, 3-11-04,
11-13-08, 1-18-18



MANUAL OF POLICY

| | | |
|----------------------------|--------------------|------------------------|
| TITLE | Student Assemblies | POLICY 7.090 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Student assemblies shall be scheduled through the Student Activities Specialist. No assembly that interferes with the orderly operation of the college shall be permitted.

Date Adopted/Amended: 2-4-71, 8-9-79, 2-16-89, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------------------------------------|------------------------|
| TITLE | Student Discipline | POLICY 7.095 |
| LEGAL AUTHORITY | 1001.64, 1001.65, 1006.60, 1006.61, 1006.62, 1012.80 F.S. | PAGE 1 of 1 |

Students who act to impair, interfere, or obstruct the orderly conduct of processes and function of the college, on or off-campus, shall be subject to appropriate disciplinary action as outlined in the Student Code of Conduct published in the Student Handbook.

If it has been determined that a student has committed disruptive acts that place the student, other students, employees, or third parties in peril, the College President may immediately expel such student for a minimum of two years.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-5-92, 4-18-19



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------|------------------------|
| TITLE | Animals on Campus – Use of Service Animals | POLICY 7.096 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

The college acknowledges the right of students, staff, and visitors to a safe and healthy environment while on college property or participating in college sponsored functions. In the interest of maintaining such an environment, animals are not permitted on college property or at college sponsored functions, unless approved by the appropriate vice president. When approval has been granted, animals must be controlled at all times, either leashed, kenneled, or other appropriate manner, and all sanitation issues must be addressed by the owner. Animals are not to be left in vehicles or tethered to any college property as a means of complying with this policy.

The college acknowledges the right of persons with disabilities to utilize service animals as appropriate. Service animals trained and in-training to assist persons with disabilities are exempt from the college's animal prohibition. The college maintains a list of service animal owner responsibilities related to grooming, sanitation, health, and control of their animal. This list may be picked up from the college's Equity Coordinator or Coordinator of Student Accessibility Resources.

When the use of a trained or in-training service animal poses a documented danger or health hazard to others, the service animal will not be permitted on campus. The trained or in-training service animal's owner may petition the decision and the college's Equity Coordinator and/or Coordinator of Student Accessibility Resources will mediate. Provisions will be made, as necessary, to ensure the needs previously met by the use of a trained or in-training service animal are provided.

All persons are prohibited from feeding and handling any stray/wild animals that appear on college property unless specifically authorized.

Date Adopted/Amended: 2-16-89, 9-12-96, 11-13-08, 7-27-17



MANUAL OF POLICY

| | | |
|----------------------------|-----------------------------|------------------------|
| TITLE | Academic Achievement | POLICY 7.099 |
| LEGAL AUTHORITY | 1001.64(8)(b), 1004.68 F.S. | PAGE 1 of 1 |

Graduation Recognition

Recognition will be given at graduation to students who have attained outstanding academic achievement with the following designations:

| | | |
|--------------------|-------------------|-------------------------------|
| With Honors | (cum laude) | 3.50-3.69 grade point average |
| With High Honor | (magna cum laude) | 3.70-3.89 grade point average |
| With Highest Honor | (summa cum laude) | 3.90-4.00 grade point average |

Semester Recognition

The President's List shall include those degree-seeking students who have earned 12 or more college credit hours within a semester and earned a semester grade point average of 3.90-4.0.

The Dean's List shall include those degree-seeking students who have earned 12 or more credit hours within a semester and earned a semester grade point average of 3.70-3.89.

The Honors List shall include those degree-seeking students who have earned 12 or more college credit hours within a semester and earned a semester grade point average of 3.00-3.69.

The Honors List also shall include those degree-seeking part-time students (enrolled in 6-11 college credit hours) who have earned 6 or more college credit hours within a semester and earned a semester grade point average of 3.00 and above.

Date Adopted/Amended: 10-31-73, 10-7-76, 11-4-76, 2-16-89, 10-12-89, 10-12-00, 5-8-03,
3-8-12



MANUAL OF POLICY

| | | |
|----------------------------|-------------------------|------------------------|
| TITLE | Advising and Counseling | POLICY 7.101 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Individual and direct attention given students at Gulf Coast State College is considered one of the most important functions of this institution. Faculty members are expected to participate enthusiastically in this function under the overall supervision of the Student Affairs Office. To this end, all full-time faculty members are expected to complete a minimum of eight hours of advising in direct contact with students each academic year, outside of regularly scheduled office hours. The additional hours will be scheduled as approved by the division chair to be available for advisees. Monitoring of this requirement is the responsibility of the division chair.

Faculty members are expected to participate in advisor training opportunities at Fall Conference and additional training as directed by the academic division chair and to familiarize themselves with the General Catalog, as well as the Advising Manual and the Student Handbook, in order to serve their students more effectively.

Advising: Each degree-seeking student at Gulf Coast State College is assigned an academic advisor who has expertise in the student's chosen field of study. Students may change their major for a current term through the initial drop/add deadline for the term. Any change of major initiated after the drop/add deadline will be processed and applied to the subsequent term. The student who changes programs will be directed to the new advisor by the current advisor or an advisor in the Advising Center.

Scheduling: Faculty advisors assist their students in program planning to ensure the student has the best possible plan for academic success. After consultation with their advisor, students are then able to schedule and register for their classes according to the agreed upon program plan.

Counseling: Faculty members are cautioned against counseling students with serious emotional and personal problems. While advisors may be able to help the individual student with minor problems by simply listening to the student, those students with serious emotional and personal problems should be directed to a trained counselor in the Student Affairs Office. Counselors provide crisis intervention services and referrals for students in need of long-term assistance.

Testing: As Gulf Coast State College is an "open door" college, which admits all who meet admission criteria, tests are used only for placement purposes. However, some students may be required to take some form of basic testing for placement in English, reading, and mathematics prior to enrolling in classes. Students are encouraged to consult the GCSC Catalog

Date Adopted/Amended: 2-4-71, 8-9-79, 11-3-83, 2-16-89, 11-10-94, 11-7-96, 10-8-98,
7-25-08, 6-16-11, 3-15-18



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Student Loads | POLICY 7.105 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 1 |

The maximum load for a student is 18 hours for the fall and spring semesters without written permission of the adviser. Students with a "B" average and written permission of their advisers may carry up to 21 hours. The maximum load for the average student for each summer term is seven hours. A student who has a "B" average may carry nine hours. Written permission of the Vice President of Academic Affairs is required for a student to register for more than 21 hours in the fall or spring or more than 18 hours in the summer session.

Date Adopted/Amended: 2-4-71, 2-16-89, 12-12-91, 11-5-92, 10-8-98, 5-8-03, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|---------------|------------------------|
| TITLE | Fines | POLICY 7.112 |
| LEGAL AUTHORITY | 1001.64(8)(f) | PAGE 1 of 1 |

The college is authorized to levy fines not to exceed \$50 for any one offense or violation of college rules.

Students may not register for new course work, may not graduate, and may not receive transcripts unless all records are clear of fees and fines owed the institution.

Date Adopted/Amended: 6-6-74, 2-16-89, 6-11-98, 11-13-03



MANUAL OF POLICY

| | | |
|----------------------------|----------------------------|------------------------|
| TITLE | Lost or Abandoned Property | POLICY 7.114 |
| LEGAL AUTHORITY | 705.18 F.S. | PAGE 1 of 1 |

Items found on or near college property will be cataloged and held for a minimum of 30 days as dictated by Florida Statute. Unclaimed items that are determined to be usable will be donated to charitable organizations; non-usable items will be destroyed.

Date Adopted/Amended: 11-3-11



MANUAL OF POLICY

| | | |
|----------------------------|--------------------------------------------------|------------------------|
| TITLE | Guidelines for Political Appearances and Rallies | POLICY 7.116 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Gulf Coast State College is happy to welcome bona fide candidates for political office to its campus. It is understood that such individuals will be representatives of, or aspirants to, the party ticket of a recognized political party in the state of Florida.

Planning of the appearance of the candidate(s), the format of the occasion and the management of on campus time shall be a joint endeavor involving Gulf Coast State College officials and the local (Bay, Gulf, and Franklin counties) campaign organization. Especially important is adequate advance planning (two weeks notice at a minimum) and mutual agreement as to date and time of appearance.

The local campaign organization and the staff of the candidate must be clear as to the necessity for them to assume responsibility for setup and cleanup of facilities made available to them. Use of college staff and crews should be avoided.

Candidates and their supporters should be aware of the desirability of providing students with "added attractions" which ensure a crowd and contribute to enthusiasm. The candidate and local organization shall assume responsibility for the cost of such attractions. In cases where campus groups are used as performers or to staff the attraction, remuneration at an agreed upon rate should be paid. Initiative to provide the attractions is the responsibility of the candidate and supporters.

Date Adopted/Amended: 2-4-71, 12-11-86, 2-16-89



MANUAL OF POLICY

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|----------------------------|-------------------------------|------------------------|
| TITLE | Approval for Outside Speakers | POLICY 7.117 |
| LEGAL AUTHORITY | 1001.64 F.S. | PAGE 1 of 1 |

Campus organizations inviting a guest speaker to any event on campus must complete in triplicate an approval form that may be obtained in the Student Activities Office. The form must be completed and submitted two weeks in advance of the event to the Student Activities Specialist.

Date Adopted/Amended: 2-4-71, 8-9-79, 2-16-89, 3-8-90, 11-13-08



MANUAL OF POLICY

| | | |
|----------------------------|---------------------------------|------------------------|
| TITLE | Campus Free Expression | POLICY 7.118 |
| LEGAL AUTHORITY | 1001.64, 1013.02, 1004.097 F.S. | PAGE 1 of 1 |

Citizens and groups wishing to exercise their Constitutional rights of freedom of speech and peaceful assembly may use the college's outdoor areas to discuss controversial and non-controversial subjects. Expressive activities include, but are not limited to, all forms of peaceful assembly, protests, speeches and guest speakers; distribution of literature; circulating petitions; carrying signs; and the recording and publication, including Internet publication, of video or audio recorded at outdoor areas of campus. The expressive activity must be lawful and not materially and substantially disrupt the functioning of the college.

Students, faculty, or staff shall not materially disrupt any previously scheduled or reserved expressive activities on campus.

Date Adopted/Amended: 10-12-00, 3-11-04, 5-12-05, 7-26-18



MANUAL OF POLICY

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|----------------------------|-----------------------|------------------------|
| TITLE | Student Drug Testing | POLICY 7.130 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 1 of 4 |

The District Board of Trustees and the administration of Gulf Coast State College recognize the need to determine to the greatest degree within their power, if students in certain specialized academic programs and those participating in intercollegiate sports are indulging in the use of illegal drugs or the misuse of legal prescription drugs.

Therefore, drug screenings will be required for those students applying for admission into or those students participating in certain specialized academic programs or for those students participating in intercollegiate sports. When mandated by the program, selected applicants must successfully complete a drug screening that satisfactorily demonstrates the applicant is free from the use of illegal drugs or controlled substances not prescribed to that individual as described or named in law. Selected applicants must comply with and follow all drug testing procedures as prescribed in this policy. Applicants will be tested at a state-certified facility.

Prohibited Conduct

The college prohibits the use, possession, sale or offer to sell, distribution, dispensation, purchase, solicitation, manufacture, or use of illegal drugs or legal prescription drugs not prescribed by a licensed physician or practitioner to the individual possessing the drugs while participating in any of the specialized academic programs while on college property, while driving a college vehicle, while riding in a college vehicle, and while conducting college business. Students involved in such activities will be subject to disciplinary action up to and including expulsion. Prescribed medications that may induce an unsafe mental or physical state, impair the students' ability to meet course requirements, perform competently, or demonstrate appropriate conduct will be grounds for denying admission into or dismissing a student from the program.

Exceptions

Students will not be considered to have violated this policy under the following conditions:

1. Use of possession of the drug is authorized by and in the manner prescribed by a licensed physician or practitioner through a prescription specifically provided for that particular students; and
2. The student notifies the instructor or program coordinator prior to beginning the program or upon starting a newly prescribed medication of any effects that use of the drug may have on academic or physical performance.



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| TITLE | Student Drug Testing | POLICY 7.130 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 2 of 4 |

Student Testing

The college reserves the right to conduct the testing of students under the following circumstances:

1. Random testing of students in certain specialized academic programs when the intrusiveness of the search is minimal, and the testing supports the safety of college students and those in their care, when mandated by the program through program directives.
2. Testing students when there is reasonable suspicion that they are under the influence of drugs or alcohol.
3. Pre-screening of all applicants of certain specialized academic programs when the intrusiveness of the search is minimal, when testing furthers the interest of ensuring the safety of college students and those in their care, and when mandated by the program through program directives.
4. Pre-screening and random testing of student athletes as prescribed in Manual of Policy 7.038, *Athletics*.

Reasonable Suspicion

If a student is suspected of being or is found to be under the influence of alcohol, illegal drugs, or legal prescription drugs not prescribed by a licensed physician or practitioner to the individual possessing the drugs, the student will immediately be dismissed from the class, lab, or clinical assignment by the instructor pending further review. The instructor will contact the program coordinator or the division chair to receive authorization to refer the student for drug screening. The student will be required to report to the college's designated drug screening provider to undergo a drug screening within two (2) hours of the dismissal. The student must agree to release the results of said screening to the appropriate college personnel (division chair or program coordinator/clinical coordinator). Failure to agree to an immediate drug screening, failure to obtain the test within the two (2) hour timeframe, or refusal to release test results to the proper college personnel will result in a recommendation of immediate dismissal from the academic program.

Methods of Testing

Drug and/or alcohol testing may be required by urinalysis, blood test, breathalyzer, or any other screening device as required or permitted by law.



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| TITLE | Student Drug Testing | POLICY 7.130 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 3 of 4 |

Drugs Tested For

The college will require testing for the following substances:

| | | |
|--------------|---------------|-----------------|
| alcohol | phencyclidine | benzodiazepines |
| amphetamines | methaqualone | methadone |
| cannabinoids | opiates | propoxyphene |
| cocaine | barbiturates | |

Confidentiality

All personal information relating to drug or alcohol testing will be kept confidential to the extent required by law.

Notification

A copy of this policy will be made available to all students.

Drugs That May Alter or Affect a Drug Test

A list of legal and illegal drugs, developed by the Agency for Health Care Administration, that may alter or affect a drug test may be found in Chapter 112.0455(13) F.S., or at:

http://ahca.myflorida.com/MCHO/Health_Facility_Regulation/Laboratory_Licensure/drugs.shtml

Students may report the use of any prescription or nonprescription medications that may alter or affect a drug test to the coordinator of the specialized academic program and to the agency performing the drug screening. Such disclosures will be kept confidential to the extent required by law. Students have the right to consult the testing laboratory for technical information regarding prescription and nonprescription medication.

Refusal to Submit to Drug Test

Refusal to submit to a drug or alcohol test under the circumstances set forth in this policy will result in denial of entry to or a recommendation of removal from the specialized academic program.



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| TITLE | Student Drug Testing | POLICY 7.130 |
| LEGAL AUTHORITY | 1001.64, 1001.65 F.S. | PAGE 4 of 4 |

Positive Test Results

A student who receives positive confirmed drug test results may contest or explain the results by contacting the coordinator of the specialized academic program within five (5) working days after written notification of the positive test result. If the student's explanation or challenge is deemed unsatisfactory by the college, the student will be denied entry into or recommended to be removed from the program.

Applicants who fail to successfully complete the required drug screening are eligible to reapply on the next admission date. The application will be processed without prejudice.

Date Adopted/Amended: 2-9-06



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