



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COMPLIMENTARY PASSES	Number: 3.00	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/11/94, 3/17/99, 09/25/01, 10/22/02, 10/25/05, 1/25/11	

Full-time employees and their immediate family may use the College's recreational facilities and may attend most student drama and music productions and all home basketball games, exclusive of tournaments, free of charge. College photo identification (ID) cards may be required for participation in these activities.

College employees who retire under an approved Florida retirement plan shall continue to receive the same privileges of attending college-sponsored activities and using the Learning Resources Center as are available to currently-employed personnel. Identification for retirees is handled by Human Resources.

Persons who serve the College in some special capacity may be issued complimentary passes for activities.

In recognition of the relationship between College Park Elementary School and the College, full-time employees of College Park may be issued complimentary passes to selected student drama and music productions and to home basketball games (exclusive of tournaments.)



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POLICY MANUAL

Title: ADVERTISING/SOLICITATION ON CAMPUS	Number: 3.01	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64, 1010.08	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 6/14/95, 5/19/99, 4/24/01, 10/22/02, 10/26/04, 12/13/05, 9/27/11	

Advertising/Solicitation by Outside Groups/Organizations:

Agents, salespersons and solicitors shall not be permitted on campus to distribute printed information, solicit funds, or sell goods or services to employees, students, or campus organizations without the prior, specific approval by the President or the President's designee. This rule includes the prohibition of placing printed materials on vehicles in college parking lots.

Materials which may not be approved by the President for distribution include:

1. Indecent, vulgar or lewd material or obscenity defined in reference to minors;
2. Libelous material;
3. Material that promotes illegal activities for minors; and
4. Material that infringes upon someone else's copyright.

The college may limit the time, place and manner of the distribution of materials that are approved by the President. Such restrictions might include:

1. Prohibition of distribution of materials in hallways or other thoroughfares where distribution would disrupt order or impede the free flow of student movement;
2. Limitation on time of day and number of days that material can be distributed;
3. Requirement that all materials be placed on designated tables in specific locations and be available for students to pick up;



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4. Prohibition on disorderly or coercive distribution; and
5. Requirement that materials bear a prominent official disclaimer of school sponsorship.

Rosters of employees and students will not be released to commercial or non-college organizations or businesses.

Exceptions to this rule are those companies approved by the college to offer an employee benefit through payroll deduction.

Use of College Name, Logo or Seal in Advertisement:

Neither the college name nor its logo or seal shall be used in any way in joint advertising without the approval of the President or the President's designee. In all instances, materials displaying the college name, seal or logo and/or marketing the college will utilize a tag line which advises that the college offers equal access and equal opportunity in its employment, admissions and educational activities and will not discriminate in any way. At a minimum, the tag line "an equal opportunity college" shall be used to convey the above information.

Use of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Name, Logo or Seal in Advertisement:

In no instance will the college use the logo or seal of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). in any form of advertisement. Should the college's accreditation be made a part of any advertisement, the following statement, unchanged in any way, is to be used: The College of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of the College of Central Florida.



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POLICY MANUAL

Title: AIDS AND BLOOD BORNE PATHOGENS	Number: 3.02	Page: Page 1 of 3
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1006.50, 1006.68, 381.609; Federal Register, December 6, 1991, 29 CFR Part 1910.1030, Occupational Exposure to Blood borne Pathogens Final Standard, Occupational Safety and Health Administration (OSHA). Guide-lines, Center for Disease Control, Atlanta, GA; Federal Vocational Rehabilitation Act of 1973; Florida Educational Equity Act and Chapter 760, Florida Statutes; The Americans With Disabilities Act of 1990; The Civil Rights Acts of 1964 and 1991.	Board Adoption/Revision Approval Dates: 7/29/92, 5/19/99, 10/22/02	

The President or the President’s designee shall establish a “Blood borne Pathogen Exposure Control Plan” outlining bio-safety policies and procedures to protect the rights and health of individuals. The purpose of this plan is to comply with the OSHA Regulations, Occupational Exposure to Blood borne Pathogens. The plan shall be: (1) accessible to all employees; (2) reviewed and updated annually, and when new or modified tasks and procedures occur; (3) implemented in conjunction with the Safety Committee; and (4) made available to OSHA for examination and copying upon request. It shall be the responsibility of Campus Security and/or Supervisors in assigned areas where accidents/incidents/exposures take place to see that the plan is followed.

In accordance with law, all aspects of bio-safety training will be documented.

(1) Definitions. For purpose of this policy, the following acronyms and definitions are used:

- (a) HIV - Human Immunodeficiency Virus
- (b) HBV - Hepatitis B Virus
- (c) AIDS - Acquired Immunodeficiency Syndrome

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.



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(2) General Guidelines

The College shall make reasonable efforts to accommodate the specific needs of infected students or employees unless the accommodation places undue burdens on the institution. There shall be no discrimination shown these individuals.

- (a) For Infected Students. Admission will not be denied to a qualified student solely on the ground that the student is an infected individual. A student shall not be required to withdraw from the College solely on the basis of a diagnosis of infection.

A student may be required to withdraw only after reasonable accommodations have been made, and an examination of the facts on a case-by-case basis by the President or the President's designee(s) demonstrates that the student can no longer perform as required, or that the student presents a health risk to him/herself or to the college community.

- (b) For Infected Employees. An infected employee not needing accommodation shall be treated in the same manner as any employee diagnosed as having any other illness, injury or disability. In instances where an infected employee is unable to fulfill his/her responsibilities, or portions of these responsibilities with reasonable accommodation, but is able and desires to continue working in a less mentally or physically demanding capacity, the College shall make a reasonable effort, if requested, to accommodate the employee's handicap.

As in the case of any other illness, injury or disability, a supervisor who believes an infected employee is unable to perform assigned duties due to the illness shall recommend to the Human Resources Director or the College Health Policies Committee that the employee be required to submit to a medical examination to determine if the employee can do the work. Based upon the medical opinion, appropriate action as provided in applicable procedures shall be applied.

Any infected employee shall be allowed to use accrued sick or annual leave as needed.



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- (c) Confidentiality. Any student or employee who informs the College that he/she is infected shall be accorded confidentiality regarding disclosure of the medical condition, in accordance with established statute or case law.

Information concerning an affected person's medical condition will be handled as confidential information. No specific detailed information concerning complaints or diagnosis shall be provided to faculty, administrators, or parents without the expressed written permission of the patient in the case.

- (d) Adherence to Policy and Guidelines. College employees, while performing their institutional duties, shall be required to conform to the Board's Exposure Control Plan on blood borne pathogens (inclusive of other body fluids). Attention shall be given to policies and procedures that provide clear direction to employees in the areas of:

1. providing reasonable accommodation;
2. prohibiting discrimination against qualified handicapped persons;
3. providing for the safety of others, taking measures to minimize risk or possible infection;
4. protecting the infected persons (through rights or confidentiality); and
5. prohibiting the imposition of rules on affected persons that would have the effect of unnecessarily limiting participation in educational programs activities or employment.



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POLICY MANUAL

Title: COLLEGE RECOGNITION/AWARDS/ NAMING OF FACILITIES	Number: 3.03	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 4/30/02, 10/22/02, 5/23/06, 4/27/10, 10/26/16	

It is the intention of the College of Central Florida to honor and celebrate outstanding contributions to the College and community through formal recognition, awards, and naming of College facilities.

Distinguished Service Awards

The College shall, from time to time, recognize individuals who have provided exceptional service to the College and/or the community by awarding Distinguished Service Awards. The President will confer with the Board Chair in selecting individuals for these awards.

Honorary Degrees

The Board may also award honorary Associate or Baccalaureate Degrees to recognize individuals who have contributed significantly to the College, their profession, or the community. Board approval is required for these awards.

Naming of Facilities

Upon recommendation of the President, the Board may approve the naming of a College campus, building, road, or other facility after an individual, family, or organization who has provided significant financial support to the College or made a noteworthy contribution to the field of education, government, science, or human betterment and exemplified accomplishment and character. The naming of College facilities shall occur in accordance with Florida law.

Distinguished Alumni Awards

The Alumni Association is also authorized to recommend to the President Distinguished Alumni Award recipients based on College approved criteria.

All College awards may be presented at graduation ceremonies, with the approval of the President.



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POLICY MANUAL

Title: CALENDAR	Number: 3.04	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64 FAC Rule 6A-10.019	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 3/17/99, 10/22/02, 10/25/05	

An academic and administrative calendar shall be adopted annually establishing a schedule for operation of the College, and shall be in compliance with State Board of Education Rules, Florida Statutes, Criteria of the Southern Association of Colleges and Schools Commission on Colleges and policies of the District Board of Trustees. A separate calendar will be maintained for the Appleton Museum of Art, one that best addresses public access.

Deviation from the adopted calendar may be made only by approval of the President. An official copy of the academic calendar shall be filed with the State Board of Education, certifying that it meets established criteria and that it falls within the entry periods for the state common calendar.

The President or the President's designee is authorized to approve starting and ending dates for all non-credit classes and other courses with starting and ending dates different from regular sessions established in the college calendar.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: COMMITTEES	Number: 3.05	Page: 1 of 1
	See Procedures: [] Yes [X] No	
Legal Authority: Florida Statutes 1001.02, 1001.64 FAC 6A-14.0261	Board Adoption/Revision Approval Dates: 9/3/80, 10/19.88, 3/17/99, 10/22/02	

The President may appoint standing or ad hoc committees, prescribe their functions and establish terms of service of members. A Governance Handbook shall be published annually outlining the responsibilities of committees, the reporting relationship, and membership.



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POLICY MANUAL

Title: COLLEGE PUBLICATIONS	Number: 3.06	Page: 1 of 2
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/11/94, 6/14/95, 5/19/99, 10/22/02, 10/26/04, 10/25/05, 9/27/11	

The following rules pertain to all publications, printed materials, or broadcast media which are considered official college publications, bear the name, seal or logo of the college, or are financed by college accounts.

- (1) College of Central Florida is recognized as the publisher of all college publications. The President is therefore responsible for and has authority over all publications or broadcasts, even though this responsibility may be delegated.
- (2) All materials contained in college publications or broadcasts must be factually accurate and must reflect taste and judgment appropriate to a community college publication.
- (3) The college student newspaper is considered a basic part of the journalism curriculum in that it serves as a laboratory for journalism students under the direction of a faculty member (advisor). Each issue is to be considered a teaching-learning experience and shall be evaluated on the basis of journalistic excellence, literary merit, and accuracy of the factual material. All student publications or broadcasts must uphold high standards of journalism and shall refrain from publication or broadcast of libel and indecency, undocumented allegations, innuendoes, harassment, or personal attacks. Advisors are expected to guide students and to maintain high standards of expression in a publication or broadcast. All college-financed media shall state that the opinions expressed are not those of the faculty, staff or administration of the College of Central Florida.
- (4) All business and financial affairs of all college media must be in accord with the standards of their professions, as well as state and local laws, regulations and policies.
- (5) Persons in an editorial, managerial, or advisory position with campus publications must comply with the above rules. Failure to do so will be cause for removal from the campus publications position and/or disciplinary action.
- (6) Publications or broadcasts of an informational or curricular nature shall be approved by the appropriate Vice President.
- (7) All materials which are primarily for off-campus distribution require content approval by the appropriate Vice President or Director of the Appleton Museum of Art, who shall retain right of approval on items for off-campus general distribution or recruitment. Such materials will be reviewed by Marketing and Public Relations.



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- (8) The college catalog shall also contain the official address and telephone number for the Southern Association of Colleges and Schools Commission on Colleges:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
(404) 679-4500

- (9) All official college publications will contain a reference to the equal opportunity nature of the college.



COLLEGE of CENTRAL FLORIDA

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Title: GIFTS TO THE COLLEGE, ITS EMPLOYEES OR TRUSTEES	Number: 3.07	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 112.313, 1001.63, 1004.085	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02, 10/25/05, 6/17/08	

Gifts for the College or a Program of the College

All gifts or donations, intended for use by the college or one of its programs, must be approved by the President or the President's designee prior to acceptance on behalf of the college. Gifts valued at the college's inventory threshold or above shall be included in the college inventory and must be accepted by the District Board of Trustees. Forms for acceptance of donations are available through the Property Manager or in the Business Office.

Exception to this shall be the gift of library materials or books, which may be accepted by the administrative heads of the Learning Resources Center or the Appleton Museum of Art.

The college reserves the right to refuse donated funds for student scholarships and/or loans when the donor requirement would:

- (a) Create cumbersome or complicated procedures beyond the state accounting requirements to receive, dispense or report the use of these funds.
- (b) Require the college to dispense such funds in violation of the Civil Rights Act of 1964.
- (c) Contain other restrictions considered unreasonable by the District Board of Trustees.

Gifts to Employees as a Result of Advertising Promotion or Purchase on Behalf of the College

- (a) Employees or trustees may not directly or indirectly accept a gift, service, compensation, including rebate, special privilege or other personal benefit of value because of purchase, lease, endorsement or promise to purchase any goods or services in the name of the college.



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- (b) Items of value shall be defined as any goods or services valued at \$100.00 or more. The receipt of such gifts should be reported to the Chief Fiscal Officer who, with the college President, shall determine their final dispensation.
- (c) Excluded from this reporting requirement shall be those instructors who receive free desk copies of textbooks, and those employees who win door prizes or sweepstakes while representing the college.

Textbooks, Course Materials and Learning Technologies

- (a) No employee of the college may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.
- (b) An employee may receive:
 - a. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
 - b. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - c. Honoraria for academic peer review of course materials.
 - d. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
 - e. Training in the use of course materials and learning technologies.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: GRADUATION	Number: 3.08	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02, 2/22/05, 10/25/05	

All administrators are expected to participate in each graduation exercise. Members of the full-time faculty shall participate in graduation exercises which fall on a contracted work day, unless excused by the Chief Academic Officer. If graduation falls on a non-work day, faculty members may opt not to attend.



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POLICY MANUAL

Title: REPEALED	Number: 3.09	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/19/99, 10/22/02	

The College shall maintain affiliation through membership in appropriate commissions and agencies at the local, state, regional and national levels. Such organizations shall provide certification indicating their records are open to inspection by any Florida citizen upon request.

Memberships for individuals in organizations directly pertaining to the employee's current assignment shall not be paid from college funds, unless such memberships benefit the college financially by significantly reducing conference fees.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: COPYRIGHT	Number: 3.10	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1001.726	Board Adoption/Revision Approval Dates: 9/3/80, 7/10/85, 10/19/88, 3/17/99, 10/22/02	

It is the policy of the College and its employees to adhere to all the requirements of the United States Copyright Law and its amendments. These laws affect the duplication of copyrighted materials, including performances, e.g., music, theater, sound recordings, videotapes, broadcasts, printed materials, computer software, and other applicable materials, as well as the classroom use of all types of created works.

All materials, products, objects or processes, slides, specimens, films, recordings, diagrams, books, manuals and similar instructional matter produced by an employee within the scope of his or her employment is considered “work made for hire” (17 U.S.C. 201(b)) and the College is considered the author and owner of the rights comprised in that copyright unless the parties have expressly agreed in a written instrument, signed by the employee and the College, that the employee is to have all or part of the ownership rights.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: PRESERVATION AND DISPOSAL OF RECORDS	Number: 3.11	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 257.36, 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/19/99, 10/22/02	

Guidelines of the Division of Library and Information Services, Department of State, shall be adhered to in the retention or disposal of official records. The President or the President's designee shall establish procedures and assign responsibility for the reproduction and destruction of records in accordance with Florida Statutes Section 257.36.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: PRINTING AND DUPLICATING	Number: 3.12	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1006.38, 1006.39	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02	

College equipment will be used for the printing or duplicating of that work which is used in college-related programs.

Copyright laws must be strictly followed. Copyrighted materials will not be reproduced in full without written permission of the owner and/or author. This includes the reproduction of photographs made by someone other than the college or student newspaper photographer.

Personal copies, of a professional nature, may be printed or duplicated for employees when approved through appropriate channels and after all college materials have been completed. Personal work includes those materials which are being copied by employees for use in advanced programs of study at other institutions. Appropriate fees will be charged to individuals requesting this service.

Tests and other confidential materials are to be handled by faculty or office staff only, and are not to be delivered or picked up by students.

The President or the President's designee shall establish procedures for printing or duplicating.



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Title: SIGNATURES	Number: 3.13	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 116.34	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02	

All personnel contracts require the signatures of the College President and the Board Chair. The Chair's facsimile signature, in the custody of the President, may be used on these documents.

All checks shall be pre-numbered and signed by two persons authorized by the District Board, one of whom shall be the President. Facsimile signatures may be used for these depository withdrawals. The signature machine shall be in the custody of and controlled by the Chief Fiscal Officer.

Authorized College representatives shall file certified copies of their manual signature with the Office of the Secretary of State prior to using facsimiles.

The employee's name as it appears on his or her contract or appointment form will be considered his or her legal name. College employees will affix their signatures or initials which accurately represent their legal names on all official College correspondence requiring signatures. This applies to reports, receipts, and all other documents requiring signatures of employees.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: MEMBERSHIPS / POLITICAL ACTIVITIES	Number: 3.14	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 106.15, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02, 4/27/10	

Outside Membership

The College encourages individual memberships in professional organizations and associations. Payment of membership dues is the responsibility of the individual; however, if participation is judged to be in the best interest of the College, dues may be paid from College funds upon the President's approval.

Organizational Membership

The College shall maintain affiliation through membership in appropriate commissions and agencies at the local, state, regional and national levels.

Memberships for individuals in organizations directly pertaining to the employee's current assignment shall not be paid from college funds, unless such memberships benefit the College and are approved by the President.

Political Activities

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

A College employee who may wish to seek an elected public office shall establish a specific agreement approved by the President and the Board relative to his/her activities in campaigning for that office.

College work time, supplies, clerical services, or equipment shall not be utilized in preparation and dissemination of any political literature or materials.

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



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INSTITUTIONAL REVIEW BOARD	Number: 3.15	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 2/25/15	

The Board of Trustees authorizes and directs the President to establish procedures related to the review, approval and monitoring of research studies conducted at the college which may involve students, staff, and institutional resources for the purpose of protecting individual rights and supporting the interests of the college.



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POLICY MANUAL

Title: REPEALED	Number: 3.16	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, Title VII, CRA of 1964, Amended 1972, Title IX, CRA 1964, 794.011	Board Adoption/Revision Approval Dates: 7/29/92, 2/22/00, 11/28/00, 3/26/02, 10/22/02, 6/26/12	

This policy number was previously assigned to “Sexual Harassment”, which is now incorporated into Policy 1.01, Equal Access/Equal Opportunity. The above policy number will be reassigned or discontinued.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: PUBLIC RECORDS	Number: 3.17	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes Chapter 119, 120.53, 1012.81	Board Adoption/Revision Approval Dates: 11/19/86, 6/10/87, 4/13/88, 10/19/88, 6/14/95, 5/15/99, 2/27/01, 10/22/02; 5/27/03	

Access to Public Records

The College shall make available any public records, as defined in Chapter 119 of the Florida Statutes, to any citizen upon oral or written request to the Chief Fiscal Officer who is designated as the Records Management Liaison Officer. Any and all other College departments receiving requests for access and/or copying of public records, not in the course of normal daily business, shall obtain clearance from the Records Management Liaison Officer prior to releasing information.

Access to such records shall include the right to make photographic copies in accordance with the provisions of Chapter 119 of the Florida Statutes. The College shall provide a photographic copy within a reasonable amount of time. Records containing confidential information may require special preparation time prior to release. Once the record is properly prepared, it will be made available for public inspection.

In the event the College is required to provide a photographic copy, the person requesting the information shall pay to the College a charge for making such copy or copies, the amounts prescribed as follows:

- (1) Fifteen (15) cents per page for straight copy work, one-sided legal or smaller, not requiring research.
- (2) Twenty (20) cents per page for straight copy work, two-sided legal or smaller, not requiring research.
- (3) A service charge if the nature or volume of the records requested is such as to require extensive use of information technology resources or extensive use of clerical or supervisory assistance by personnel. Any request taking longer than 30 minutes to complete will be considered “extensive” and is subject to a service charge equaling the time X hourly minimum wage of lowest paid College employee who would normally be assigned the task.



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(4) Certified copies shall be provided for the charge prescribed by Florida Statute 28.24 for similar services by the Clerk of the Circuit Court.

When access to records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the particular record or his/her designee.

The Records Management Liaison Officer shall maintain a record of all requests for public records.

Disposition of Public Records

The College will adhere to the minimum set of standards for scheduling and destroying records in accordance with Rule 1B-24 of the Florida Administrative Code.

All requests for records dispositions shall be documented according to procedures established and disseminated by the President or the Chief Fiscal Officer who is designated as the Records Management Liaison Officer.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: OBSERVANCE OF RELIGIOUS HOLIDAYS	Number: 3.18	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1006.53 FAC 6A.14.0571	Board Adoption/Revision Approval Dates: 12/14/88, 9/13/89, 3/17/99, 10/22/02, 10/25/05	

In compliance with Federal, State and Board rules which provide that there shall be no discrimination in the treatment of students and employees on the basis of religion, the College shall make reasonable accommodation for religious observance, practice, and belief.

Such accommodation shall apply to admissions, registration, class attendance and activities, scheduling of examinations and official ceremonies and work assignments. Any student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practice, may seek redress through the College grievance procedures.

No adverse or prejudicial effects shall result to any student or employee availing him or herself of the provisions of this rule.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DRUG-FREE CAMPUS AND WORKPLACE	Number: 3.19	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 112.0455, 440.101, 440.102, 1001.02, 1001.64, 1006.62	Board Adoption/Revision Approval Dates: 7/19/89, 7/18/90, 5/11/94, 4/15/98, 3/26/02, 10/22/02	

College of Central Florida is committed to providing a campus and workplace environment free from the abuse of alcohol and the illegal use of alcohol and other drugs. In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act, and the Florida Drug-Free Workplace Program Requirements, the President or the President’s designee will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by the College of Central Florida students or employees on College premises or part of any College activity. In furtherance of this policy, the President or the President’s designee shall establish procedures for drug and alcohol testing of employees and students.

The following standards of conduct apply to students and employees:

- Students and employees are prohibited from engaging in the unlawful manufacture, distribution, or use of illicit drugs and/or alcohol on College property, CF Foundation properties, and/or during College activities.
- Students are prohibited from attending class while under the influence of illegal drugs or alcohol.
- Employees are prohibited from reporting to work while under the influence of illegal drugs or alcohol.
- Employees and students shall notify the College of any criminal drug statute conviction for a violation occurring in the workplace or during College-sponsored activities no later than five (5) days after such conviction.

The President or the President’s designee is authorized to impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy. For purposes of this policy, a disciplinary sanction may include completion of an appropriate rehabilitation program.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: CAMPUS ENVIRONMENT	Number: 3.20	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 112.0455, 1000.06, 1001.02, 1001.64, 286.206 and Chapter 85-257, 386.204, 386.205, 790.051, 790.10, 790.115, 790.251(7)	Board Adoption/Revision Approval Dates: 4/15/98, 10/22/02, 10/26/04, 6/26/07, 5/26/09, 12/4/13, 2/26/14	

The campus environment will be conducive to learning. Thus, the President is authorized to establish rules which foster the learning environment and safety on campus.

Specific prohibitions on campus include:

- (1) Firearms or other dangerous weapons with the exceptions of:
 - a) Law enforcement officials legally authorized to carry such weapons.
 - b) Authorized classroom demonstrations of an unloaded weapon.
 - c) Firearms that are securely encased or otherwise not readily accessible for immediate use that are stored in vehicles owned by people age 18 or older.
- (2) Any illegal drugs.
- (3) Animals may not be brought on any college grounds or facilities. Exceptions to this policy would include service animals for persons with disabilities and animals to be used for previously approved instructional or special programs.
- (4) Agents, salespersons, and solicitors, unless specifically authorized by the President or the President's designee or for those companies approved by the District Board of Trustees to offer an employee benefit through payroll deductions.
- (5) Food and beverages in classrooms and other college spaces, unless an area is specifically designated for food and beverages.
- (6) Gambling, except the sale of raffle tickets by college-sponsored organizations provided such sale is a donation and/or has been cleared with the local Office of the State Attorney.
- (7) The use of tobacco of any kind on and in all college owned, operated, leased, and/or controlled properties, facilities, and vehicles.



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- (8) All minors that are not students shall not be allowed access to campus areas with the exceptions of:
- a) Accompanied by adult guardian.
 - b) Sheltering for safety as dictated by emergency situations.

 - c) In attendance of college approved events, social functions, common areas, and not learning and teaching areas unless specifically granted approval by college administration.
 - d) Attending child care facilities.
- (9) Alcohol, unless authorized by the President, for approved CF Foundation or college functions.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: TECHNOLOGY USE	Number: 3.21	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statute: Chapter 815, 1001.64	Board Adoption/Revision Approval Dates: 5/23/00, 10/22/02, 2/22/05	

Network users may have access to other networks, e-mail, or the Intranet. The following are examples of prohibited actions on the network:

- Using the CF network to gain unauthorized access to another network;
- Copying system files;
- Copying materials that are protected by copyright, including third-party software, without the express written consent of the owner or possessing the proper license;
- Attempting to “crash” the network or network attached systems;
- Attempting to gain a higher level of network security access than approved; and
- Willful introduction of computer “viruses” or other programs designed to disrupt or destroy the network or systems attached to the network.

ENFORCEMENT

Users who violate this policy may be denied access to the College’s technology systems and may be subject to other penalties and disciplinary action, both within and outside the College. Violations will normally be handled through the College’s disciplinary procedures applicable to the relevant user. For example students will be investigated and penalties or discipline imposed consistent with the procedures described in College policy and the Student Code of Conduct. However, the College may deny or restrict access to resources prior to the initiation or completion of such procedures when it reasonably appears necessary to do so to protect the College from liability. The College may also refer suspected violations of law to appropriate law enforcement agencies.

SECURITY AND PRIVACY

The College uses various measures to protect the security of its technology resources. Users should be aware that such security cannot be guaranteed. Users should engage in “safe computing practices” by establishing appropriate access restrictions to accounts, guard their passwords and change them frequently.

College technology resources are not private. Communications made by means of College resources are generally subject to Florida’s Public Record Law and Regulations. The College reserves the right to monitor individual usage, to backup and cache data and



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communication, log activity, and monitor general usage patterns and other activities. The College may also monitor the activity and accounts of individual users. Any such individual monitoring must be authorized in advance by the Vice President of Administration and Finance. The College may, at its discretion, initiate the disclosure of the results of such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel and law enforcement agencies and may utilize these results in appropriate College disciplinary proceedings. The College must, in response to proper public records requests, disclose the results to any requesting party.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: PROHIBITION OF DISRUPTIVE ACTIVITY	Number: 3.22	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1006.61, 1012.80	Board Adoption/Revision Approval Dates: 10/22/02	

Students and employees are prohibited from participating in activities with the purpose of knowingly disrupting or interfering with normal College functions or activities so as to stop or temporarily impede the progress of normal administration or operation of the school or school activities.

Student violation of this policy may result in immediate expulsion from the College. Employee violation of this policy may result in immediate contract termination as well as a restriction on employment by any state public school, state college, state community college, or state university.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: MEETINGS OF EMPLOYEES	Number: 3.23	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/19/99, 10/22/02	

Only the President or a designee shall have the authority to call general employee meetings of faculty and staff, or of the faculty as a whole, and shall specify the time and place of such meetings.

In no instance may persons or organizations outside the college organizational structure be permitted to call meetings of College employees on campus. Requests for such meetings must be approved by the President. Notwithstanding the foregoing, this policy is not intended to prevent the rights of employees under Chapter 447, Florida Statutes.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INFORMATION SECURITY	Number: 3.24	Page: 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statute: Chapter 815, 1001.64	Board Adoption/Revision Approval Dates: 2/22/05	

College of Central Florida has established standards for the protection and security of information, and for the use of information and technology resources. Information is secure only when its integrity can be maintained, its availability ensured, its confidentiality preserved, and its access controlled. Security procedures protect information from unauthorized viewing, modification, dissemination, or destruction and provide recovery mechanisms from accidental loss. The security of information is the responsibility of all people who are authorized to access it. All employees are expected to abide by these standards.

Purpose

This policy establishes the standards for the protection and use of information and technology resources. The College will protect confidentiality and privacy in accordance with applicable laws and our personnel policies. Each person subject to this policy and the associated Appropriate Use Policy will sign a statement affirming that they understand and that they intend to comply with the provisions stated therein. The signing of this statement is a requirement for obtaining access to the organization's data systems and networks. College Administrative Procedures will provide details about standards for the protection and use of information and technology resources.

Scope and Application

The President of the College delegates to the Information Technology Department the responsibility for establishing and maintaining departmental information security policies, standards, guidelines, and procedures. The focus of these activities is on information, regardless of the form it takes, the technology used to manage it, where it resides, and which people possess it.

This policy applies to employees, students, volunteers, vendors, contractors, affiliates and any others who use our information resources or who have access to information. This policy applies equally to any information of the organization, including but not limited to electronic data, written or printed information and any other intellectual property of the organization. The information resources include hardware, software, manuals and office equipment. All individuals agree not to disclose information improperly or to use information improperly or unethically for personal or professional gain.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: APPROPRIATE USE POLICY/INFORMATION TECHNOLOGY RESOURCES	Number: 3.25	Page: 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statute: Chapter 815, 1001.64	Board Adoption/Revision Approval Dates: 2/22/05	

Purpose

This policy establishes standards for the appropriate use of computer systems, telephone systems, networks, data, computer programs, multi-media equipment, and other information technology resources by students, faculty and staff at the College of Central Florida.

Scope and Application

The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes. College of Central Florida supports access to information representing a multitude of views for the interest, information and enlightenment of students, faculty and staff. Consistent with this policy, the College of Central Florida supports the use of information technology resources in a manner that recognizes both the rights and the obligations of academic freedom.

College of Central Florida recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies.

College of Central Florida cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

Information technology resources are provided to support the College’s scholarly, educational, and administrative activities. Information technology resources are limited and should be used wisely and with consideration for the rights and needs of others. The use of the College’s technology resources is a privilege extended to College students and employees and is conditioned on adherence to College policies and guidelines, and to state and federal statutes.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DISSEMINATION OF LITERATURE, PUBLIC EXHIBITS, DISPLAYS AND PRESENTATIONS	Number: 3.26	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 12/13/05	

College of Central Florida encourages freedom of expression and the creation and presentation of various forms of artistic expression as a means to enhance the educational and cultural opportunities to its students and community.

Decisions regarding artistic expression on campus are based on community standards. Expression will not be permitted which constitutes: (1) indecent, vulgar, or lewd material or obscenity defined in reference to minors; (2) libelous material; (3) material that promotes illegal activities for minors; (4) material that infringes upon a copyright.

Attendance at such artistic and cultural endeavors is for the most part voluntary. Any student or the parent of a minor student should consult the Chief Student Affairs Officer if he or she finds the content of any required participation to be politically, religiously, or culturally offensive. Efforts will be made to provide alternative experiences.

The President or the President's designee will establish a procedure regarding this policy.



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POLICY MANUAL

Title: INTELLECTUAL PROPERTY	Number: 3.27	Page: 1 of 7
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64(2) and (4), 1001.65(1), 1004.726, and FAC 6A-14.0261	Board Adoption/Revision Approval Dates: 3/24/09	

College of Central Florida supports and encourages its employees to develop and publish scholarly and creative works and educational materials and products, intellectual property which may be subject to copyright, patent, trademark or service mark registration and which may generate royalty income. Such activities increase professional knowledge, provide creative models for students, and bring recognition to the College. These developments may involve the use of College resources and the employee's time while on duty at the College. The policy listed below therefore defines the rights and obligations of the parties concerned.

1. Persons Covered Under the Policy

This policy is intended to cover relevant activities of all full and part-time College employees.

2. Materials Subject to Intellectual Property

In general, Intellectual Property will be divided into the following major categories:

- a) Books, study guides, television scripts, articles, lectures, artistic works, logos, graphic designs, musical arrangements and compositions, dramatic compositions, tests, and other relevant materials which are usually covered by copyright laws.
- b) Technological materials including, but not limited to, computer programs, web courses, distance learning, pod casts, computer-controlled multimedia, including videodiscs, CD ROMS, etc., and television related materials, such as educational materials and video programs developed and released through cable television, open broadcast television, videocassette and the like, all of which are normally covered by copyright laws.
- c) Trademarks and service marks which are appropriate for registration on state or federal level.
- d) Specific products and discoveries which are usually subject to patent laws.



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All materials covered by this policy will be interpreted under one of the above categories.

3. Definitions

- a) College Resources – Any resources owned by the College and provided to College employees to use, including, without limitation, office space, computers, software, supplies, facilities and equipment and any like items.
- b) Effective Date – The date on which this Policy is officially adopted and approved by the District Board of Trustees of the College of Central Florida. This policy shall not be retroactive.
- c) Intellectual Property – Any and all copyrightable material (including, but not limited to, all derivative works, updates and modifications), inventions, tangible research materials, trademarks, service marks, and patents, as those terms are defined under applicable federal, state and local laws.
- d) Net Revenues - Gross receipts of anything of value less expenses incurred in connection with the creation, commercialization and/or registering of Intellectual Property, including, but not limited to, direct costs of obtaining and securing copyrights, patents, trademarks or service marks, indirect costs as determined by the College, and all attorneys' fees.

4. Determination of Rights

To determine the disposition of rights to Intellectual Property of employees, such rights will be interpreted within the framework of the following categories:

- a) Individual Effort – Intellectual Property generated as a result of individual initiative and not as a specific College assignment and with incidental use of College facilities and/or resources which reside solely with the author or inventor.
- b) College Assisted Individual Effort – The College provides support of an individual effort resulting in Intellectual Property by contributing employee time, facilities, and/or other College resources in excess of the limits of incidental use of College resources. The use of facilities generally available to the public, such as libraries, shall not constitute



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substantial use of College resources. The employee and College shall expressly agree in a written instrument signed by them that the work will be considered a “College Assisted Individual Effort.”

- c) Work for Hire (College initiated and supported) – This term shall have the same meaning as set forth in the Copyright Act, Title 17, U.S.C., Section 101, et. seq., referring to any work specifically ordered or commissioned by the College that is performed by an employee within the scope of the employee’s regular duties and for which the parties expressly agree in a written instrument signed by them that the work shall be considered a “Work for Hire.” All Work for Hire situations in which no written instrument has been executed will be considered and resolved on a case-by-case basis in accordance with the provisions of this Policy.
- d) Intellectual Property Sponsored by Outside Sources – Intellectual Property created with funds, personnel, resources and facilities administered and controlled by the College which are provided by governmental, commercial, industrial, or other public or private organizations or individuals which shall be considered, for the purpose of this policy, to be funds, personnel, resources, and facilities provided by or through the College. By way of example, but not by way of limitation, this definition includes grants.

5. Intellectual Property Net Revenue Provisions

The royalty income from Intellectual Property shall be distributed as listed below:

- a) Individual Effort – Income derived from Intellectual Property produced from the individual initiative of College employees shall accrue solely to the author(s) or inventor(s). The Intellectual Property will be held in the name of the employee concerned.
- b) College Assisted Individual Effort – Net Revenues derived from Individual Efforts which are complimented by College time, facilities and/or resources, shall accrue solely to the author(s) or inventor(s). However, the College shall recover all of its costs, supported by detailed records, on time and materials. The only exception shall be when the author(s) or inventor(s) requests, and the College agrees, to permit its name to be used in conjunction with the product or process, and/or also agrees to market and/or assist in acquiring a marketing source for the product or process. In these cases royalties



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will be shared, with the College receiving 50% and the individual 50%, unless a written agreement is executed and approved by all parties prior to registration.

- c) Work for Hire (College initiated and supported) – Net Revenues of the Intellectual Property resulting from a specific assignment by the College or arising out of duties for which the individual is specifically employed by the College shall reside with the College. Under special circumstances, the College may share Net Revenues with the author(s) or inventor(s) upon recommendation by the College and approval of the District Board of Trustees.
- d) Sponsor-Supported Efforts – Income derived from Sponsor Supported Efforts shall be disbursed in accordance with the specific terms of governing contractual or grant documents. Income derived from Intellectual Property shall be disbursed in accordance with stated College policies when the contract or grant document is silent as to disbursement of royalties or time of value. The terms and conditions of the sponsorship contract shall determine all ownership issues.

6. Prerequisites to Disbursement of Net Revenues

In order to insure that there is no misunderstanding between the College and the College’s employee as to the rights regarding the payment of collected Net Revenues under this Policy, the parties agree as follows:

- a) Prior Written Authorization – With the exception of an “Individual Effort”, prior to commencing the creation of Intellectual Property or within 30 days of beginning the creation, an employee shall secure prior written approval from the President or its designee and shall execute a written agreement acknowledging and accepting the terms of this policy. This agreement shall also include written representations, warranties, licenses, assignments of interest (if any), disclosures, identifications, royalty allocation, if any, indemnification of the College, and other provisions.

7. Ownership of Intellectual Property

- a) Individual Effort – The College employee will own the Intellectual Property.



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- b) College Assisted Individual Effort – The College employee will own the Intellectual Property.
- c) Work for Hire (College initiated and supported) – The College will own the Intellectual Property as set forth in a Work For Hire Agreement executed by the parties prior to commencing the creation of any Intellectual Property for the College.
- d) Sponsor-Supported Efforts – Ownership is as set forth in the agreement governing the relationship between the sponsor, the College and the employee.

8. Use of Intellectual Property

The use of Intellectual Property is divided into two categories:

- a) Internal Use – The College will be entitled to use internally for any purpose within the College, free of charge, any and all Intellectual Property created by College employees through Work for Hire. The College shall also be entitled to extend this authorization to other College employees. Except for instances that constitute “fair use” as that term is defined in the Copyright Act, a College employee who creates Intellectual Property through College Assisted Individual Effort or Individual Effort will be entitled to determine whether the Intellectual Property may be used by the College or other College employees.
- b) External Use – For all Intellectual Property owned by the College, the College shall have the sole right, but not the obligation, to determine whether to commercialize any Intellectual Property. Notwithstanding anything in this policy to the contrary, the College always reserves the right unilaterally to negotiate and enter into agreements for the exercise, sale, use, including the use for free, or other disposition of any and all rights of Intellectual Property owned by the College.

9. Death, Retirement or Cessation of Employee

Except for employees receiving revenues as the result of Individual Effort, any employee who is entitled to receive Net Revenues under this Policy shall continue to receive Net Revenues upon death, retirement or upon voluntarily ending employment with the College for three (3)



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years after ending employment with the College. However, with the exception of employees receiving revenues as a result of Individual Effort, all rights of any College employee to receive net revenues under this Policy shall immediately terminate upon the involuntarily termination of employment with the College, and all net revenue that would have been paid to the College employee shall then be paid to the College.

10. Dispute Resolution

The College shall appoint a committee comprised of administrators and support staff personnel to address dispute resolution. The College shall establish procedures for any College employee to petition the committee regarding a dispute pertaining to Intellectual Property. Those disputes include, but are not limited to, disputes regarding ownership rights, usage rights, percentage of royalty, revenue payments, or publication clearance. The committee shall be chaired by the President or his designee. The committee chair shall be responsible for making a recommendation to the College President to resolve any dispute under this policy. Any decision made by the College President shall be final and shall not be subject to any reconsideration or appeal.

11. Term

The College's obligations to pay Net Revenues under this Policy shall in no event continue beyond the term of the protection of the relevant Intellectual Property.

12. Copyright/Patent/Trademark/Service Mark (Intellectual Property) Administration

The Chief Fiscal Officer shall be responsible for the administration of Intellectual Property procedures. His or her duties shall include the following:

- a) Provide assistance and guidance as set forth in Florida Statutes, Section 1001.64(33) in obtaining a publisher for College personnel for all College Assisted, Work For Hire and Sponsor Supported works or efforts that are subject to copyright or patent.
- b) Provide review of all projects expected to generate Intellectual Property with support by the College or a sponsor in order to determine in advance the disposition of the product and



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income generated. The President, with the approval of the Board of Trustees and the author(s) or inventor(s), shall execute an agreement governing the determination of rights, disposition, and distribution of income prior to the program commencement.

- c) Recommend necessary changes to the College Intellectual Property rule and procedure.
- d) Register Intellectual Property:
 - 1. Individual Effort
The author(s) or inventor(s) shall be responsible for registering the Intellectual Property and paying all fees applicable thereto, including legal fees.
 - 2. College Assisted Individual Effort
Unless otherwise agreed, the employee, pursuant to Florida Statutes, Section 1001.64(23), shall register the Intellectual Property and bear all the costs unless the agreement between the parties states otherwise.
 - 3. Work For Hire (College initiated and supported)
The College shall register the Intellectual Property and pay all the fees, including, but not limited to, legal fees.
 - 4. Sponsor Supported Efforts
This shall be negotiated in the Sponsorship Agreement.



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POLICY MANUAL

Title: TOBACCO FREE COLLEGE	Number: 3.28	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 386.201 <i>et. seq.</i> , 1001.64(5), 1001.65; FAC: 6A-14.0261	Board Adoption/Revision Approval Dates: 12/4/13	

Purpose

College of Central Florida strives to promote the health and wellness of its students and employees as well as a safe, comfortable environment for all who work, study, conduct business, or visit the college. Therefore, it is the policy of the Board that the College of Central Florida shall be a “Tobacco Free College.”

Policy

1. Tobacco of any kind, in any form shall be prohibited at the College of Central Florida. This includes but is not limited to cigarettes, cigars, pipes, inhalers, vaporizers, and electronic smoking-simulated instruments*. Snuff, chewing tobacco, and other tobacco products are also prohibited.
2. The use of tobacco of any kind shall be prohibited on all college owned, operated, leased, and/or controlled properties and facilities such as: buildings, student housing, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, and exterior open spaces including the Enterprise Center and the Appleton Museum of Art.
3. Tobacco use shall be prohibited in all college leased or owned vehicles both on and off college property.
4. Tobacco use shall be prohibited in all personal vehicles while on college property.
5. Smoking materials must be extinguished prior to entering upon any CF property without exception. All tobacco products in use must be disposed of appropriately prior to entering upon any CF property which includes enclosed vehicles.
6. The sale of cigarettes and other tobacco products, and the free distribution of tobacco products are prohibited.
7. This policy does not apply to off-campus facilities leased or used by the college for college events or functions. On those occasions, the tobacco policy of the facility shall be applicable.
8. The President or designee is authorized to develop procedures to implement this policy including provisions for notification, signage, compliance, and enforcement.



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*Electronic smoking simulated cigarettes (e-cigarettes) produce a vapor of undetermined and potentially harmful substances, which may appear similar to the smoke emitted by traditional tobacco products. Their use in workplaces and public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the smoking prohibitions.