



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> FINANCIAL RECORDS AND REPORTS	<b>Number:</b> 5.00	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.02, 1001.64, 1010.02 FAC 6A-14.072	<b>Board Adoption/Revision Approval          Dates:</b> 9/3/80, 10/19/88, 10/22/02	

All financial records and reports shall be kept in accordance with the *Accounting Manual for Florida's Community Colleges*. Each annual or periodic financial report prescribed by law or rule shall be filed with the District Board of Trustees. Annual reports shall be certified by the Board and signed by its Chair and the College President.

All financial or other pertinent records and reports of the College are subject to periodic audit by the Office of the State Auditor General.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> AUXILIARY SERVICES AND ENTERPRISES AND UNDESIGNATED GIFTS	<b>Number:</b> 5.01	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.02, 1001.64, 1010.08 FAC 6A-14.077	<b>Board Adoption/Revision Approval          Dates:</b> 9/3/80, 7/1/83, 6/6/84, 10/19/88, 8/29/00, 10/22/02, 8/24/04, 2/15/05, 1/8/10	

The College is authorized to operate or to contract for auxiliary services and enterprises as defined in the *Accounting Manual for Florida's Community Colleges* and may use funds generated from auxiliary operations and contracts and from undesignated gifts. Such auxiliary enterprises include, but are not limited to, a bookstore, food service and vending machines. Contracts for such operations shall include reasonable fees for use of College facilities and services.

Funds derived from these services and enterprises shall be deposited to the appropriate auxiliary fund account and may be used for the following at the President's discretion and according to Board policy for the benefit of the college:

- (1) Student Scholarships.
- (2) Public Relations and Business Hospitality. An amount not to exceed the authorization in Florida Board of Education Rule 6A-14.077 may be transferred to the General Current Fund each year for public relations, promotion and hospitality of business guests of the College. Individuals receiving per diem from the state shall not be considered business guests.
- (3) Other Activities. Other usage of these funds may include, but are not limited to, activities involving graduation, visiting committees or teams, off campus site support, art on campus, community sponsorships, orientation and work conferences, personnel recruitment, official meetings and receptions, guest speakers, meal functions, awards, flowers, promotional activities, hospitality of business guests, student events/presentations recruitment activities, new program initiatives, athletics, and other such activities that support the College.



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- (4) Use of College Activity Fund. Funds must be requested in advance of the required use on the appropriate college form.
- (5) Non-Discriminatory Usage. The College Activity Fund will not be used to purchase membership(s) in or goods/service from an organization which discriminates on the basis of race, color, national origin, sex, age or religion.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> BANK DEPOSITORIES, RECEIPT AND DEPOSIT OF FUNDS, INTEREST DISTRIBUTIONS, AND COLLECTION OF MONEY	<b>Number:</b> 5.02	<b>Page:</b> 1 of 4
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 17.57, 215.85, 1001.64, 1010.02, 1010.11 FAC Rule 6A-14.075	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 6/6/84, 10/19/88, 10/22/02, 3/22/05, 10/25/05, 3/26/14	

Upon recommendation of the President, the District Board of Trustees will establish such bank depositories as are necessary for the efficient operation of the College, in accordance with rules of the State Board of Education and Florida Statutes 17.57.

(1) Receipt and Deposit of Funds. Funds will be receipted and deposited in appropriate accounts, and all accounts of such depositories shall be in the name of the District Board of Trustees of the College of Central Florida. All funds received shall be deposited as soon as practicable.

(2) Transfers and Withdrawals

A. Use of Facsimile Signatures on Checks and Automatic Clearing House (ACH) Remittance Advices

1. Disbursement of college funds by checks and through electronic transfer shall be as follows:

- a. The Board shall, upon recommendation of the President, designate individuals who shall be authorized to sign checks against College funds and who shall be under adequate bonding.
- b. Money drawn from a depository shall be upon a pre-numbered check signed by two authorized College officials, or by a telephonic transfer followed up by written investment instructions signed by one authorized person. Authorized check signers must use a facsimile signature in lieu of a manual signature to sign checks. Exceptions must be approved by the Board.
- c. Banking agreements must be signed with a manual signature.



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- d. The authorized check signers must file manual signatures and copies of facsimile signatures with the Department of State and certify those signatures under oath.
- e. Facsimile signature image files will be maintained on the college network and will be used only in conjunction with the check software to affix the facsimile signature to a check.
- f. Facsimile signatures and routing information will not be printed on ACH/direct deposit remittances to prevent fraudulent use.

### B. Electronic Funds Transfer (EFT)

1. EFT's initiated by the college must be authorized under a current banking services agreement. Master banking agreements must be manually signed by the president and the Board chair. Secondary agreements may be manually signed by the president or his designee. Every account being debited/credited must be pre-authorized under a Deposit Express agreement, repetitive wire transfer agreement, an ACH agreement or other named agreement.
2. The president is authorized to establish EFT agreements related to the provider of the college's primary bank account including, but not limited to, related zero balance accounts, the Electronic Payments and Remittance System (EPARS) banking account, the Florida PRIME account and the Special Purpose Investment Account (SPIA). The president is authorized to open bank accounts without EFT-initiating ability in the name of the college to act as depository accounts. The President is authorized to establish a PayPal account with any EFTs limited to the payment of fees by credit card or the transfer of funds collected to the college's primary bank account.
3. EFT's between college accounts are to be executed by staff who are bonded and authorized by the President.
4. EFT's representing payments processed under the Accounts Payable or Payroll systems will be executed as follows:



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- a. Payments are executed under the rules of the ACH, Electronic Data Interchange (EDI), procurement card, or direct deposit agreements.
  - b. Payments to the Internal Revenue Service, the Florida Retirement System, the State of Florida, and other governmental entities not specifically noted are to be executed under the arrangements established by the government entity collecting the monies being paid.
5. The President is authorized to establish and maintain procedures for appropriate internal controls related to the conduct of all EFT's; electronic payments to governmental entities; authorization and cancellation of direct deposit (ACH) instructions from vendors and employees; third party payments of expenditures, advance, or reduction of cash assets not processed within the Accounts Payable or Payroll systems; and confirmation of EFT's with the financial institutions servicing the college.
- C. Other forms of payment:

Payments under custodial/trust agreements, State Board of Education Bond provisions, or third Party agreements will be governed by the provision of the applicable agreements. The president is authorized to enter into third party agreements to provide EFTs to others as necessary to maintain privacy of information related to payments and the payments themselves in a timely manner. Examples of these types of arrangements include the EPARS to facilitate the college's compliance with disbursing retirement plan payments to providers and the ExpertPay system used to provide the information and EFT remittances to the receivers of payroll garnishments within Florida.

- (3) Interest Distribution. Interest income shall be distributed to Funds 1, 2, 3, 4, 6 and 7 unless prohibited by statute, terms of the grant, or request of donor. All other interest earned shall accrue to Fund 1 to provide for administrative expense incurred by the College.
- (4) Collection of Money. Faculty or staff members shall not collect money from other employees or students for any purpose without making written request of and securing approval from the Vice President of Administration and Finance. Approved collections



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shall be deposited in the appropriate account as determined by the Financial Operations Office and shall be disbursed according to College procedures.

The collection of authorized fees for non-credit classes is excluded from the requirements of this rule.

Persons who are active in non-profit organizations which sponsor worthwhile fundraising projects or College-related activities shall be allowed to place items for sale or solicit door-to-door contributions on campus, with approval of the President, or the President's designee, so long as this activity does not interfere with the normal operation of the College.

There shall be no solicitation in the classrooms.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> INVESTMENTS	<b>Number:</b> 5.03	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 218.407, 218.415, 215.45, 215.47, 1001.64 FAC 6A-14.0765	<b>Board Adoption/Revision Approval          Dates:</b> 11/24/93, 10/22/02	

The President or the President's designee is authorized to invest funds deemed to be surplus as authorized by Florida Statutes 218.415 and 218.407.

Loan, endowment, annuity, and life income funds may be invested in securities in which the State Board of Administration is authorized to invest retirement funds pursuant to Florida Statutes, 215.45 and 215.47. Should the Board of Trustees choose to make such investments, the Board of Trustees shall adopt and adhere to an investment plan as described in Florida Statutes 215.45 and 215.47. The College shall make all records of the investment operation available to the Auditor General for annual audit.

The Chief Financial Officer shall prepare written investment guidelines in accordance with the requirements of Florida Statutes 218.415 and State Board of Education Rule 6A-14.0765. The investment guidelines shall place the highest priority in making investments on the safety of principal and liquidity of funds of the College.





# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> BONDS FOR EMPLOYEES AND TRUSTEES	<b>Number:</b> 5.04	<b>Page:</b> 1 of 1
<b>Legal Authority:</b> Florida Statute 1001.02	<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02	

The College is authorized to use College funds to pay for bonds required by Florida Statutes and State Board of Education Rules for District Board members, the President, and all other College employees who are responsible for College funds and property.

Each District Board member shall be provided with a surety bond in the amount established by Florida Board of Education Rules.

College employees responsible for handling College funds or property shall be provided bonds in amounts sufficient to protect the College.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> BONDS AND INSURANCE FOR CONSTRUCTION, PROFESSIONAL SERVICES, EQUIPMENT & SERVICE CONTRACTS	<b>Number:</b> 5.05	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.02, 1001.64, 255.055, 287.0935	<b>Board Adoption/Revision Approval          Dates:</b> 9/3/80, 10/19/88, 10/22/02, 10/28/08	

At the time of signing a formal contract for College construction, contractors and related professional services shall furnish bond for the faithful performance of the contracts per the State Requirements for Educational Facilities.

Equipment and service contract vendors may also be required to furnish performance bonds if it is deemed advisable by the President or a designee.

The College will require that construction projects be covered by specific insurance as noted in administrative procedures and in the guidelines for State Requirements for Educational Facilities.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> BUDGET AMENDMENTS	<b>Number:</b> 5.06	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1001.65, 1010.02, 1011.30 FAC 6A-14.0716	<b>Board Adoption/Revision Approval</b> <b>Dates:</b> 9/3/80, 10/19/88, 10/22/02	

The President is authorized to reallocate funds between organizational units of a fund and object codes within a class of expenditures for a fund. Budget amendments will be prepared in accordance with the State Board of Education Rules, approved by the District Board of Trustees, and submitted according to State Board of Education Rules.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> CONSULTANTS, PAYMENT OF	<b>Number:</b> 5.07	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1012.855	<b>Board Adoption/Revision Approval</b> <b>Dates:</b> 9/3/80, 8/5/81, 10/19/88, 8/26/92, 10/22/02, 4/26/05	

The College is authorized to utilize and pay consultants in accordance with the following guidelines:

- (1) Persons with specific professional and technical skills required by the College may be employed as Consultants.
- (2) The President is authorized to finalize professional service contracts as necessary to provide required services for a period not to exceed one year and not to exceed the mandatory thresholds established by the Florida Board of Education Rules. The contract may include payment for travel, lodging, and such other costs as required.
- (3) Professional services of architects, landscape architects, professional engineers, and registered land surveyors shall be negotiated competitively by the District Board of Trustees in accordance with the guidelines and procedures required by the Consultants Competitive Negotiations Act.
- (4) The Board shall approve all consultant contracts that exceed one year in length.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> FEES AND TUITION	<b>Number:</b> 5.08	<b>Page:</b> 1 of 3
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1009.23, 1009.27, 1009.26, 1009.25, 1010.03, 1011.83; FAC 6A-14.054	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 12/3/80, 10/19/88, 2/17/93, 3/24/93, 10/22/02; 2/24/04, 9/28/04, 5/24/05, 6/27/06, 3/27/07, 6/21/11	

**Fees and Tuition:** Upon the recommendation of the President, the District Board of Trustees shall annually set or adopt student fees and charges in accordance with the Florida Board of Education Rules, Florida Statutes, and corresponding legislative appropriations acts. Schedules of fees and charges shall be appropriately published and made available to students and the public.

The President or the President’s designee is authorized to develop procedures setting payment due dates and calculation of contracted courses for life-long learning courses, non-FTE generating activities, and student laboratory fees in compliance with the Florida Board of Education Rules and Florida Statutes.

For advanced registration, all fees are due and payable on the date specified at the time of registration.

For regular registration, which is held immediately prior to the start of the term, the fees are due and payable at the time of registration, except as authorized by law or State Board of Education Rules.

Expenditures from student activity fees shall be made only for lawful purposes which benefit the student body in general. Such expenditures shall be made according to a budget prepared jointly by students and College staff and approved by the President.

**Deferral:** The President, or the President’s designee, is authorized to defer student registration fees in accordance with Florida Statutes and Florida Board of Education Rules. The President or the President’s designee shall establish procedures for deferral of fees.

**Exemption:** To the extent required by law, registration fees (defined to include all fees normally collected as part of the registration process) will not be assessed for those categories of students specifically exempted by Florida Statutes and Florida Board of Education Rules, including students enrolled under dual enrollment and early admission agreements between the college and the school districts in its service area.



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## POLICY MANUAL

<b>Title:</b> FEES AND TUITION	<b>Number:</b> 5.08	<b>Page:</b> 2 of 3
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**Waiver:** The President or the President's designee is authorized to waive tuition and fees in accordance with the Florida Statutes and Florida Board of Education Rules.

In addition to those fee waivers authorized by Florida Statutes and Florida Board of Education Rules, the President or the President's designee is authorized to waive fees for full-time employees and immediate family (spouse, dependent children, dependent stepchildren) of employees. Full-time employees and/or immediate family may be given up to six (6) credits of waived fees per term per person. Adjunct faculty teaching credit courses may be given up to three (3) credits of waived fees for each fall or spring semester in which they are teaching a course(s) and they may use those tuition waivers at any time during the academic year in which they teach. Retirees\* and their spouses may be given up to three (3) credits of waived fees per term per person. FRS eligible part-time employees \*\* may be given up to three (3) credits of waived fees per term. Fee waivers may also be given for non-credit courses.

This fee waiver is for tuition fees only. It does not include lab fees, the application fee or other fees. Waivers for other fees may be authorized by the President or the President's designee.

**Refund:** A student may receive a one hundred percent (100%) refund of tuition and matriculation fees if official drop notification is received and approved prior to the end of the college's published Add/Drop Period. The President, or the President's designee, is authorized to establish the official Add/Drop Period for Fall, Winter, and Summer terms. The official Add/Drop Period is published annually in the College Catalog.

**Adult General Education:** Effective July 1, 2011, the college shall charge a block tuition rate for all adult general education programs consistent with state statute for resident and non-resident students. The block tuition will be charged to any student who enrolls in an adult education course after July 1, 2011.

A student enrolled in any adult general education program, with the exception of the Adult High School Co-enrolled program, must be assessed tuition. Co-enrolled students are exempt from the payment of the block tuition for adult general education programs provided in section 1009.22 (3)(c), Florida Statutes. Per statute, the college shall develop policies and procedures for the collection and accounting for the expenditure of the block tuition.

\*A retiree shall be anyone who was employed full-time at the college who was vested in the state retirement system at the time they officially retired from the college.

\*\* An FRS eligible part-time employee is defined as a current part-time employee who has met the FRS eligibility requirements of 2,080 hours worked.



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FEES AND TUITION	5.08	3 of 3

All funds received from the block tuition shall be used only for adult education programs. Students enrolled in adult general education may not be assessed financial aid fees, student activities fees, capital improvement fees or technology fees. Students enrolled in adult general education programs may be charged user fees and fines.

Fee – nonexempt students enrolled in Applied Academics (vocational preparatory) instruction shall be charged fees equal to the fees charged for adult general education programs.

**Collection:** The President or the President’s designee is authorized to employ the services of an outside collection agency, in accordance with applicable law to collect outstanding student tuition, fees and other debt. These costs of collection will be the responsibility of the student and will be added to the student’s account in accordance with applicable Administrative Procedure.

\*A retiree shall be anyone who was employed full-time at the college who was vested in the state retirement system at the time they officially retired from the college.

\*\* An FRS eligible part-time employee is defined as a current part-time employee who has met the FRS eligibility requirements of 2,080 hours worked.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> COLLEGE INSURANCE	<b>Number:</b> 5.09	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 113.05, 440.02, 1001.64, 1012.855	<b>Board Adoption/Revision Approval          Dates:</b> 9/3/80, 10/19/88, 10/22/02	

The District Board will participate in insurance programs through the Florida Community College Risk Management Consortium or other sources as required by law including Workers' Compensation. College property will be insured against major perils.

Other insurance programs may be established and maintained if deemed appropriate and desirable for the protection of students, faculty or staff, or where it is considered prudent to protect property against losses occasioned by other than major perils, or to protect the College from any accident or hazard which may arise as the result of use of College facilities by outside groups or organizations.

College employees and students using personal vehicles for College business must carry and show proof of liability insurance. Individuals riding in personal cars on trips affiliated with the College are covered by the vehicle liability insurance carried by the car's owner.





# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> PAYROLL DEDUCTION AUTHORIZATION	<b>Number:</b> 5.10	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1010.02	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02, 10/24/06	

Payroll deductions are authorized for the following items when allowed by law and requested in writing by the employee:

- (1) Premiums for life and health insurance policies in Board-approved group programs.
- (2) Premiums for life and health insurance policies in programs sponsored by organizations in which the College holds institutional membership.
- (3) United Way contributions.
- (4) GTE Federal Credit Union.
- (5) College-approved tax sheltered annuity programs.
- (6) Retirement in state retirement systems other than the Florida Retirement System (FRS).
- (7) Social Security.
- (8) Membership dues in professional organizations approved by the President.
- (9) Other items approved by the President.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> PETTY CASH & CHANGE FUNDS	<b>Number:</b> 5.11	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1010.02	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 11/19/86, 6/10/87, 10/19/88, 10/22/02	

The President or the President’s designee is authorized to establish petty cash funds (as determined by the President or the President’s designee to be necessary for efficient operations) for each campus, site or center, up to the maximum amount allowed by the Florida Board of Education Rules. Fund expenditures and reimbursement procedures shall be established in the Administrative Procedures Manual.

The President or the President’s designee is authorized to establish change funds in amounts necessary to execute daily cash transactions. Adequate internal controls and procedures for cash transactions shall be established under the direction of the President or the President’s designee.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> PROCUREMENT	<b>Number:</b> 5.12	<b>Page:</b> 1 of 6
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 287, 120.53, 1001.64, 1010.02 FAC: 6A-14.0734	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 2/1/84, 6/10/87, 2/13/91, 1/29/92, 12/16/92, 8/27/97, 9/26/00, 10/22/02, 5/24/05, 9/25/07, 12/7/10, 1/22/13	

The President, or the President’s designee, is authorized to approve purchases, approve construction change orders, and execute contracts on behalf of the District Board of Trustees for the lease, acquisition of commodities and services which do not exceed the dollar amount of the mandatory thresholds established by State Board of Education Rules. Such purchases shall not exceed the financial constraints of the budget for the year impacted by the expenditure(s).

The purchase of commodities and services whose costs exceed the State Board of Education mandatory bid threshold must be approved by the District Board of Trustees after complying with all applicable bid requirements prescribed by State Board of Education Rules and Florida Statutes.

The President, or the President’s designee, shall establish the procedures for the procurement of goods and services in accordance with the laws, rules and policies established by Florida Statutes, the State Board of Education, and the District Board of Trustees.

Except in the instances declared to be emergency by the President and approved by the State (exceptions may occur in accordance with Florida Statutes), bids and quotes for goods shall be competitive and shall be awarded equitably and economically.

1. Designee. The responsibility for procurement for the College has been delegated by the District Board of Trustees to the President, the Chief Financial Officer, and the Director of Purchasing.
2. Approval of Procurement. The College’s methods of procurement may include, but not be limited to, petty cash, contracts, purchase orders and procurement cards. The President, or the President’s designee, will be responsible for establishing procedures for procurement. No obligation shall be incurred, nor any expenditure made against the College budget, without the written approval of the President or the President’s designee.



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Any procurement by an employee without prior approval of the President or the President's designee will be considered a personal liability and will not obligate the District Board of Trustees for payment.

Prior to procurement, the President, or the President's designee, shall be made aware of and shall approve all requests. Items exceeding \$19,999 must be solicited in accordance with appropriate laws, rules and policies.

The Board further authorizes the President, or the President's designee, to approve procurement of goods and services not requiring bidding in accordance with Florida Board of Education Rule 6A-14.0734.

### 3. Purchasing Categories; Threshold Amounts.

a. Whenever feasible, vendors within and outside of the College district will be notified and afforded the opportunity to do business with the College. The following price information and approvals must be obtained for purchases in the amounts indicated. Limits are based on the Category Thresholds outlined in Florida Statute 287.017 as of this writing.

1. CATEGORY ONE: \$20,000
2. CATEGORY TWO: \$35,000
3. CATEGORY THREE: \$65,000
4. CATEGORY FOUR: \$195,000
5. CATEGORY FIVE: \$325,000

b. Up to \$19,999 – A catalog or verbal price, approved by the President or the President's designee.

c. \$20,000 through \$64,999 (Category One and Category Two) – Solicitation of two written quotations. Recommendation for awards shall be approved or rejected by the President or the President's designee.

d. \$65,000 through \$194,999 (Category Three) – Solicitation of competitive offers as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the President



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or the President's designee.

- e. \$195,000 through \$324,999 (Category Four) – Solicitation of competitive sealed bids as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the Board of Trustees.
- f. \$325,000 and above (Category Five and above) – Solicitation of competitive sealed bids as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the Board of Trustees.
- g. The College's obligations in regard to the solicitation of competitive offers are subject to the exceptions listed in Section 6A-14.0734.
- h. Bids – Solicitation of competitive offers will be made by the President or the President's designees. The solicitations will be created and obtained in accordance with Section 6A-14.0734, Florida Administrative Code, which states:
  - a. Colleges shall, as the circumstances require, publicly solicit the submittal of competitive offers from at least three (3) sources, when purchasing services or commodities exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Three. Solicitations of competitive offers are defined as:
    - 1. "Competitive Sealed Bids" or "Competitive Sealed Proposals" or "Competitive Sealed Replies" means the process of receiving competitive offers transmitted by secured electronic means or written bids, proposals, or replies.
    - 2. "Competitive Solicitations" or "Solicitations" means an invitation to bid, a request for proposal, request for quote, or an invitation to negotiate.

The District Board of Trustees may adopt smaller amounts beyond which to require the solicitation of competitive offers. The College President or the President's designee reserves the right to reject any or all offers submitted in response to the College's solicitation, and/or solicit new offers as deemed in the



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## POLICY MANUAL

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College's best interest. When accepting responsive offers to the College's solicitations, the College shall accept the lowest or best responsive offer. If other than the lowest or best offer meeting specifications is accepted, the College shall maintain a public record of the justification. Recommendation for awards not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, may be approved or rejected by the President or the President's designee if such authority is delegated in policy adopted by the District Board of Trustees. Recommendation for awards exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, shall be approved or rejected by the District Board of Trustees.

- b. Exceptions to the requirement to solicit competitive offers are:
  - (a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
  - (b) Library books, reference books, periodicals, and other library materials and supplies.
  - (c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
  - (d) Food.
  - (e) Services or commodities available only from a single or sole source.
  - (f) Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

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- (g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video, and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual College’s information technology plan.
- (h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
- (i) Items for resale.
- c. The College President, or the President’s designee, may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance in accordance with rules established by the District Board of Trustees.
- d. When the District Board of Trustees solicits the submittal of competitive offers and only one responsive offer is submitted, the College may purchase such products or service under the best terms it can negotiate.
- 4. Financial Interests. The College shall not enter into a contractual relationship for the purchase, rent, or lease of any realty, goods or services with any member of the District Board of Trustees, the President, or any employee specifically delegated responsibility for procurement (see paragraph 1), nor from any business entity of which the trustee, president, or employee of the trustee’s, president’s or employee’s spouse or child is an officer, partner, director, or proprietor or in which the trustee, president or employee of the trustee’s, president’s or employee’s spouse or child or any combination of them has a material interest.
- 5. Bids. The President, or the President’s designee, shall establish procedures for bidding and bid appeals.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

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6. Non-College Procurement. Procurement may only be made for legitimate College purposes regardless of funding source. Any procurement for personal use or for the benefit of non-College organizations is prohibited.
7. Auxiliary Services. The College's auxiliary services, such as the bookstore, are operated as contracted services, approved by the District Board of Trustees.





# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> SALARY SCHEDULES	<b>Number:</b> 5.13	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1012.855	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02, 10/25/05	

The President shall annually prepare and recommend to the District Board for adoption a salary schedule or schedules to be used as the basis for paying employees.

The schedule(s) so adopted will be the sole instrument used in determining the annual, monthly, weekly, daily or hourly compensation of regular and temporary employees.

Salary schedules are supplemental to these policies.

During times of emergency closings, the following special guidelines will apply:

1. Staff designated by the president as “essential,” may be required to work during emergency closings. Those essential staff who are non-exempt will receive “double time” pay.
2. Days of work missed by College employees on emergency closing days will be treated as additional holidays for that work year.
3. Part-time maintenance and security personnel who work on emergency closing days may be paid a special supplemental.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> TRAFFIC AND PARKING CONTROL AND FINES	<b>Number:</b> 5.14	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64 FAC 6A-14.054	<b>Board Adoption/Revision Approval</b> <b>Dates:</b> 5/7/80, 9/3/80, 6/10/87, 7/13/88, 12/14/88, 7/19/89, 10/22/02, 3/22/05, 10/25/05	

Regulations shall be established and enforced by the College concerning the control of traffic and parking on campus in accordance with Florida Statutes and State Board of Education Rules. Traffic and parking regulations, including a code of penalties for violation, will be reviewed annually and distributed to employees and students when issued parking decals.

Employees and students must register their vehicles with Public Safety to obtain parking decals.

Accidents occurring at the College shall be reported to appropriate law enforcement officers. The College will not assume responsibility for damages occurring to vehicles or other privately owned property while on campus.

The President is authorized to establish a mechanism for student appeals of traffic violations. The mechanism shall consider appeals from students and shall provide recommendations to the Chief Student Affairs Officer. The decision of the Chief Student Affairs Officer shall be final.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> GRANTS: ACCEPTANCE OF AND LIMITATIONS	<b>Number:</b> 5.15	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64 FAC: 6A-14.0261	<b>Board Adoption/Revision Approval Dates:</b> 3/13/91, 10/22/02	

The President or the President’s designee is authorized to apply for grants that serve the vision and mission of the College. The President or the President’s designee is authorized to sign grant documents and other related documents to the grant application.

The President shall authorize the coordination and administration of grants and designate those individuals who will be responsible for meeting the terms of the grant.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> CONSTRUCTION CONTRACTS AND DESIGN/BUILD CONTRACTS	<b>Number:</b> 5.16	<b>Page:</b> 1 of 1
<b>Legal Authority:</b> Florida Statutes Chapter 287.055 FAC Chapter 6A-2	<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Board Adoption/Revision Approval          Dates:</b> 6/14/95, 10/22/02, 10/28/08	

### CONSTRUCTION CONTRACTS

Construction contracts for new facilities or for the renovation/remodeling of existing facilities on property owned by the College shall follow the guidelines and rules set forth in Florida Statutes, the Florida Board of Education Rules, and FAC chapter 6A-2, State Requirements for Educational Facilities. The contracts shall be awarded according to procedures established by the President or the President's designee.

### DESIGN/BUILD CONTRACTS

Design/build contracts for the construction of new facilities or the renovation/remodeling of existing College facilities shall be competitively bid in accordance with guidelines required by the Consultant's Competitive Negotiations Act, Florida Statute 287.055.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> PAYMENT TO CONSTRUCTION CONTRACTORS	<b>Number:</b> 5.17	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1010.02, 1013.50 SREF 6A-2.0111, Sec 4.2(3)	<b>Board Adoption/Revision Approval Dates:</b> 2/27/07	

The District Board of Trustees shall award a construction contract to a qualified contractor and shall make periodic payments to contractors in accordance with the terms of the contract. This policy establishes guidelines for processing and distributing payments to capital construction project contractors during, and upon completion of, construction projects.

### A. Payments During Construction

1. Contractor Requirements: An invoice or Application and Certificate for Payment (A1A form G702) from the contractor, certified for payment by the project architect, must precede any payments during construction. 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 cost of materials properly stored on the job site. Ten percent (10%) of the total cost of construction completed and materials stored to date shall be withheld as retainage.
2. Reduction of Retainage: Retainage may be adjusted to as little as five percent (5%) upon certification by the architect that the job is substantially complete and upon approval by the President or designee. As punch list items are completed, the retainage may be adjusted to a final retainage of not less than two percent (2%), payable when all punch list items are completed.

### B. Final Payment

1. Final payment may be made to the contractor upon the following:
  - a) A certificate of occupancy has been issued.
  - b) The project has been completed upon notification by the architect.
  - c) The District Board of Trustees has accepted the project.
2. The conditions for final payment to the contractor will be included in the construction contract.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> FINANCING SHORT TERM AND LONG TERM DEBT	<b>Number:</b> 5.18	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1009.22, 1009.23, 1004.70	<b>Board Adoption/Revision Approval Dates:</b> 10/28/08	

### **Financing Short Term and Long Term Debt**

The College District Board of Trustees is authorized to enter into short term loans and installment, lease purchase, and other financing contracts for a term of not more than 5 years, including renewals, extensions, and refundings. Payments on short term loans and installment, lease purchase, and other financing contracts shall be subject to annual appropriation by the District Board of Trustees. The District Board of Trustees is authorized to borrow funds and incur long term debt, including promissory notes, installment sales agreements, lease purchase agreements, certificates of participation, and other similar long term financing arrangements, only specifically provided in FS 1009.22(6) and (9) and 1009.23(11).

At the option of the District Board of Trustees, bonds issued pursuant to FS 1009.22(6) and (9) and 1009.23(11) and (12) may be secured by a combination of revenues authorized to be pledged to bonds pursuant to such subsections. Long term debt financing is restricted to:

- a. Capital Improvement Fee revenues
- b. Parking Fee revenues
- c. Motor Vehicle License Tag revenues (CO & DS)

Revenue bonds may not be secured by or paid from, directly or indirectly, tuition, financial aid fees, the Community College Program Fund, or any other operating revenues of the College. Lease purchase agreements may be secured by a combination of revenues as specifically authorized pursuant to FS 1009.22(7) and 1009.23(10). Long term debt must be financed through the Division of Bond Finance except for the pledge of parking fee revenue for a period of seven years or less.

Direct Support Organizations – CF Foundation and ACC, Inc.:



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> FINANCING SHORT TERM AND LONG TERM DEBT	<b>Number:</b> 5.18	<b>Page:</b> 2 of 2
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The College District Board of Trustees must authorize all debt, including lease purchase agreements, incurred by a direct support organization. The District Board of Trustees assigns authority to the CF Foundation to enter into short-term loans and lease purchase agreements for a period of not more than five (5) years, including renewals, extensions and refundings for goods, materials, equipment and services, for up to \$250,000 dollars. Larger amounts must have the prior approval of the District Board of Trustees. The Appleton Cultural Center, Inc. must have the prior approval of the District Board of Trustees before entering any short-term loan or lease obligations. Trustees shall evaluate proposals for debt according to guidelines issued by the Division of Community Colleges. Revenues of the College may not be pledged to debt issued by a direct support organization.

The CF Foundation and the Appleton Cultural Center, Inc. will report annually to the District Board of Trustees on all debt obligations.