



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Administrative Procedure Development</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure for Policy # 2.06</b>
<b>Date Approved: 01/13/2016</b>	<b>Division: Administration and Finance</b>

1. College of Central Florida Administrative Procedures (“procedures”) are developed or revised in response to a need for detailed instructions related to a board policy or state or federal law, rule or regulation.
2. A standard form shall be used for procedures, which includes a standard header and follows a standard format, similar to that used in policy.
  - 2.1. A suggested format is a numerical outline, similar to that used in this document, in order to provide consistency.
  - 2.2. The procedure shall carry the same title and number as the authorizing policy or reference the governing state or federal law, rule or regulation, where appropriate.
3. The development and revision of procedures is the responsibility of the President of the College. The responsibility may be, in turn, delegated to the responsible vice president or other designee.
  - 3.1. Procedures shall be developed as a cooperative effort involving employees who regularly work with the procedures.
  - 3.2. Once a draft procedure has been developed or revised within a division or department, the responsible vice president shall present the draft to President’s Staff for suggested modification or preliminary approval.
  - 3.3. Upon the preliminary approval of President’s Staff, the Vice President of Administration and Finance shall share the final draft procedure with all College employees via broadcast email and invite input from the College community for a period of two weeks. Input or suggested modifications shall be considered by the responsible vice president or the President prior to approval under Section 4, below.
4. Procedure Approvals.
  - 4.1 Following publication pursuant to Section 3.3, above, the Vice President, Administration and Finance shall present each draft procedure and any input received from the College community to President’s Staff for consideration and final approval. Upon final approval by President’s Staff, the responsible Vice President and President may signify final approval by executing the “official” copy of the procedure. The “official” copy of the procedure shall be filed by the Vice President, Administration and Finance, and copies of the signed procedure will be forwarded to each vice president.

5. Procedures Accessibility and Maintenance.
  - 5.1 Procedures shall be filed and readily available to staff members who need to access those procedures.
    - 5.1.1. A paper file or notebook shall be maintained in each department for procedures relevant to the department.
    - 5.1.2. Procedures shall be placed on the Intranet according to the College's process for adding information to the Intranet.
    - 5.1.3. Where electronic access is used, the approved procedure should be maintained in hard copy format in each vice president's office.
  - 5.2. Each vice president is responsible for maintaining procedures within their areas of responsibility.
  
6. Procedures should be reviewed and revised when:
  - 6.1. There is a change in the authorizing board policy or state or federal law, rule or regulation; or
  - 6.2. There is a change in record keeping or reporting requirements.
  
7. Despite the foregoing, it is acknowledged that instances arise in which procedures must be developed or revised (a) immediately due to changes in board policy or governing state or federal law, rule or regulation, or (b) in order to make a technical, grammatical, or otherwise non-substantive change to an existing procedure. In such cases, the College President may authorize immediate procedure development or revision without utilizing the procedure described above.

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Vice President, Administration and Finance

\_\_\_\_\_  
Date

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Approved by President

\_\_\_\_\_  
Date:



COLLEGE of  
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**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title:</b>	
<b>Page 1 of</b>	<b>Implementing Procedure For Policy #</b>
<b>Date Approved</b>	<b>Division:</b>

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Vice President,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Public Hearings, Meetings, and Workshops</b>	
<b>Page 1 of 6</b>	<b>Implementing Procedure For Policy # 2.00</b>
<b>Date Approved: 11/28/00</b> <b>Date Revised: 12/10/02</b>	<b>Department: Administration and Finance</b>

**PUBLIC HEARINGS, MEETINGS, AND WORKSHOPS**  
**and**  
**RULEMAKING PROCEDURES**

Purpose: To establish procedural and time requirements for proper notice of public hearings, meetings, and workshops and rulemaking procedures for development and approval of College policies and rules.

**I. PUBLIC HEARINGS, MEETINGS, AND WORKSHOPS**

- A. Notice of Public Hearings, Meetings, and Workshops.** The notice will include the date and time, meeting location, purpose of the meeting, statement concerning verbatim record, directions on how to obtain agenda, and name of the contact person. Not less than seven days prior to the meeting date, the notice will be:
- published in the *Ocala Star Banner*;
  - posted in locations where affected persons may be duly notified;
  - mailed to persons who, at least 14 days prior to the mailing, have requested advance notice; and
  - mailed to organizations representing affected persons.

**“SAMPLE NOTICE”  
PUBLIC HEARINGS, MEETINGS, AND WORKSHOPS**

**NOTICE OF MEETING**

**The District Board of Trustees of the College of Central Florida announces a meeting to which the public is invited:**

- DATE AND TIME:** (Weekday, date, and time. Example:  
Wednesday, June 12, 2011, 8:30 a.m.)
- PLACE:** (Specific location including room number, and  
building number, and street address)
- PURPOSE:** (Specific purpose of the meeting. Example:  
*“General Business of the College of Central Florida  
District Board of Trustees.”*)

Any person who decides to appeal a decision made by the Board with respect to any matter considered at this meeting will need to ensure that a verbatim record of the proceedings is made that includes the testimony and evidence upon which the appeal is to be based.

A copy of the agenda may be obtained by writing: Office of the President, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

For further information, interested parties may contact Dr. James Henningsen, Secretary to the District Board of Trustees, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

## II. RULE MAKING PROCEDURES

In all rulemaking proceedings, College of Central Florida shall compile a rulemaking file for each rule to include:

- *All notices for the proposed rule*
- *A written summary of any hearings on the proposed rule*
- *Any written comments and responses to written comments*

A. **Rule Development.** The *Notice of Rule Development* provides notice to the development of proposed rules and/or policies, excluding repeals of rules, by the District Board of Trustees of the College of Central Florida. The notice will include the subject, purpose and effect, legal authority, and name of contact person. Upon commencement of rule development, the notice will be:

- published in the *Ocala Star Banner*;
- posted in locations where affected persons may be duly notified;
- mailed to persons who, at least 14 days prior to the mailing, have requested advanced notice: and
- mailed to organizations representing affected persons.

### “SAMPLE NOTICE” RULE DEVELOPMENT

#### NOTICE OF RULE DEVELOPMENT

The District Board of Trustees of the College of Central Florida announces that rule development is taking place as follows:

SUBJECT: (Area addressed by the rule development)

PURPOSE AND EFFECT: (Short, plain explanation of the purpose and effect)

LEGAL AUTHORITY (Specific legal authority for the proposed rule)

A copy of the preliminary draft, if available, of the proposed rule may be obtained by contacting the office of Dr. James Henningsen, Secretary to the District Board of Trustees, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

**B. Public Workshop for Rule Development.** This workshop is only required when requested by an affected person and deemed necessary by the Board of Trustees. If a workshop is held, the Board will ensure that the person or persons responsible for the proposed rule are available to explain the rule and respond to questions and comments. The *Notice of Rule Development Workshop* will include the date and time, place, subject, and name of contact person. Not less than 14 days prior to the meeting date, the notice will be:

- published in the *Ocala Star Banner*;
- posted in locations where affected persons may be duly notified;
- mailed to persons who, at least 14 days prior to the mailing, have requested advanced notice; and
- mailed to organizations representing affected persons.

**“SAMPLE NOTICE”  
RULE DEVELOPMENT WORKSHOP**

**NOTICE OF RULE DEVELOPMENT WORKSHOP**

The District Board of Trustees of the College of Central Florida announces the following rule development workshop to which all persons are invited.

DATE AND TIME: (Weekday, date, and time. Example:  
Monday, July 1, 2011, 9:00 a.m.)

PLACE: (Specific location including room number,  
building number, and street address)

SUBJECT: (The specific subject to be addressed at the  
Workshop)

Interested parties may contact Dr. James Henningsen, Secretary to the District Board of Trustees, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.



- C. Rule Adoption/Repeal/Amendment Procedures.** In the heading of the *Notice of Proposed Rule Adoption/Repeal/Amendment*, the publication date of the *Notice of Rule Development* will be included as well as the name, volume number, and page number of the publication. The *Notice of Proposed Rule Adoption/Repeal/Amendment* will include date and time, place, rule title, rule number, purpose and effect, summary, economic impact, specific authority, law implemented and name of contact person. Not less than 28 days prior to the meeting date, the notice will be:
- published in the *Ocala Star Banner*;
  - posted in locations where affected persons may be duly notified;
  - mailed to persons who, at least 14 days prior to the mailing, have requested advanced notice; and
  - mailed to organizations representing affected persons.

**“SAMPLE NOTICE”  
PROPOSED RULE ADOPTION/REPEAL/AMENDMENT**

**NOTICE OF PROPOSED RULE ADOPTION/REPEAL/AMENDMENT**

The District Board of Trustees of the College of Central Florida will consider adoption/repeal/amendment of the proposed rule listed below, for which the notice of rule development was published in the     (date)    , edition of the     (newspaper — Include name, volume number, and page number)    , at a public meeting to be held as follows:

- |                     |  |
|---------------------|--|
| DATE AND TIME:      | (Weekday, date, time. Example: Monday, July 12, 2011, 9:00 a.m.)                     |
| PLACE:              | (Specific location including room number, building number, and street address)       |
| RULE TITLE:         | (Rule/Policy title)  |
| RULE NUMBER:        | (Rule/Policy number)   |
| PURPOSE AND EFFECT: | (Short, plain explanation of the purpose and effect)                                 |
| SUMMARY:            | (Summary of the rule/policy)   |
| ECONOMIC IMPACT:    | (Total cost of implementation or per student cost)                                   |
| SPECIFIC AUTHORITY: | (Specific rulemaking authority)  |
| LAW IMPLEMENTED:    | (Reference to the Florida Statutes being implemented, interpreted, or made specific) |

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Dr. James Henningsen, Secretary to the District Board of Trustees, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



COLLEGE of  
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**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Fraud Reporting**

**Page 1 of 3**

**Implementing Procedure For Policy # 2.04**

**Date Approved: 1/12/10**

**Division: Administration and Finance**

This procedure addresses the responsibility of employees and management for the detecting and reporting of fraud and/or suspected fraud.

**Definitions**

For the purposes of this procedure, fraud shall include but not be limited to:

- Theft or misappropriation of College assets.
- Submitting false claims for payments or reimbursement.
- Submitting false timesheets and/or failure to submit leave requests for time not worked.
- Accepting or offering a bribe or accepting gifts or other favors.
- Accepting a commission from a third party
- Black-mail or extortion.
- "Off-Books" accounting or making false or fictitious entries.
- Knowingly creating and/or distributing false or misleading financial reports.
- Paying of excessive prices or fees where justification thereof is not documented.
- Violation of the College's procedures with the aim of personal gain or to the detriment of the College.
- Willful negligence intended to cause damage to the material interest of the College.
- A dishonorable or irresponsible or deliberate act against the interests of the College.

**Responsibility for the Detection and Prevention of Fraud**

Responsibility of Employees: It is the responsibility of all employees to conduct their College business in such a way as to prevent fraud occurring in the workplace. Employees must also be alert to the possibilities for fraud and be on guard for any indications that improper or dishonest activity is taking place.

**Responsibility of Management**

It is the responsibility of the administration to be familiar with the types of improprieties that might occur in their area and be alert for any indication that improper activity, misappropriation or dishonest activity is or was in existence in his or her area and put in place controls to avoid such occurrences.

Administrators are required to support and work with other involved departments and law enforcement agencies in the detection, reporting, and investigation of dishonest or fraudulent activity including the prosecution of offenders. If a fraud is detected in an area, the administrator or manager is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.

**Reporting Fraud**

It is the responsibility of all College employees to report suspicions of fraud without delay according to the procedure below. Persons who cover up, obstruct, or fail to report, will be considered to be an accessory after the fact and may be subject to disciplinary action and/or discharge. Persons who threaten retaliation against a person reporting a suspected fraud shall be subject to disciplinary action up to and including termination of employment.

Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid:

- Incorrect accusations
- Alerting suspected individuals to an investigation underway
- Treating employees unfairly
- Making statements that could lead to claims of false accusations or other charges

The incident, facts, suspicions, or allegations should not be discussed with anyone inside or outside the College unless specifically directed to do so by the College officer investigating the incident.

Fraud can be detected at any level within the College and the following general principles should apply in the reporting of suspected fraud:

- A person who suspects that a fraudulent practice may be operating should, in the first instance, report the matter to his/her Dean or immediate supervisor. Should it be inappropriate to make such a report to an immediate supervisor, the report should be made to a higher level, directly to the Chief Fiscal Officer or the President or to the Chair of the District Board of Trustees if the suspicion involves the President's office.
- Once a report of suspected fraud is made to a supervisor/manager that person should report the suspicion to their Dean or immediate supervisor, to the Chief Fiscal Officer, or to the President. A Dean or immediate supervisor on receipt of a report of a suspected fraud should then report the matter to the Chief Academic Officer in the case of an academic employee and the Chief Fiscal Officer for all other employees.
- No investigation of the suspected fraud should take place until the President has been informed. Note: any suspected fraud involving the President's office shall be reported to the Chair of the District Board of Trustees.

**Procedures for the Investigation of Alleged Fraud**

The Chief Academic Officer or the Chief Fiscal Officer will (except in any case involving the Office) have the responsibility for coordinating the College's response and will seek expert legal advice from the College's legal counsel or other advice if required.

The Chief Academic Officer or the Chief Fiscal Officer will notify the appropriate staff, who will, if appropriate, conduct an initial investigation to gather factual information and reach a preliminary determination as to whether further action is required. The findings, conclusions, and recommendations will be reported to the appropriate Administrator, President or the Chair of the District Board of Trustees if appropriate.

Where initial investigation provides reasonable grounds for suspecting an employee of fraud or a dishonest activity, the relevant Administrator or the President will decide if any actions are necessary to

prevent further loss. This may require, in consultation with the President, the suspension with or without pay of the member or members of staff (which will take place in accordance with Board Policies) and/or the decision as to whether further investigation is required.

Each case will be considered individually in accordance with the expert advice obtained with a view to minimizing the losses (both monetary and otherwise) to the College. Having reached a decision as to what further action is necessary and how such actions should be undertaken, the Chief Academic Officer or the Chief Fiscal Officer will communicate with the affected employee and the employee's supervisor.

Results of fraud investigations will be considered and the internal control structure assessed so that a similar recurrence of the same or similar fraud can be prevented or at least promptly detected by the relevant Administrator and staff in the future. Documentation regarding the findings, conclusions, and recommendations, following consultation with the relevant department(s), will be maintained.

**Accounting for Loss, Restitution, and Recovery**

The department incurring the loss from a dishonest or fraudulent act will normally suffer the loss until monies can be recovered through insurance or restitution.

If the suspected incident involves the Office of the Chief Fiscal Officer, the President shall undertake the role and functions specified for the Chief Fiscal Officer. If the suspected incident involves the President's office, the Chair of the District Board of Trustees will direct such accountability.

**Disciplinary Action**

The Human Resources Office will be consulted for any employee disciplinary actions resulting from fraudulent activity.

Documentation related to such employee discipline will be maintained in the employee's personnel file.

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Vice President, Administration and Finance

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Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Identity Theft Prevention Program Procedure**

**Page 1 of 5**

**Implementing Procedure For Policy # # 2.04**

**Date Approved: 07/07/11**

**Division: Administration and Finance**

**Purpose**

This Program is intended to identify third party arrangements and “red flags” that will alert College employees when new or existing billing accounts are opened using false information, protect against the establishment of false student accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events. Within the context of this procedure, “Red Flag” means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

**Scope**

This procedure applies to “covered accounts,” credit report usage, and third party service arrangements within the Identity Theft Red Flags rule.

1. Scope and General Guidelines

- A. “Covered Accounts” under the Red Flags Rule is a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly, or multiple payments in arrears, in which a “continuing relationship” is established. Certain payment arrangements, such as payment of tuition in full at the beginning of each semester either by the student’s family or through a third-party student loan provider (see also, section 3 “Oversight of Third Party...”), does not meet the "continuing relationship" standard in the "covered account" definition.
- B. The College is considered a "creditor" under the Red Flags Rule because it defers payment for services rendered.
- C. The procedure also applies when the College uses consumer reports to conduct background checks on prospective employees (e.g. College Administrators) and students.

## 2. Responsibilities and Delegation of Authority

This Program is intended to identify red flags that will alert College employees when new or existing billing accounts are opened using false information, protect against the establishment of false student accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events.

The Vice President is responsible for the oversight of the Program. The Chief Information Officer and the Assistant Vice President, Finance are responsible for an annual review of the Program.

## 3. Internal Risk Assessment

College of Central Florida will conduct random risk assessments to evaluate how at risk the current procedures are at allowing students to create a fraudulent account and evaluate if current (existing) student accounts are being manipulated. This risk assessment evaluates how new accounts are opened and the methods used to access the account information. This risk assessment also includes third party service arrangements used as part of the hiring process. Using this information the College is able to identify areas of highest risk for review and compliance:

- New accounts opened In Person
- New accounts opened via Web
- Account information accessed In Person
- Account information accessed via Telephone
- Account information accessed via Web Site
- Delinquent accounts placed with an outside collection agency

### *Oversight of Third Party Service Providers:*

The College will, as part of its contracts with third party service providers (for example, collection agencies), require as part of the contract that these providers have policies, procedures and programs that comply with the “Red Flag” Rule. Further, Service providers must notify the College of any security incidents they experience, even if the incidents may not have led to an actual compromise of the College’s applicant data.

#### 4. Identifying Red Flags

The College adopts the following “red flags” to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- Fraud or active duty alerts included with consumer reports
- Notice of credit freeze provided by consumer reporting agency
- Notice of address discrepancy provided by consumer reporting agency
- Inconsistent activity patterns indicated by consumer report such as:
  - Recent and significant increase in volume of inquiries
  - Accounts placed on hold for financial delinquency
- Identification documents appear to be altered
- Photo and physical description do not match appearance of applicant
- Other information is inconsistent with information provided by applicant
- Other information provided by applicant is inconsistent with information on file.
- Application appears altered or destroyed and reassembled
- Personal information provided by applicant does not match other sources of information (e.g. credit reports, SS# not issued or listed as deceased)
- Lack of correlation between the SS# range and date of birth
- Information provided is associated with known fraudulent activity (e.g. address or phone number provided is same as that of prior fraudulent activity)
- Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager)
- SS#, address, or telephone # is the same as that of other applicant at College
- Applicant fails to provide all information requested
- Personal information provided is inconsistent with information on file for applicant
- Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet
- Identity theft is reported or discovered

#### 5. Response to Attempted/Suspected Fraudulent Use of Identity

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to their cognizant Administrator and the Chief Information Officer/Assistant Vice President, Finance.

##### Internal Notification

Any College employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify their cognizant Administrator who will then notify the Chief Information Officer/Assistant Vice President, Finance.



### External Notification

*Affected Individual* – The College will notify the affected individual(s), if possible, of any actual identity theft. The following information will be included in the notice:

- General information about the incident;
- The type of identifying information involved;
- The College telephone number that the affected individual can call for further information and assistance;
- The local Law Enforcement Agency with proper jurisdiction;
- The Federal Trade Commission (FTC) Telephone Number: 877-438-4338 and the FTC ID Theft website: <http://www.consumer.gov/idtheft>
- Advise affected individual to place fraud alerts on their credit reports by contacting the Credit Reporting Agencies:
  - Equifax: (800) 525-6285 or <http://www.equifax.com>
  - Experian: (800) 397-3742 or <http://www.experian.com>
  - TransUnion: (800) 916-8800 or <http://www.transunion.com>

#### *Method of Contact:*

- Written notice: certified mail to last known “good address” if identity theft involves alteration of correct address of record.
- Telephone: provided the contact is made directly with the verified, affected person and appropriately documented.

#### *Local Law Enforcement:*

In all cases, the College will notify College Public Safety and Local Law Enforcement having proper jurisdiction of any attempted or actual identity theft.

## 6. Employee Training

The College will implement periodic training to emphasize the importance of meaningful data security practices and to create a “culture of security.” The College acknowledges that a well-trained workforce is the best defense against identity theft and data breaches.

- Annually, explain the Program rules to relevant staff, and train them to spot security vulnerabilities, and update them about new risks and vulnerabilities.
- Inform employees of College’s “Appropriate Use Procedure ” # 3.25.
- Inform employees of College’s “Fraud Procedure” #2.04.
- Inform employees of FERPA Guidelines.
- Advise employees that violation of the College’s security policies is grounds for discipline, up to, and including, dismissal.

7. Identity Theft Prevention Program Review and Approval

The Chief Information Officer/Assistant Vice President, Finance will review the program at least annually, or after each and every attempt of identity theft. A report will be prepared annually and submitted to the Vice President to include matters related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.

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Vice President. Administration & Finance

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Date

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Approved by President

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Date



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Table with 2 columns: Title: Anti-Spam, Page 1 of 1, Date Approved: 04/16/09, Implementing Procedure For Policy # N/A, Division: Administration & Finance

The College of Central Florida strictly enforces and requires that all college employees comply with this Anti-Spam Procedure.

"Spam" is unsolicited email messages including commercial email, bulk email and junk email sent to individuals who have not given their consent to receive such messages, who have not requested information contained in such messages and who have no prior professional or personal relationship with the sender.

CF Bulk E-Mail

The College of Central Florida strictly prohibits the use of the college name with the transmission, distribution or delivery of unsolicited bulk e-mails (spam). The College will only use bulk e-mail for the purpose of providing useful information about the College to recipients who have a relationship with the College or have expressed an interest in receiving College information. Distribution lists of e-mail addresses that are maintained by the College will never be sold.

All CF bulk email must provide the following:

- an appropriate subject line that is true to the content within the communication
valid contact information
instructions on how to unsubscribe from any CF e-mail distribution list
information which will in some way be relevant and beneficial to the recipient

All CF bulk email must not contain:

- any content related to inappropriate subject matters
any content, such that such posting, uploading, or transmission constitutes the infringement of any patent, trademark, trade secret, copyright or other proprietary rights of any party
any materials that contain software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment
content that is misleading or impersonates any person or entity

If anyone knows of or suspects any violations of CF's anti-spam procedure, they should notify the College immediately at lthelp@cf.edu . They may be asked to forward the unsolicited email to the College and to provide any other information that may help with an investigation.

Approved by Vice President

Date

Approved by President

Date



COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

**Title: College-Owned Cellular Phones**

Page 1 of 1

Implementing Procedure For Policy # N/A

Date Approved: 03/15/05

Division: Administration & Finance

Date Revised: 05/26/05

Date Revised: 01/08/07

Date Revised: 04/20/07

Date Revised: 03/10/08

Date Revised: 04/14/09

Date Revised: 05/05/11

**PURPOSE:** To establish guidelines for the authorization and use of College-owned cell phones. Employees are responsible for using the College-owned cell phones for business purposes only.

**PROCEDURES:**

A. College owned cell phones are assigned to specified department units at the discretion of the President or President's designee. Examples of departments assigned College-owned cell phones:

- Public Safety – Ocala Campus
- Public Safety – Citrus Campus
- Staff Services/Mail Delivery
- Technology Evening Help Desk
- Inmate Supervisor
- Plant Operations – Emergency

B. All assigned College-owned cell phones are to be used for business purposes only. Any personal calls will be billed to the individual in possession of the phone at the time of the call. Assigned areas will be required to certify all calls monthly.

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Senior Vice President, Administration &  
Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Prohibition of Misrepresentation to Students and Others**

**Page 1 of 2**

**Implementing Procedure For Policy # NA**

**Date Approved: 11/28/11**

**Division: Marketing and Public Relations**

This procedure addresses the U.S. Department Regulatory Citation: 34 CFR § 668.71 through 668.75, Federal Register Pages: 66913, 66958-66960

The current regulations provide numerous examples of topics that cannot be misrepresented within each of the three areas covered by statute 20 USC § 1094(c)(3). Those three areas include:

- The nature of the institution's educational programs.
- The institution's financial charges.
- The employability of the institution's graduates.

**Definitions:** The current regulations define "misleading statement," "misrepresentation" and "substantial misrepresentation."

- Misleading statement is defined as including any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means.
- Misrepresentation is defined as "any false, erroneous or misleading statement made by an institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, family of either, accrediting agency, state agency, any member of the public, or US Department of Education." This includes "dissemination of a student endorsement or testimonial made under duress or because the school required the student to provide the endorsement to participate in a program."
- Substantial Misrepresentation is defined as "any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment."
- The revised definition of misrepresentation, misleading statement, and substantial misrepresentation applies to not just written statements, but to "any communication made in writing, visually, orally, or through other means."

**Procedure:** The College of Central Florida strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. The college will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally, or through other means. Training of employees to avoid any form of misrepresentation as they disseminate communications is a key component of this procedure.

**Responsibilities toward Misrepresentation to Students and Others:** The Department of Marketing and Public Relations is responsible for providing information for faculty and staff through the published Style and Media Guide, which is available online and in hard copy format. The department also conducts training sessions through the Office of Professional Development which is open to all faculty and staff several times a year. A portion of each training session will include the college's expectations with regard to use of statements that tend to mislead or misrepresent the academic programs or related admissions and financial aid procedures according to U.S. Department of Education statutes.

This procedure as it applies to oral statements shall be provided to the faculty and staff on an annual basis particularly for admissions staff and student ambassadors who may represent the college with presentations in high schools and to faculty prior to college preview events.

**Maintenance of Records:** Records shall be maintained as follows:

- The Marketing and Public Relations department maintains electronic copies of all documents submitted for proofing.
- The Marketing and Public Relations department maintains records of news releases which include quotes and statements made by college personnel.
- Electronic and hard copies of every publication created by this department including rack cards are available in the Marketing and Public Relations office.
- The Office of Professional Development maintains records of the number of times Style and Media Guide training are taught and the attendance at each.
- The director of Admissions and Records is responsible for the training of personnel under the director's supervision regarding misrepresentation of admissions requirements and other college information.
- The director of Financial Aid is responsible for the training of personnel under the director's supervision regarding misrepresentation of college financial aid information.

**Disciplinary Action**

Any employee's conduct resulting in disciplinary actions from misrepresentation activity will be documented in the Human Resources Department and maintained in the employee's personnel file.

\_\_\_\_\_  
Vice President,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

<b>Title: Request for Renovation/Remodeling</b>	
<b>Page: 1 of 2</b>	<b>Implementing Procedure For Policy: N/A</b>
<b>Date Approved: 06/12/01</b> <b>Updated: 08/06/10</b>	<b>Division: Administration and Finance</b>

All departments wishing to request renovation/remodeling must complete a Request for Renovation/Remodeling form, located on the intranet under "CF Forms." Request for renovation/remodeling will be included as part of the annual budget process, however, the form may be submitted at other times to request projects during a fiscal year. To complete the form, please provide the information requested below. If additional assistance is needed, contact Plant Operations. (NOTE: Use the tab key to move from section to section within the form.)

GENERAL INFORMATION

- Date of request
- Name of department making request
- Name of requestor
- Extension number of requestor
- Location of requested renovation/remodeling: Indicate campus (Ocala, Citrus, etc.) building number, room number, or other area (be specific).

JUSTIFICATION FOR REQUEST

- Fully describe justification (reason) for request. For example: old carpet in building \*\* room \*\*\* needs replacing. Frayed areas are creating a safety hazard.
- Specifically describe how the project meets the College's mission, Examples:
  1. Replacement of old carpet will protect the well-being of CF staff, faculty, and students and create a better working/learning environment.
  2. Painting classroom will improve learning environment.

PROJECT DESCRIPTION/FUNDING SOURCE

- Provide a complete description of project. Attach all applicable sketches, drawings, and/or other information to form upon submittal. (Contract the Director of Facilities for assistance in evaluating the scope of the project)
- Indicate the proposed funding source for the project.

APPROVALS FOR CONCEPTUAL DRAWINGS AND BUDGET

- The dean/director of requesting department will indicate approval by signing and dating the form and forwarding it to the department's Vice President/Associate Vice President/Provost.
- The department's supervising Vice President/Associate Vice President/Provost will indicate approval by signing and dating the form and forwarding it to the Vice President for Administration and Finance.
- The Vice President for Administration and Finance will indicate approval by signing and dating the form and forwarding it to the President for consideration. If the President approves the request, it will be returned to the Vice President for Administration and Finance for further processing.

PLANT/BUDGET REVIEW

- The request will be forwarded to the Director of Facilities who will review and prepare it for design, budget estimating, and scheduling.
- The request will then be sent to the Comptroller who will confirm the availability of necessary funds. Once the phase is completed, the form will be returned to the Vice President for Administration and Finance.

FINAL PROJECT APPROVALS

- The Vice President for Administration and Finance will indicate approval of the request by signing and dating the form.
- The President will indicate final approval of major request by signing and dating the form.
- Minor projects may be approved as part of the College's ongoing renovation/remodeling program. Major projects may require board approval or may be deferred to seek additional funding.
- Once all necessary approvals have been granted, the original of the approved project request form will be forwarded to the Director of Facilities for placement on the Renovation/Remodeling List, and the requesting department will be notified of the project's status.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Research Review Board**

**Page 1 of 5**

**Implementing Procedure For Policy # N/A**

**Date Approved: 12/05/06**

**Division: General**

**Purpose**

A Research Review Board is a committee mandated by the National Research Act, Public Law 93-348, to be established within each institution of higher education that conducts research involving human participants and receives Federal funding for research involving human participants. The purpose of the RRB is to review all protocols for human research before the research is conducted to determine whether the research plan has adequately included the ethical dimensions of the project.

The responsibility for compliance with federal, state and college regulations concerning activities involving human subjects and for assuring the protection of human subjects rests with the President of the College of Central Florida (CF). The President has delegated this authority to the Research Review Board (RRB) to provide oversight for all research conducted by faculty and staff of CF or by others under contract with CF to do so. CF bears full responsibility for the performance of all research involving human subjects and for the protection of the rights and welfare of human subjects, including complying with Federal, state, or local laws as they may relate to such research and protections.

The RRB has been established in accordance with Federal Regulations (45 CFR 46 and 21 CFR 56). This document sets forth policies and procedures for C's RRB under which the College, the RRB and Faculty Investigators (researchers) will comply with federal regulations for the protection of human subjects.

All research involving human subjects must be reviewed and approved by the RRB prior to conducting research. The involvement of human subjects in research will not be permitted until the RRB reviews and confirms that the research is exempt as defined below or complies with the required protocols.

The Federal Regulations define research as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to general knowledge and human subject as a living individual about whom an investigator (whether professional or student) conducting research obtains:

1. Date through intervention or interaction with the individual, or
2. Identifiable private information

Intervention includes both physical procedures by which data are gathered and manipulations of the subject or the subject's environment that are performed for research purposes. Interaction includes communication or interpersonal contact between investigator and subject.

Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

### **Principles**

All of the College's human subject activities and all activities of the Research Review Board (RRB) are guided by the basic ethical principles that underlie the conduct of research involving human subjects set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research, regardless of funding source. The three basic principles contained in The Belmont Report are central to the ethics of research involving human research and guiding the RRB in assuring that the rights and welfare of subjects are protected, including: respect for persons, beneficence, and justice.

- **Respect for persons** requires that potential subjects be given the opportunity to choose what will or will not happen to them and is the principle upon which obtaining informed consent and the consent process is based. Respect for persons also provides additional protections for potentially vulnerable subjects.
- **Beneficence** is exemplified in the expressions of “do no harm” and “maximize possible benefits and minimize possible harms”, both on individual investigator and societal levels, as they extend both to particular research projects and to the research enterprise as a whole, respectively.
- **Justice** requires that there be fair procedures and outcomes in the selection of subjects, both individually (by offering potentially beneficial research to all who might benefit) and socially (based on the ability of members of that class to bear burdens and on the appropriateness of placing further burdens on already burdened persons).

### **Policy**

It shall be the policy of CF that no research is conducted except for 1) research in which the only involvement of humans is in one or more of the categories exempted or waived under 45 CFR 46.101(b)(1-6) or 101I(i) or 2) research that involves human subjects and is not exempt that has been approved in writing in advance by the Institutional Review Board of another institution of higher education. This applies to all research involving human subjects conducted by CF faculty, staff, and students, and in all other activities that, even in part, involve such research, regardless of sponsorship.

The Federal regulations (§46.101(b)) define categories of human subjects research that are exempt from further review and regulation. CF Research investigators who intend to involve human subjects

in research activities do not have the authority to make an independent determination that research involving human subjects is exempt from the applicable regulations. The RRB Chair, designated member, or full membership are responsible for reviewing the preliminary determinations of exemption made by investigators and their supervisors and for making the final determination.

Research activities involving no more than minimal risk and in which the only involvement of human subjects will be in one or more of the following categories are exempt from 45 CFR 46:

1. **Normal Classroom Setting** Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as research on regular and special educational instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. **Standard Test Results** Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
  - a. Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
  - b. Any disclosure of the human subjects' responses outside the research could reasonable place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. **Subject Limited to Special Populations** Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior not otherwise exempt under the above two categories if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. **Pre-existing Public Data** Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. **Only involve Public Programs** Research and demonstration projects which are designed to study, evaluate, or otherwise examine public benefit or service programs; procedures for obtaining benefits or services under those programs; possible changes in or alternatives to those programs or procedures; or possible changes in methods or levels of payments for benefits or services under those programs.
6. **Only invoice Consumers Use of Wholesome Foods** Taste and food quality evaluation and consumer acceptance studies if wholesome foods without additives are consumed; or if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be

safe, by the FDA or approved by the EPA or the Food Safety and Inspection Service of the US Department of Agriculture.

**Non-Human Subject Research** Some types of research may be undertaken without definite plans to include human subjects (as defined in 45 CFR 46.102(f)). In the event that the research does not include human subjects, federal regulations do not apply and RRB review may not be required (this determination however may only be made by the RRB). Examples of non-human subject research may include:

- Data obtained from another source (not directly from the student or their records) that is either:
  1. Totally anonymous and unlinkable to the person who it was obtained from, or
  2. Is coded such that the researcher obtaining the data does not know who it belongs to,  
AND
  3. A confidentiality agreement assures the research cannot learn the identity of the person who the data was obtained from.
- Data obtained directly from individuals who are deceased prior to their involvement in the study.

### **RRB Membership**

- a) **Number of Members** The CF RRB membership will be consistent with 45 CFR 46.107 and 21 CFR 56.107 and will have five members including at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas. The RRB membership will include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
- b) **Qualifications of Membership** RRB members are selected with varying backgrounds of expertise, experience, and diversity to promote complete and adequate review of research activities commonly conducted by the institution and to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice.
- c) **Diversity of Membership** The RRB membership is monitored to assure diversity of its members, including representation by varying professions and ethnic backgrounds, both genders, individuals knowledgeable about community attitudes and subject populations, and individuals knowledgeable about and experienced working with vulnerable subjects.
- d) **Appointment of Members** The President appoints all RRB members for renewable three-year terms.
- e) **RRB Chair** The duties of the Chair, include, but are not limited to the following: Presides at all meetings of the IRB; Calls special meetings of the RRB as needed; Advises and counsels

investigators; Screens potential RRB Board Members and presents acceptable nominees to the President's Office for review, selection and appointment; Makes decisions on emergency conditions as they relate to the RRB's protection of human subjects in compliance with federal regulations; Keeps the RRB informed of developing problems in the area of human research on any project that has been reviewed or is going to be reviewed.

- f) Compensation of RRB Members RRB members do not receive direct monetary compensation for participation on the Board.
- g) Conflict of Interest No CF RRB member may participate in the review of any protocol in which the member has a conflicting interest, other than to provide information to the Board and should leave the room for the final deliberation and vote on that study. A person recusing themselves for personal reasons can still be counted in the quorum and may remain in the room; otherwise, unless requested to remain in order to provide additional information, conflicted members are asked to leave the room before deliberations begin and until after the vote has been taken. The minutes will identify the conflicted member as not voting, and that member will not be counted toward quorum for that specific project.

An RRB Member has a conflict of interest when that individual also has a financial interest, or any other personal or professional relationship, which may make it difficult for the individual to exercise independent judgment in safeguarding the rights and welfare of human research subjects. An RRB Member may have either a financial conflict of interest, non-financial conflict of interest, or both.

**RRB Operations**

**Meeting Time, Place and Location** RRB meetings are held annually. Additional meetings may be called by the Chair to complete unfinished business or resolve emergencies, or at the Chair's discretion.

\_\_\_\_\_  
Vice President,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Security Incident Response**

**Page 1 of 4**

**Security Incident Response**

**Date Approved: 10/30/13**

**Division: Administration and Finance/Information  
Technology**

**Purpose**

A security incident within Information Technology is defined as an adverse event that impacts or has the potential to impact the confidentiality, availability, or integrity of a computer system or network. This administrative procedure defines College of Central Florida's standards, responsibilities, and guidelines regarding security incident reporting and response. The intent is to contain and to repair damage from security incidents and to prevent similar incidents.

Examples of information security incidents include, but are not limited to:

- unauthorized disclosure, whether intentional or inadvertent, of confidential information
- unauthorized use, alteration, reproduction, or destruction of confidential information
- unauthorized use of user IDs, passwords or access codes
- failure to protect user IDs and passwords (i.e. sharing codes, posting at work station, etc.)
- unauthorized access to the Data Center, equipment closets, network or to a computer or workstation
- indications of a computer virus, excessive or disruptive use, suspicious activity
- theft of or tampering with computer equipment

**Security Incident Response Team**

The Security Incident Response Team is composed of IT security staff and reports to the Chief Information Officer. The team membership includes:

- Data Center Manager
- Network Engineer
- PC Specialist/Network Support
- Senior Technical Support Specialist
- Systems Programmer
- Systems Analyst

The Security Response Team is responsible for the management of security incidents, as follows:

- determining vulnerabilities of IT resources
- modifying access control policies and techniques when violations, incidents, and related risk assessments indicate that such changes are appropriate

- processing IT security complaints or incidents reported by others
- advising the President's staff, Human Resources, Marketing and possibly law enforcement and Florida DOE of incidents, progress, and results, particularly for security incidents that are determine to be medium or high severity
- implementing the appropriate course of action to resolve the incident
- reviewing the incident to determine if changes are needed to remove or reduce the vulnerability in the future
- adhering to strict confidentiality of all information collected surrounding the incident and disclosing information to only those parties that have a legitimate need to know
- maintaining for a minimum of two years, all Security Incident Reports and documentation pertaining to the investigations and corrective actions taken

### **Security Incident Report**

College employees must report all suspected security incidents to the IT Help Desk immediately. A Security Incident Report form will be processed for each reported incident and will include:

- date and time when the incident occurred or was discovered
- identity of the person who discovered the incident
- date and time when the incident was reported
- identity of the person who reported the incident
- a description of the incident and any extenuating circumstances related to the incident

The Security Incident Report form will be given to the Security Incident Response Team. The team's responsibilities for each reported incident include:

1. contain the incident as quickly as possible
2. secure evidence
3. notify the appropriate constituents
4. investigate the details of the incident and the suspected vulnerabilities
5. determine the severity of the incident, based on:
  - data classification
  - legal issues
  - magnitude of service disruption
  - threat potential
  - public interest
6. determine the need for additional actions and discipline (If the incident involves a student, notify Student Affairs. If the incident involves an employee, notify the appropriate Vice President.) IT staff will not make disciplinary decisions unless they supervise the violator.
7. complete the report form, adding pertinent information, such as:
  - the names and times when other persons were consulted
  - a description of the course of action that was established

College of Central Florida may choose to report an incident to authorities outside of the college, if after investigation, the severity of the violation or parties involved warrants notification. Outside authorities may include local law enforcement, Internet Service Providers, or any other

agency with a security interest. College of Central Florida may choose to prosecute based on the nature, repetition, or severity of damage caused by the incident.

**Class 3: Highest Severity**

If the answer is 'yes' to any of the following questions regarding an incident, then it is a Class 3 incident.

1. Data security - Is there a reasonable expectation that critical data was acquired by an unauthorized person as a result of this incident?
  - a. Are data protected by privacy rules or legislation involved? For example:
    - i. Non-directory student data as defined in FERPA
    - ii. Social Security Number
    - iii. Bank account, credit card or other private financial information
    - iv. Driver license number
  - b. Is intellectual property involved?
  - c. Are other data security issues involved? For example:
    - i. Passwords, risk assessments, or other security-related data
    - ii. Data restricted by legal contracts, memorandums of understanding, or other agreements
  - d. If the data is available to unauthorized users, will it cause harm to an individual, a group or the institution?

If it is determined that a class 3 level breach of data security has occurred, the college will notify the affected parties based on the requirements established by Florida Statute Section 817.5681.

2. Legal issues - Does this incident involve any legal violation?
  - a) Threat to persons or property
  - b) Theft greater than \$10,000
  - c) Child pornography
  - d) Copyright violations
3. Magnitude of service disruption - Does this incident impact mission critical services?
4. Threat - Are hosts involved in this incident actively attacking other hosts?
5. Public interest - Is there active public interest in this incident?

**Class 2: Medium Severity**

If the answer is 'no' to all of the Class 3 questions above, but 'yes' to any of the following questions, then it is a Class 2 incident.

1. Data Security - Is there a reasonable expectation that sensitive data was acquired by an unauthorized person as a result of this incident? For example:



- a) Infrastructure diagrams such as building and network
  - b) Strategy documents
  - c) Financial information
  - d) Purchasing information
  - e) Business recovery plans
  - f) System configurations
2. Legal issues - Does this incident involve a legal violation? For example:
- a) Theft less than \$10,000
  - b) Harassment
3. Magnitude of service disruption - Is it likely that this incident will impact mission critical services?
4. Threat - Is an attack likely to occur from hosts involved in this incident?
5. Public interest - Is there likely to be public interest in this incident?

**Class 1: Lowest Severity**

If the answer is 'no' to all of the Class 2 and Class 3 questions above, then it is a Class 1 incident.



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: SEXUAL PREDATOR OR OFFENDER INFORMATION NOTIFICATION/  
PUBLICATION**

**Page 1 of 2**

**Implementing Procedure For Policy #: N/A**

**Date Approved: 10/23/02  
Date Revised: 07/25/09**

**Division: Student Affairs**

- I. Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. The College shall include in its publications to students and employees, information that will permit the student or employee to obtain information on sexual predators or offenders from the local law enforcement agency with jurisdiction for the particular campus or by calling the FDLE hotline or by visiting the FDLE website.
- II. When a local law enforcement agency notifies the College that a sexual predator or sexual offender is enrolled, planning to enroll, employed, or carrying on a vocation at the College, such notification shall be delivered to the attention of the President, who shall then deliver it to the Chief Student Affairs Officer. The information shall be provided to the Vice President, Provost/ Executive Director of the Citrus Campus or Levy Center at the site where the student or employee may be attending classes or may be employed. In consultation with the College Attorney, the Chief Student Affairs Officer, Vice President, Provost/Executive Director of the Citrus Campus or Levy Center will determine, based on the severity of the offense, any further action to be taken which may include: (1) notification of the site security officer for purposes of monitoring the activity of the offender; and (2) notification of the program director, classroom instructor, immediate supervisor, Human Resources office, or others.
- III. If a conference with the offender is deemed necessary, it shall be with the understanding that the conference will be conducted in private.
  - a. A student sexual predator or offender will be advised of the need to comply with the Code of Student Conduct and rights and responsibilities provisions consistent with all students. Failure to comply will result in disciplinary action.
  - b. An employee sexual predator or offender will be advised to comply with the law and College policies and procedures. Failure to comply will result in disciplinary action.
  - c. Further, formal actions shall provide that for any on campus disciplinary action wherein there is an alleged sexual assault, (1) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault.

**SEXUAL PREDATOR OR OFFENDER INFORMATION NOTIFICATION/  
PUBLICATION – Page 2**

- IV. Any person who materially alters or distributes this public records information with the intent to misrepresent the information, including documents, summaries of public records information provided by law enforcement agencies, or public records information displayed by law enforcement agencies on websites or provided through other means of communication shall be subject to College disciplinary procedures and may be subject to a charge of misdemeanor of first degree, punishable as provided in State Statutes.
  
- V. The College, through the Center for Civic Education and Student Leadership Development, shall, from time to time, provide occasional programs to promote the awareness of rape, acquaintance rape and other sex offenses.

\_\_\_\_\_  
Vice President, Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Social Security Number Collection, Usage, and Release**

**Page 1 of 2**

**Implementing Procedure For Policy #: N/A**

**Date Approved: 02/01/08**

**Revised: 09/29/09**

**Revised: 07/26/10**

**Division: Administration & Finance/Human Resources**

Florida Statute 119.071(5) and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage and release of your Social Security number by the College of Central Florida.

CF collects, uses and releases your Social Security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access; strictly prohibit the release of your Social Security number to unauthorized parties in compliance with to state and federal law, and assign a unique CF Identification number. This identification number will be used for all associated employment and educational purposes at CF. Specifically, CF collects, uses or releases a Social Security number for the following purposes:

- **Admissions**

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for CF to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to CF, but the IRS is then authorized to fine the student in the amount of \$50. In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act.

- **Continuing Education, Corporate Training**

Under Florida education reporting requirements students who enroll in Continuing Education and Corporate Training seminars are required to submit their Social Security number.

- **Financial Aid**

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

- **Human Resources**

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: Employment Application Forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Revenue); Workers Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.

- **Workforce Programs**

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

- **Miscellaneous**

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing and tax reporting.

- **Release Statement**

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a–6h).

- **Independent Contractors**

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

<b>Title: Substantive Change</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy: N/A</b>
<b>Date Approved: 08/13/08</b> <b>Date Revised: 02/27/09</b> <b>Date Revised: 11/8/10</b>	<b>Division: President's Office</b>

Substantive change is a significant modification or expansion in the nature and scope of an accredited institution that requires notification to, and in some cases, approval from, the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), as outlined in COC Comprehensive Standard 3.12.1.

Depending upon the nature of the substantive change, the COC employs one of three procedures to address the change as defined by the *COC Policy on Substantive Change*:

1. Procedure One for the Review of Substantive Changes *Requiring Notification and Approval Prior to Implementation*
2. Procedure Two for the Review of Substantive Changes *Requiring Only Notification Prior to Implementation*
3. Procedure Three for the Review and Approval of *Consolidations/Mergers*

In order for the College to remain in compliance with COC Comprehensive Standards, the College will report all substantive changes within a timeframe defined by the attached chart. The following procedure is established for substantive changes:

1. The Executive Director of Planning will, on a quarterly basis, review the Substantive Change policy with the President's staff.
2. The Director of Institutional Effectiveness will meet with the Learning Management Team semi-annually to provide updates on substantive change requirements for SACS notification and discuss proposed programmatic changes.
3. Related to instruction, the Vice President for Instructional Affairs will scrutinize all proposals seeking to establish or expand an academic program received (1) by the Curriculum Committee, (2) through the Dual Enrollment Request process, or (3) from an external education/training provider. The Vice President will then work closely with the Director of Institutional Effectiveness to determine whether any such proposal would necessitate a substantive change. If so, they will prepare notification to the COC through the College President, and prepare and submit the proper documentation or prospectus as appropriate.
4. When the Director of Institutional Effectiveness determines that a substantive change is contemplated, the Director will prepare a letter to SACS for the President to send and will monitor any SACS requirements related to the change. Changes shall be submitted in a timely fashion in accordance with SACS guidelines.

COC Defined Types of Substantive Change

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating coursework or programs at a more advanced level than currently approved	1	Yes	12 months	Yes	Application for Level Change  Due dates: April 15 or October 1
Expanding at current degree level ( <i>significant departure from current programs</i> ) <sup>1</sup>	1	Yes	6 months	Yes	Prospectus
Initiating a branch campus (see definition of "branch campus" on p. 5 of this document)	1	Yes	6 months	Yes	Prospectus
Initiating joint degrees with another institution (see Commission policy "Collaborative Academic Arrangements: Policy and Procedures")	1	Yes	6 months	Yes	Prospectus
Initiating a certificate program... (typically for workforce development)					
...using existing approved courses	NA	NA	NA	NA	None
...at a new off-campus site (previously approved program)	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
...that is a significant departure from previously approved programs <sup>1</sup>	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
Initiating off-campus sites (including Early College High School programs offered at the high school) ...					
... Student can obtain 50 percent or more credits toward program	1	Yes	6 months	Yes	Prospectus
... Student can obtain 25-49 percent of credit	2	Yes	Prior to implementation	No	Letter of notification
... Student can obtain 24 percent or less	NA	NA	NA	NA	none
Expanding program offerings at previously approved off-campus sites					
... Adding programs that are significantly different from current programs	2	Yes	Prior to implementation	No	Letter of notification
... Adding programs that are NOT significantly different from current programs	NA	NA	NA	NA	NA

Altering significantly the educational mission of the institution <sup>2</sup>	1	Yes	6 months	Yes	Prospectus
Initiating distance learning...					
...Offering 50 percent or more of a program (Once approved, institutions may add programs that are significant departures from the originally approved programs by submitting notification in advance) <sup>1</sup>	1	Yes	6 months	Yes	Prospectus
...Offering 25-49 percent	2	Yes	Prior to implementation	No	Letter of notification
...Offering 24 percent or less	NA	NA	NA	NA	None
Initiating programs/courses offered through contractual agreement or consortium	2	Yes	Prior to implementation	No	Letter of notification and copy of signed agreement
Initiating a merger/consolidation with another institution	3	Yes	6 months	Yes	Prospectus Due dates: April 15 or October 1
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus
Relocating an off-campus instructional site	2	Yes	Prior to implementation	No	Letter of notification
Changing governance, ownership, control, or legal status of an institution	1	Yes	6 months	Yes	Prospectus
Changing from clock hours to credit hours	1	Yes	6 months	Yes	Prospectus
Altering significantly the length of a program <sup>3</sup>	1	Yes	6 months	Yes	Prospectus
Initiating degree completion programs	1	Yes	6 months	Yes	Prospectus
Closing an institution or program: (see Commission policy "Closing a Program or Institution")					
...closing a program with internal teach-out protocol	2	Yes	Prior to implementation	No	Description of plan
... closing a program with a teach-out agreement with another institution	1	Yes	6 months	Yes	Copy of teach out agreement
...closing an institution	2	Yes	Prior to implementation	no	Description of plan

<sup>1</sup> a significant departure in program is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum. To determine if a new program is a "significant departure", it is helpful to ask if the new program requires

- Numbers of new faculty?
- Many new courses?
- New library or other learning resources?
- New equipment or facilities?
- A new resource base?

<sup>2</sup> significant changes in mission are those that lead to a fundamental shift in the nature of the institution, such as an institution that had offered only professional programs deciding to add general education offerings, or a technical college transforming itself into a comprehensive community college.

<sup>3</sup> significant changes in program length are those with noticeable impact on the program's completion time (e.g., increasing a baccalaureate degree from 124 hours to 150 hours).

Approved by President \_\_\_\_\_

Date \_\_\_\_\_





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Sustainability Management Plan**

**Page 1 of 2**

**Implementing Procedure For Policy # N/A**

**Date Approved: 03/29/11**

**Division: Administration and Finance**

The sustainability management plan has been developed in support of the college's fifth guiding principle – *We will promote the concept of sustainability by preserving the natural environment and conserving our resources for future generations.*

**Submission of Sustainability Suggestions**

1. CF welcomes sustainability suggestions and ideas from all areas of the college community.
  - 1.1 Suggestions are accepted in various formats (comment cards, written proposals, e-mails to [sustainability@cf.edu](mailto:sustainability@cf.edu), etc.).
  - 1.2 Sustainability suggestions should be directed to the CF Sustainability Coordinator.

**Review & Approval of Initiatives**

2. Sustainability Coordinator brings suggestions before the Sustainability Task Force to be reviewed.
  - 2.1 Sustainability Task Force applies screening criteria to determine feasibility and merit of suggestions, seeking input/feedback from appropriate subject matter experts if necessary.
  - 2.2 If Sustainability Task Force recommends the suggestion for administrative review, proceed to Step 3.
  - 2.3 If Sustainability Task Force does not recommend the suggestion for administrative review, Sustainability Coordinator notifies author of sustainability suggestion of the decision and reason(s) for the decision. Idea may be revised and resubmitted for further consideration.
  - 2.4 All suggestions and dispositions are logged into sustainability database by Sustainability Coordinator.
3. Sustainability Coordinator submits sustainability suggestion to most appropriate Vice President/Provost.
  - 3.1 VP/Provost brings suggestion forward to President for administrative consideration.
  - 3.2 Suggestion is weighed in light of resource and policy/procedural considerations, seeking input from additional subject matter experts if necessary.

4. Sustainability Coordinator is informed by VP/Provost or President of administrative decision.
  - 4.1 If administration recommends the suggestion for implementation, proceed to Step 5.
  - 4.2 If administration does not recommend the suggestion for implementation, Sustainability Coordinator notifies Sustainability Task Force and author of sustainability suggestion of the decision and reason(s) for the decision. Idea may be revised and resubmitted for further consideration.

**Implementation of Sustainability Initiatives**

5. Administration assigns implementation responsibility to appropriate college personnel, providing budgetary and procedural support and guidance as needed.
  - 5.1 Assignments are relayed to responsible party and Sustainability Coordinator.
  - 5.2 Sustainability Coordinator records assignments in sustainability database.
  - 5.3 Approved sustainability suggestion is implemented by assigned personnel.
  - 5.4 Assigned personnel monitor and evaluate results of implementation.
    - 5.4.1 Assigned personnel report findings to Sustainability Coordinator.
    - 5.4.2 Sustainability Coordinator records results in sustainability database.

**Reporting & Analysis of Results**

6. Sustainability Coordinator prepares sustainability progress reports.
  - 6.1 Progress reports are shared with the Sustainability Task Force and College Council
  - 6.2 Progress reports are posted on the Sustainability webpage.
  - 6.3 Sustainability Task Force, in collaboration with Marketing & Public Relations, prepares annual sustainability report.
    - 6.3.1 Annual sustainability report is shared with President
    - 6.3.2 Annual report is posted on sustainability webpage.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



Title: Management of External Website and Acceptable Use

Page 1 of 3

**Implementing Procedure For Policy: N/A**

Date Approved: 02/24/05

Division: Marketing and Public Relations

Date Revised: 06/14/06

Date Revised: 02/14/11

Date Revised: 07/28/14

Purpose

College of Central Florida maintains a public website, www.CF.edu, as a tool to communicate the college mission and vision as well as an informational and marketing tool for college educational programs and services.

Ownership

College of Central Florida has a distributed ownership model for its website. The Manager of Communications and Web Design is responsible for the CF content management system (CMS) interface, functionality and usability as well as being the liaison to college departments and trainer to faculty and staff who update content through the CMS. The Marketing and Public Relations Director and Manager of Marketing and Public Relations also have administrative access and responsibility for review of information and publishing to the public website.

Acceptable Use

CF world-wide web presence is inclusive of College policy on equal access and opportunity. The public website is the College’s online “front door” where visitors will be greeted in an informative and professional manner. Information provided on the external website will support security and integrity of documents.

Content managers, as CF employees, must have a signed Security and Appropriate Use Agreement on file with Human Resources. The agreement documents that the user has received training on CF’s Computer and Data Resources Security and Appropriate Use Policies and Procedures (Policy 3.21 Technology Use, 3.24 Information Security, and 3.25 Appropriate Use Policy/Information Technology Resources).

Unacceptable Use

- It is not acceptable to use CF’s Web server in a manner that intentionally or negligently disrupts normal network use and service. Such disruption would include the intentional or negligent propagation of computer viruses, the violation of personal privacy, and unauthorized access to protected and/or private network resources.
- All state and federal copyright laws will be followed at the College of Central Florida. In general, copied images, documents, audio clips, video clips, or software may not be used unless written permission from the creator is provided.
- By law, account holders may not upload any commercial software or any other kind of material they don’t have the right to share with other people. Likewise, account holders may not download any software or material without the right or license to use, such as commercial software, from other Internet users. Account holders may not upload anything that will violate local, state, or federal law.
- The use of personal Web pages to support commercial endeavors is strictly prohibited. Examples include promoting or advertising goods or services; soliciting customers or investors;

selling and distributing information, images, or computer programs; and obtaining advertisers to support the site.

Posting or otherwise transmitting any content that is unlawful, harmful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, of malicious intent, or racially, ethnically or otherwise objectionable is strictly prohibited.

### Publishing Permissions

Faculty and staff directly involved in the learning process and those responsible for dissemination of information about College programs and services (such as registration, financial aid, library, etc.) will be granted permission to edit the College website by administrators in their area. The Manager of Communications and Web Design will be responsible for user permissions and training users on the CMS.

Users will be responsible for accuracy of department and program information to be published. Marketing and Public Relations staff will be responsible for proofing and ultimately publishing pages to the CMS.

### Responsibility for Content and Publication Rights

Faculty and staff who are granted an account on the CF Web server agree to take full responsibility for the content of the information being presented. For the purposes of this procedure, "acceptable use" is defined as "dissemination of documents that support learning and teaching and/or serve to disseminate information about CF and its programs." Account holders shall be responsible for unauthorized access made through their username and password. The person in whose name an account is issued is responsible at all times for its proper use. Users should practice "safe computing" by establishing appropriate access restrictions for their account and guarding their password.

The Marketing and Public Relations Director, Manager of Marketing and Public Relations along with the Manager of Communications and Web Design have administrative access and responsibility for review of information and publishing to the College website. Information will be reviewed for general content, grammar, punctuation and adherence to college style as stated in the Marketing and Public Relations style guide. Information integrity is the responsibility of the supervisor responsible for the assigned section.

At all times the College reserves the right to remove any materials that are determined to be in violation of this procedure or College policies, which may be illegal, or which may conflict with the mission or philosophy of CF.

### Design Requirements

The CF marketing website is structured into editable sections. Stakeholders are able to edit template sections with their information. A list of the standardized editable areas is listed below. Any additional customization will be considered on a need basis. Requests should be made to the Manager of Communications and Web Design.

- Choice of an image, an image slider, video or nothing at the top
- Page name
- Sub-header for brief one-line description of page
- An editable rich-text area for information, photo(s) and links to pertinent information
- An optional html code insertion area to pull in an external webpage (such as a page directly from the college catalog)
- A department navigation box which includes
  - Department header name
  - Links to appropriate department pages or files

- A “My Story” sub-section on the far right panel under the structured site ACTION NAVIGATION for personal story inclusion.

Incremental formal training sessions will be available three times a year. Personal instruction and help will be provided on an as needed basis by the Manager of Communication and Web Design.

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This procedure may be modified as deemed appropriate by the College of Central Florida. Users are encouraged to periodically review the current procedure as posted on the CF Intranet.

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Vice President of Institutional Effectiveness and College Relations

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Date

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Approved by President

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Date



COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

**Title: Discrimination, Harassment and/or Sexual Harassment Complaint Procedure for Employees and Students**

**Page 1 of 6**

**Implementing Procedure For Policy # 1.01**

**Date Approved: 03/28/02**

**Date Revised: 05/06/05**

**Date Revised: 03/18/10**

**Date Revised: 04/13/10**

**Date Revised: 06/28/12**

**Division: Administration and Finance**

The purpose of this procedure is to specify the appropriate process for students, employees, applicants for admission or employment or third parties alleging discrimination or harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status for filing a discrimination or harassment complaint.

**Employee:** This procedure does not apply to employee performance appraisals, unless it is alleged that the appraisal is based on factors other than the employee's performance.

**Student:** This procedure does not apply to complaints related to matters such as academic problems, academic grades, mistreatment by any College employee that is not related to discrimination, wrongful fee assessment, financial aid concerns, records and registration errors, and student employment of a general nature.

## **DEFINITIONS**

*Discrimination:* Prejudicial treatment on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status.

*Employee:* Throughout this procedure the term "employee" includes current employees and applicants for employment.

*Student:* Throughout this procedure, the term "student" includes current students and applicants for admission.

*Complaint:* The dissatisfaction that occurs when an employee believes that any condition of employment is unjust or inequitable based on discrimination or harassment or when a student believes that any condition of his or her educational experience is unjust or inequitable based on discrimination or harassment.

*Complainant:* An individual or group of individuals who file a complaint against another individual or group of individuals.

*Harassment:* Consists of verbal or physical conduct on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status, that: (1) is intended to or is reasonably likely to embarrass, distress, agitate, disturb or trouble the

## **Discrimination, Harassment and/or Sexual Harassment Complaint for Employees and Students – Page 2**

person or designated group to whom it is directed or to create an intimidating, hostile or offensive educational or work environment; (2) has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or (3) otherwise adversely affects an individual's employment or educational opportunities.

Harassment, as defined above, may include, but is not limited to, repeated remarks of a demeaning nature, implied or explicit threats, slurs, innuendoes or gestures, demeaning jokes, stories, pictures, objects or activities directed at recipient which reflect upon the recipient's race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status.

*Sexual Harassment:* A form of discrimination which is against the law and is against Board policy. The College will not tolerate sexual harassment activities by any of its students or employees. Sexual harassment is behavior based on sex which falls under one of the following categories:

- a. Harassment which culminates in a tangible employment or academic action such as discharge, demotion, undesirable reassignment, or lowered grading; or
- b. Harassment in which no adverse tangible employment or academic action is taken but which is sufficient to constructively alter an employee's working conditions or student's educational experience.

*Respondent:* An individual or group of individuals against whom a complaint is filed.

### **GENERAL INFORMATION**

#### **Retaliation**

It is a violation of College policy to retaliate or take reprisal against any person who has filed a complaint or who has complained about discrimination, harassment or sexual harassment based on the fact that the employee raised an issue about discrimination, harassment or sexual harassment to his or her supervisor, or any supervisor or manager of the College, to any Dean, Vice President, or administrator, to any other person, entity, or human rights agency.

#### **False or Malicious Complaints**

Any employee or student found to have acted dishonestly or maliciously in filing a complaint, or in their actions or witness statements during an official investigation, shall also become subject to possible disciplinary action.

#### **Procedures**

The College will thoroughly investigate and resolve all appropriate complaints.

The privacy of both the complainant and the respondent will be respected, consistent with the College's legal obligations under state and federal laws and with the necessity to investigate allegations of misconduct and take corrective action when this has occurred.

## **Discrimination, Harassment and/or Sexual Harassment Complaint for Employees and Students – Page 3**

**Employee:** During the investigation, the College reserves the right to reassign an employee or place an employee on paid leave.

**Student:** During an investigation, the College reserves the right to reassign a student in accordance with the Student Code of Conduct.

The Equity Officer is responsible for investigation of all employee and student complaints.

**Employee:** All communications, documents, and records, paper or electronic, pertinent to an employee complaint process shall be kept in files separate from human resource records.

**Student:** All communications, documents, and records, paper or electronic, pertinent to a student complaint process shall be kept in files separate from student academic records.

### **FILING A COMPLAINT**

In the event that an employee or student believes that he/she has been the subject of discrimination, harassment or sexual harassment and cannot resolve the issue with the alleged party, that individual shall report his/her complaint to the College Equity Officer within sixty (60) working days of the alleged incident. Information on contacting the College Equity Officer is available on the College website, in the employee handbook and in the student handbook.

**Employee:** In the event that the alleged party is the Equity Officer, the employee should report his/her complaint to the Vice President responsible for his/her department.

**Student:** In the event that the alleged party is the Equity Officer, the student should report his/her complaint to the Vice President for Student Affairs. Contact information for the Vice President for Student Affairs is available on the College website, and the student handbook.

Any administrator or faculty who is informed of a complaint must refer the employee to the Equity Officer immediately. The Equity Officer will describe the complaint process to the complainant and review information relative to the complaint. If a complainant cannot state a sufficient basis in fact or law to support a discrimination, harassment or sexual harassment claim, the Equity Officer shall assist the complainant with selecting a more appropriate internal means of resolving the specific complaint.

Any administrator or faculty who has knowledge of a complaint must refer the complainant to the College Equity Officer immediately. The College has an obligation under law to investigate all reports of discrimination, harassment and/or sexual harassment, whether or not a complaint has been filed by the the victim.

### **INVESTIGATION**

**Informal:** The Equity Officer will attempt to resolve the allegation informally by meeting with both parties, either individually or together. The informal resolution process is an attempt to resolve complaints quickly and to the satisfaction of all parties, while protecting confidentiality to the extent authorized by law. The aim of the informal dispute resolution is not to determine



## Discrimination, Harassment and/or Sexual Harassment Complaint for Employees and Students – Page 4

whether there was intent to, or actual discrimination, harassment and/or sexual harassment, but to ensure that the alleged discriminatory and/or, harassing conduct ceases and the matter is resolved promptly at the lowest possible level. Both parties must agree to an informal resolution process. The Equity Officer will complete the informal investigation within thirty (30) working days.

If the complaint is resolved by mutual agreement of the parties, the matter will be considered settled. The Equity Officer will file a written report outlining the result of the informal complaint to both parties and the President within fifteen (15) working days of final resolution of the informal complaint.

**Formal:** If the complaint cannot be resolved informally, the complainant shall file a formal, written complaint with the Equity Officer.

All complaints should be in writing. The College of Central Florida Complaint Form is available to assist with filing of formal complaints. The form may be obtained from the Equity Officer or from the College website at [http://www.cf.edu/about/equal\\_access.htm](http://www.cf.edu/about/equal_access.htm). Written complaints may also be submitted in the form of a letter or memo. The complaint should include the following:

1. Complainant's name and signature.
2. Description of the act or acts complained of.
3. Identity of the person or persons involved in the complaint (the "respondents").
4. Date(s) on which alleged acts occurred.
5. Names and contact information of potential witnesses.
6. Effect the alleged acts have had on the complainant.
7. Complainant's desired resolution.
8. Any other information the complainant believes is relevant.

Written complaints must be filed within ten (10) working days after receipt of the informal report. Upon receipt of the written complaint, the following will occur:

1. The Equity Officer will review the formal complaint process with the complainant and provide a copy of the applicable College policy and procedure.
2. The Equity Officer will notify the President and the appropriate department administrator of the formal complaint.
3. The Equity Officer will conduct a prompt and thorough investigation by reviewing documents and interviewing witnesses.
  - a. Any persons thought to have information or evidence relevant to the complaint shall be interviewed and such interviews shall be appropriately documented.

## **Discrimination, Harassment and/or Sexual Harassment Complaint for Employees and Students – Page 5**

- b. If determined necessary, an appropriate level senior administrator will conduct interviews jointly with the Equity Officer.
  - c. While interviewing witnesses, the Equity Officer will not disclose information gathered from witness interviews to anyone other than the complainant and respondent. Both the complainant and the respondent have the right to know the statements made and the identification of persons making statements.
  - d. The Equity Officer may remind a reluctant witness that it is his or her duty to cooperate with the investigation.
  - e. The Equity Officer may secure any information that was given during the informal process.
  - f. Other acceptable methods for gathering information include, but are not limited to, visual inspection of offensive materials and follow-up interviews as necessary.
  - g. In determining whether the alleged conduct constitutes discrimination, harassment and/or sexual harassment, the totality of the circumstances, the nature of the conduct, frequencies, and the context in which the alleged conduct occurred will be investigated.
4. The Equity Officer will provide a copy of the written complaint to the respondent.
  5. The Equity Officer will file a written report with the appropriate Vice President and the President within thirty (30) working days after the formal complaint has been filed. The report shall include (1) an outline of the basis of the complaint (2) the names of the persons involved, (3) a description of the facts of the case that were in dispute, (4) a description of the findings of the investigation and (5) the final resolution of the investigation.
  6. The Equity Officer will meet individually with the complainant and respondent to discuss the findings and provide a written summary of the overall findings. The College will take appropriate action to ensure nondiscrimination.

### **Appeal/Final Resolution of Complaint**

#### **Right to Appeal**

Both the complainant and the respondent have the right to appeal the Equity Officer's findings. The appealing party may petition the President for review of a decision by the Equity Officer within five (5) working days of the date of the decision. The written petition shall state the facts of the case, a summary of the findings of the Equity Officer and the appealing party's reason for petitioning the President for review. The President's action will be limited to review of the basis for the Equity Officer's disposition and will not necessarily involve a new factual investigation. Notwithstanding the above, the President may, but is not required to, direct that further facts be gathered, direct a group (no more than three) to review the facts and make a recommendation to the President, or direct that additional remedial action be taken.

The President will act on the matter by letter, memo, or directive with notification to the complainant, the respondent and other appropriate persons within fifteen (15) working days of the receipt of the petition of appeal. The decision of the President shall be final.

**Discrimination, Harassment and/or Sexual Harassment Complaint for Employees  
and Students – Page 6**

**Decline to Appeal**

In cases where no appeal is filed within five (5) working days of receipt of the summary report and findings of the formal investigation, the determination of the Equity Officer will be final.

**Withdrawal of Complaints**

Once filed, the College has an obligation to investigate complaints raising claims of discrimination, harassment or sexual harassment. However, in appropriate circumstances, and at the discretion and judgment of the President, the College may agree upon a written and signed request to do so by the complainant, to withdraw a complaint. Both the complainant and the respondent will be notified of the withdrawal.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Advertising and Solicitation</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 3.01</b>
<b>Date Approved: 02/26/08</b> <b>Date Revised: 09/17/08</b>	<b>Division: Administration &amp; Finance/Human Resources</b>

- A. For materials approved for distribution, the College's limitation on time, place, and manner of distribution of those materials includes but is not limited to:
1. The distribution of materials in hallways or other thoroughfares where distribution would disrupt order or impede the free flow of student movement is prohibited.
  2. Limiting approved distribution to approved locations: on the Ocala Campus, the Information Center in the Century Center and the Office of Student Life in the Bryant Union. At the Citrus Campus, Levy Center, and Hampton Center, locations will be determined by the Campus Vice President and Provost respectively. The distribution site at the Appleton Museum of Art will be the administrative office area.
  3. Limiting the time of materials to be distributed to 30 calendar days.
- B. All requests for distribution or solicitation on campus should be submitted in writing to:
- |                            |                                   |
|----------------------------|-----------------------------------|
| a. Ocala Campus:           | President or designee             |
| b. Citrus Campus:          | Campus Vice President or designee |
| c. Levy Campus:            | Provost or designee               |
| d. Hampton Center          | Director or designee              |
| e. Appleton Museum of Art: | Director or designee              |
- Requests shall be made one day in advance of anticipated distribution or solicitation.
- C. This Procedure also applies to the distribution of political or campaign materials. If a candidate or campaign workers wish to distribute materials or be on campus for the purpose of meeting and introducing themselves to students, they can follow the procedure set forth in Section B above. Requests for rallies, receptions, speeches and other campaign activities on campus will be considered under Policy 8.01, "College Facilities and Equipment," and current rental policies will apply.
- D. This Procedure includes the approval and distribution of coupons, discounts, promotions, and free offers.
- E. The following activities are prohibited:
- a. The placing of printed materials on vehicles in College parking lots.
  - b. Distribution via e-mail or through campus mail or mailboxes.
- F. Persons utilizing the campus with permission for purposes of advertising and solicitation cannot utilize loud speakers or music, erect canopies, platforms or other structures, or drive any vehicle off roads or parking lots without securing specific

prior permission. Use of College utilities and equipment is prohibited.

- G. At the conclusion of any distribution or solicitation activity, the user is responsible for cleaning up the area used and removing all debris. Any person failing to do so will be invoiced the cost of any required maintenance and repair and will not be permitted the use of the campus premises in the future.
- H. If the request for solicitation or advertising is approved, the President or the President's designee will provide a written permit for advertising, solicitation, campaigning or other similar activities. Any person acting in violation of such permit will be asked to leave the campus immediately.
- I. Students and employees have the right to be free of harassment and interruption, and to move freely without impediment throughout the campus. Any effort to advertise, distribute materials, or solicit students or employees that impedes their doing so will be terminated by the College immediately.

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Approved by Vice President

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Date

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Approved by President

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Date



COLLEGE of  
CENTRAL  
FLORIDA

**College of Central Florida  
Advertising and Solicitation Permit**

APPLICANT: \_\_\_\_\_  
Name

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street or P.O. Box

City State Zip

TELEPHONE: \_\_\_\_\_

ACTIVITY / PURPOSE: \_\_\_\_\_

DATE OF ACTIVITY: \_\_\_\_\_

ACTIVITY TIME: Setup: \_\_\_\_\_ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

LOCATION OF ACTIVITY:

\_\_\_\_\_ Ocala Campus      \_\_\_\_\_ Citrus Campus      \_\_\_\_\_ Levy Center  
\_\_\_\_\_ Hampton Center      \_\_\_\_\_ Appleton Museum of Art

SITE / AREA DESIGNATION AND REQUIREMENTS (If applicable):

SPECIAL ARRANGEMENTS & EQUIPMENT PERMITTED (If applicable):

At the conclusion of any distribution or solicitation activity, the user is responsible for cleaning up the area used and removing all debris. Any person failing to do so will be invoiced the cost of any required maintenance and repair and will not be permitted the use of the premises in the future.

APPLICANT SIGNATURE

DATE

AUTHORIZED SIGNATURE (President or Designee)

DATE



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Donations of Library Materials or Books**

**Page 1 of 1**

**Implementing Procedure For Policy # 3.07**

**Date Approved: 4/25/05**

**Division: Instructional Affairs**

**Purpose**

The donation of materials or books to the CF Learning Resources Centers/Libraries is accepted with the understanding that the libraries may dispose of them or add them to the collection at their discretion.

**1. Responsibility for Accepting Gifts of Materials to the Library**

- 1.1. The responsibility of accepting gifts to the library collection lies with the Dean of Learning Resources.
- 1.2. CF Librarians follow the procedures set forth in the Collection Development Procedure for Policy 4.03

**2. Donations Acknowledgement**

- 2.1. Donations are accepted but not solicited.
- 2.2. Donors are clearly informed that disposition of donated materials will follow the criteria set forth in the Collection Development Procedure.
- 2.3. The donors' name, address and a brief description of the items donated are received with the donation to acknowledge receipt.
- 2.4. A receipt letter is sent to the donor, copied to the Senior Vice President, Administration and Finance and includes the statement: "all gifts of print and non-print materials to the LRC are accepted only if given unconditionally as to their disposition or location. The LRC will acknowledge but cannot legally appraise gifts for tax purposes. Any complete listing of donated titles or appraisal for income tax purposes of a gift of materials to the LRC is the responsibility of the donor."

**3. Processing of Donations**

- 3.1. Materials which do not present preservation problems, are in good condition and pass the criteria for selection are considered for inclusion in the collection.
- 3.2. Materials which are obsolete, superseded or have slight value due to condition or content and do not meet selection criteria are not added to the collection.

**Donations of Library Materials or Books – Page 2**

- 3.3. Materials which are accepted for the collection are processed as time permits and then added to the collection.
- 3.4. Materials included in the collection follow all guidelines for normal collection maintenance and replacement.

\_\_\_\_\_  
Vice President for Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Public Records — Access**

**Page 1 of 3**

**Implementing Procedure For Policy # 3.17**

**Date Approved: 02/26/01**

**Division: Administration and Finance**

**Date Revised: 01/03/06**

**SECTION I — GENERAL**

As a state agency, the College is required by law to comply in a timely manner to all requests for public records; therefore, the Chief Fiscal Officer of the College, who is designated as the Records Management Liaison Officer (RMLO), should be promptly notified of all requests for access and/or copying of public records. The RMLO will instruct the department receiving the initial request on how to proceed.

In many cases, compliance with public records requests will require the cooperative efforts of more than one College department. Any and all College departments receiving a request for production of records from the College's RMLO are expected to comply in a timely fashion.

A record of all requests for public records will be maintained by the RMLO.

**SECTION II — PROCESSING OF PUBLIC RECORDS REQUESTS**

In the event the College is required to provide access and/or copies of public records, the department receiving the request will be instructed by the RMLO to complete Section I (Receiving Department Information) and Section II (Requestor Information) of a CF *Public Records Request Form* (located on Intranet under "CF Forms" in "Public Records Management" section). The form should then be submitted, via e-mail attachment, to the College's RMLO who will complete Section III and the Statement of Charges. In addition, any written documentation applicable to the request should be forwarded to the RMLO. To complete the form, follow the step-by-step instructions below. **(NOTE: Use the tab key to move from section to section within the form.)**

**Receiving Department Information**

The department receiving the initial request should complete this section by providing the following information:

- Date initial request was received
- Time of day request was received
- Name of department submitting form
- Name of person in department to contact regarding request
- Extension number of department contact person

**Requestor Information**

The department receiving the initial request should complete this section by providing the following information, if available. This information is not required.

- Name of person/entity requesting access to records
- Address of requestor
- Contact number for requestor
- Form of request (Indicate whether request was written or verbal. If both, check each box.)
- Brief description of request
- Nature of request (Indicate whether request was made to physically inspect records, attain copies of records, or both.)

**Request Preparation**

The RMLO, or designee, will complete this section of the form by providing the following information:

- Name of person preparing the records request
- Amount of deposit, if any
- Time required to prepare request (date and time started/date and time completed)
- Extensive use fee, if applicable (See Section III below)
- Number/type of copies and copy charges (See Section III below)
- Estimated shipping charges, if applicable
- Total charges, less any deposit, owed by the requestor for copies and any applicable shipping and/or extensive use fee

**Statement of Charges for Public Records Request**

If the records request results in charges owed to the College, the RMLO or designee will complete this section of the form and submit it, along with the requested records, to the requestor for payment. The following information is included in this section:

- Date of submittal
- Requestor's name
- Requestor's mailing address
- Compliance statement that includes:
  - Date of initial request
  - Number and cost per page of prepared copies
  - Total charges for copies
  - Estimated shipping charges, if any
  - Extensive use fee, if any
- Total amount due (total charges less any deposit)
- Payment information/ mailing instructions

**IF ADDITIONAL ASSISTANCE IS NEEDED TO COMPLETE THE PUBLIC RECORDS REQUEST FORM, PLEASE CONTACT THE OFFICE OF ADMINISTRATION AND FINANCE AT EXTENSION 1637 OR 1777.**

**SECTION III — COPYING CHARGES**

Any person(s) requesting copies of public records will be charged according to the amounts established in College Policy 3.35. These charges are 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.
- (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.

**IMPORTANT:** A deposit of \$10 or 15% of the estimated charge, whichever is greater, may be required on requests for large numbers of documents and/or documents requiring extensive preparation prior to public release. The necessity of a deposit will be determined by the RMLO.

**SECTION IV — RECORDS ACCESS UPDATE**

In order to ensure compliance with state law, the RMLO will send an annual update memorandum on public records to all College administrators. .

_____	_____
Vice President, Administration and Finance	Date
_____	_____
Approved by President	Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Public Records — Dispositions**

**Page 1 of 3**

**Implementing Procedure For Policy # 3.17**

**Date Approved: 02/26/01**

**Date Revised: 07/26/01**

**Date Revised: 04/08/03**

**Division: Administration and Finance**

**SECTION I — CERTIFICATE OF RECORDS DESTRUCTION FORM (See attached)**

In order to comply with state law, all requests for records dispositions must be documented on a CF *Certificate of Records Destruction* form (located on Intranet under “CF Forms” in “Public Records Management” section). To complete the form, please follow the step-by-step instructions outlined below. **(NOTE: Use the tab key to move from section to section within the form.)**

- 1) Provide name of requesting department
- 2) Date the request
- 3) Provide name of person completing the form
- 4) Provide extension number for person completing form
- 5) Properly identify the records to be destroyed using Records Retention Schedules GS5 and/or GS1-S located on the Intranet under “CF Forms” in “Public Records Management” section. This may require careful consideration to determine the records series title most applicable to the records in question. If an appropriate records series is not located, see **Section II – Establishing a Records Retention Schedule**, for further information.
  - a) Indicate which schedule the record series is found in — GS5 (General Records Schedule for Universities and Community Colleges) or GS1-S (General Records Schedule for State Government Agencies). Should the same records series be found in both schedules, the retention requirements of the General Records Schedule GS5 shall take precedence.  
(Provide record series number such as Item #77 or Item #180.)
  - b) Key in name of the record series title as it appears in the schedule(s). Example: “Inventory Records: Equipment.” Please do not use the name and/or description of the actual records.
  - c) Indicate inclusive dates of the records. For example, if records falling under the category of “Inventory Records: Physical” (found in GS1-S) contain material covering 1988, 1991, 1992, 1993, and 1995, that section of the form would be filled out as follows:

a) Schedule # (GS5 or GS1-S)	b) Record Series #	c) Records Series Title	d) Inclusive Dates Mo/Day/Yr — Mo/Day/Yr	
GS1-S	40	Inventory Records: Physical	01/01/88	12/31/88
			01/01/91	12/31/93
			01/01/95	12/31/95

- d) Provide location (building and room number) where listed records for destruction are stored. Example: 1-111
- e) Indicate whether records are duplicates or master copies. **IMPORTANT**– If the records are duplicates, the verified location of the master copies must be provided. If the master copies cannot be located, then, according to state law, the duplicates are considered the master copies, and, as such, are subject to the same retention period as the master copy. (Optical images and microfilm may be considered master copies.)
- f) Estimate volume of records in cubic feet using the conversion table provided below. (If additional information is needed, see document entitled *Records Volume Conversion to Cubic Foot Measurements* on the Intranet under “CF Forms” in “Public Records Management” section.)

**CONVERSION TABLE**

Quantity	Item	Volume in Cubic Feet
200	Cassette Tapes	1.0
1 drawer	Letter size files	1.5
1 drawer	Legal size files	2.0
36” shelf	Letter size files	2.4
36” shelf	Legal size files	3.0
1 standard box	Letter or legal size files	1.0
Any amount	Electronically stored	0.0

- 6) Indicate the method of destruction. **NOTE: Only one type of method may be requested per form.** Example: If some of the records are simply being destroyed and others are being microfilmed and destroyed, two separate forms must be submitted. “Other” forms of destruction may include:
  - Transfers of records to another department/agency (*Indicate with T/building & room number or T/name of agency*).
  - Transfers of records to optical disk (*Indicate with T/OD*)
  - Loans of records to historical society (*Indicate with L/name of society*). Attach all relevant documentation.
- 7) Key in the name of the supervisor for the department requesting destruction and print the form, making sure the printer is set on “Landscape” option. After the supervisor has signed and dated the form, forward it to the Office of Administration and Finance for final approval by the Records Management Liaison Officer (RMLLO). The requesting department will be notified when the request has been approved, and arrangements will be made to pick up and dispose of the records.
- 8) The person(s) carrying out actual destruction of the records will complete this section of the form following the final disposition. Once completed, the original copy of the form will be kept on file in the Office of Administration and Finance.

**IF ADDITIONAL ASSISTANCE IS NEEDED TO COMPLETE THE CERTIFICATE OF RECORDS DESTRUCTION FORM, PLEASE CONTACT THE OFFICE OF ADMINISTRATION AND FINANCE AT EXTENSION 1637 OR 1777.**

**SECTION II — ESTABLISHING A RECORDS RETENTION SCHEDULE**

In some cases, records may not conform to an existing general schedule (GS5 or GS1-S) records series. In such cases, the requesting department should contact the College's RMLO for further guidance. If an applicable record series does not exist, the RMLO will complete Form LS5E105R (Records Retention Schedule) and submit it to the Florida Department of State's Bureau of Archives and Records Management where the records will be researched and an appropriate retention period established. Once approved, the Records Retention Schedule will become the official retention for the record series of the College. In order to establish a unique record retention schedule, the requesting department must provide the following record series information to the RMLO in the Office of Administration and Finance:

- Record Series Title (an appropriate name for the series)
- General description, purpose and use of Record Series (include/attach inclusive dates, any audit requirements, forms, or other related documentation)
- Indicate if records are duplicates or master copies (If duplicates, indicate verified location of master copy)
- Indicate if records series is considered to be a *vital record*
- Identify primary purpose of record series (administrative, legal, or fiscal)
- Indicate all media format records series consist of. These may include the following: Paper, microfilm, electronic (magnetic disk, optical image, CD, DVD, etc.), or "Other" (Audio, Video, Photographic, etc.)
- Based on the requesting department's knowledge of the records, state an opinion on recommended retention period for both record copies and duplicates (how long should the records be kept)
- Indicate whether record series will be microfilmed or scanned into an optical imaging system

**SECTION III — RECORDS DISPOSITION UPDATE**

In order to ensure compliance with state law, the RMLO will send an annual update memo on records disposition to all College administrators. The memorandum will include the departmental records responsibilities assigned to each administrator.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



# COLLEGE of CENTRAL FLORIDA

## ADMINISTRATIVE PROCEDURE

**Title: Drug-Free Campus**

**Page 1 of 5**

**Implementing Procedure For Policy 3.19**

**Date Approved: 03/28/02**

**Divisions: Administration & Finance/Student Affairs**

**Date Revised: 11/27/06**

**Purpose:** In compliance with the Federal Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act and the Florida Drug-Free Workplace Program Requirements, the following guidelines and procedures are established to implement a drug-free campus and work environment.

### Notification of Drug-Free Campus and Workplace

The President or the President's designee shall make an annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as part of any college activity;
2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
5. A clear statement that the College will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by this policy. For the purpose of this policy, a disciplinary sanction may include the completion of an appropriate rehabilitation program;
6. A clear statement that the College may require an employee to submit to a drug test when there is a reasonable suspicion that the employee has engaged in illegal or improper use of drugs or alcohol;
7. A clear statement that the College may require an employee to submit to a follow-up drug test when an employee has participated in a drug/alcohol rehabilitation program as a condition of continued employment;
8. A clear statement that the College may require a student to submit to a drug test when there is a reasonable suspicion that the student has engaged in illegal or improper use of drugs or alcohol;
9. A clear statement that the College may require a student to submit to a follow-up drug test when a student has participated in a drug/alcohol rehabilitation program; and
10. A clear statement that the College will consider an employee's, a primary candidate's or a student's refusal to submit to drug testing an unsatisfactory test result.

### **Review of Drug-Free Campus and Workplace Policy**

The President or the President's designee shall conduct a biennial review by the College of its program to: (1) determine its effectiveness and implement changes in the program if they are needed; and (2) ensure that the disciplinary sanctions described in the policy are consistently enforced.

### **Employee Testing -- Reasonable Suspicion of Drug/Alcohol Abuse**

1. Reasonable suspicion drug testing means that the testing is based on a belief that an employee is using or has used drugs in violation of College policy. Reasonable suspicion may be based on the following:
  - direct observation of drug use;
  - direct observations of physical symptoms or manifestations of being under the influence;
  - pattern of abnormal conduct or erratic behavior at work;
  - significant deterioration in work performance over a period of time;
  - evidence of tampering with a drug test;
  - information that employee contributed to, caused or involved in accident at work; and/or
  - evidence that employee used, possessed, sold, solicited, or transferred drugs while on the College property.
  
2. An employee will be required to submit to drug testing if:
  - a. his/her behavior or performance indicates a reasonable concern as to his/her ability to safely and adequately perform the duties of his/her regularly assigned work shall be asked to submit to drug testing.
  - b. a satisfactory explanation is not provided for the employee's questionable behavior or performance; and
  - c. the employee's supervising Vice President, Provost, Dean, Director or the President recommends testing based on a determination of the above factors.

Excepting those cases involving a work-related injury under Chapter 440, Workers' Compensation Law, if the employee requests assistance in overcoming an alcohol or drug abuse problem through the Employee Assistance Program (EAP), then drug screening will not be required and the employee shall not be subjected to disciplinary action on the basis of his/her admission.

3. If the President or the President's designee approves a request for drug or alcohol testing, a written determination for the basis of the testing shall be provided to the Director of Human Resources. The Director of Human Resources will then contact the employee and arrange for testing to take place within twelve (12) hours from receipt of the approved request. The College will arrange for transportation to the testing.
4. Prior to testing, the employee will receive a list of common medications which may affect the test results. In addition, the employee will receive a list of all drugs for which the employer will test, described by brand name, common name and chemical name.
5. Before and after testing, the employee will be given the opportunity to confidentially report the use of prescription or non-prescription drugs which may affect test results. This information is to be reported to the testing facility and will be kept confidential along with the testing results.
6. Prior to testing, the employee may consult with the medical review officer or laboratory official about technical information regarding prescription and nonprescription medications.
7. Refusal to submit to testing will be treated as an unsatisfactory result for purposes of discipline and may result in employee's termination.



8. The Human Resources office will notify the recommending administrator or supervisor of the results.
  - Negative (satisfactory) Test Results: If the confirmed test is satisfactory, the employee will return to work without prejudice. Continued performance problems will be handled according to established procedures.
  - Positive (unsatisfactory) Test Results: Within five (5) working days of receiving a confirmed positive test result, the employee will be notified in writing of the tests results, the consequences of the results, and the options available to the employee.
    - 1) An employee who receives a positive test result may contest or explain the result to the medical review officer within five (5) working days after receiving written notification of the test result. If the employee's explanation or challenge is unsatisfactory, the medical review officer shall report the positive confirmed test to the College and the employee may contest the result pursuant to law or rules adopted by the Agency for Health Care Administration.
    - 2) Within five (5) working days after receiving the medical review officer's report of the positive confirmed test, the College shall notify the employee in writing that the candidate may submit information to the College explaining or contesting the result, and explaining why the result does not constitute a violation of the College's Drug-Free Campus and Workplace Policy.
    - 3) If the College considers the employee's explanation or contest unsatisfactory, the College will provide the employee with a written explanation as to why the explanation or contest is unsatisfactory along with a copy of the result report. At that time, the College may refer employee to a drug or alcohol treatment program through the EAP or to a private physician.
    - 4) Upon completion of a drug or alcohol treatment program, an employee will be required to take a follow-up drug test. An employee's failure to complete a drug or alcohol program or an unsatisfactory result on a follow-up test may result in immediate employment termination.
9. All documentation concerning a positive result report, employee explanation or contest, and College response shall be kept confidential and be retained by the College for one (1) year.
10. An employee must notify the testing laboratory of any administrative or civil action brought pursuant to the Drug-Free Workplace Program requirements.
11. Upon written request by the employee, the Human Resources office will provide a copy of testing results.
12. All information and testing results received by the College are confidential communications.

#### **Employee Post-Accident Testing**

1. Full-time employees who, while in the performance of their duties, are involved in accidents in which personal injury or property damage is sustained may be required to undergo testing if there is a reasonable suspicion that drugs or alcohol were involved.
2. Supervisors shall immediately inform the Director of Human Resources of any accident meeting the criteria for reasonable suspicion testing. The Director of Human Resources is responsible for arranging drug screening within four (4) hours of receipt of the accident.
3. Prior to testing, the employee will receive a list of common medications which may affect the test results. In addition, the employee will receive a list of all drugs for which the employer will test, described by brand name, common name and chemical name.

4. Before and after testing, the employee will be given the opportunity to confidentially report the use of prescription or non-prescription drugs which may affect test results. This information is to be reported to the testing facility and will be kept confidential along with the testing results.
5. Prior to testing, the employee may consult with the medical review officer or laboratory official about technical information regarding prescription and nonprescription medications.
6. Negative (satisfactory) Test Results: If the confirmed test is satisfactory, the employee will return to work without prejudice. Continued performance problems will be handled according to established procedures.
7. Positive (unsatisfactory) Test Results: Within five (5) working days of receiving a confirmed positive test result, the employee will be notified in writing of the tests results, the consequences of the results, and the options available to the candidate.
  - a) An employee who receives a positive test result may contest or explain the result to the medical review officer within five (5) working days after receiving written notification of the test result. If the employee's explanation or challenge is unsatisfactory, the medical review officer shall report the positive confirmed test to the College and the employee may contest the result pursuant to law or rules adopted by the Agency for Health Care Administration.
  - b) Within five (5) working days after receiving the medical review officer's report of the positive confirmed test, the College shall notify the employee in writing that the employee may submit information to the College explaining or contesting the result, and explaining why the result does not constitute a violation of the College's Drug-Free Campus and Workplace Policy.
  - c) If the College considers the employee's explanation or contest unsatisfactory, the College will provide the employee with a written explanation as to why the explanation or contest is unsatisfactory along with a copy of the result report. At that time, the College may refer employee to a drug or alcohol treatment program through the EAP or to a private physician.
  - d) Upon completion of a drug or alcohol treatment program, an employee will be required to take a follow-up drug test. An employee's failure to complete a drug or alcohol program or an unsatisfactory result on a follow-up test may result in immediate employment termination.
8. All documentation concerning a positive result report, employee explanation or contest, and the College response shall be kept confidential and be retained by the College for one (1) year.
9. An employee must notify the testing laboratory of any administrative or civil action brought pursuant to the Drug-Free Workplace Program requirements.
10. Upon written request by the candidate, the Human Resources office will provide a copy of testing results.
11. All information and testing results received by the College are confidential communications.

### **STUDENT TESTING PROCEDURES**

A student may be required to submit to a drug or alcohol test any time there is reasonable suspicion that the student is using or has used illegal drugs or alcohol in violation of College policy. A student may also be required to submit to a drug or alcohol test as a sanction for violation of the Code of Student Conduct as determined by either the Chief Student Affairs Officer or a Hearing Panel.

1. Reasonable suspicion drug testing means that the testing is based on a belief that a student is using or has used drugs in violation of College policy. Reasonable suspicion may be based on the following:
  - direct observation of drug use;
  - direct observations of physical symptoms or manifestations of being under the influence;
  - pattern of abnormal conduct or erratic behavior in the classroom, during College activities, or while on College or Foundation properties;
  - an official incident report from a law enforcement agency indicating an alleged violation of the Code of Student Conduct as related to drug and/or alcohol abuse.
  - evidence of tampering with a drug test;
  - significant deterioration in course work performance over a period of time; and/or
  - evidence that student used, possessed, sold, solicited, or transferred drugs or drug paraphernalia while on the College property.
2. The Chief Student Affairs Officer will direct the student to provide a urine sample using a reputable preliminary screening test. The Director of Athletics and Wellness will coordinate the screening process.
3. Before and after testing, the student will be given the opportunity to confidentially report the use of prescription or non-prescription drugs which may affect test results. This information is to be reported to the testing facility and will be kept confidential along with the testing results.
4. Refusal to submit to testing will be treated as an unsatisfactory result for purposes of discipline and may result in the student's suspension or expulsion.
5. If the preliminary screening test sample is negative, no record will be placed in the student's confidential file. If the testing is positive, the student may accept the accusation of the appropriate violations of the Code of Student Conduct. Or, the student may exercise the option to be transported immediately by a College official to a certified laboratory near the College campus for a second screening. If the student selects this option, he or she will bear the cost of the second drug screening. At the time of the visit to the certified laboratory, the student may consult with a medical review officer or laboratory official about technical information regarding prescription and non-prescription medications.
6. If the sample is confirmed positive, the student will be charged with the appropriate violations of the Code of Student Conduct if violation has not already been determined.
7. For students who are required to undergo random drug testing as part of the sanctions imposed for violating the Code of Student Conduct, confirmed positive testing will result in expulsion.

Vice President, Administration & Finance	Date
Vice President, Student Affairs	Date
Approved by President	Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Hazardous Substances/Right to Know Communication Program</b>	
<b>Page 1 of 5</b>	<b>Implementing Procedure for Policy 3.20</b>
<b>Effective Date: 1/03/05</b>	<b>Division : Administration &amp; Finance/Public Safety</b>

**1.1 PURPOSE:**

To establish a Hazardous Substances/Right to Know Communication program for preventing injuries or illnesses to CF employees, students and contractors by informing them of the hazardous substances located/used in their workplaces. To include guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices. Consult the CF Safety Management Manual for further information.

**1.2 POLICY:**

Training on the Hazardous Substances/Right to Know Communication program and chemical products is required for maintenance, custodial, lab employees/students as well as Vocational & Technical students. Contractors are responsible for training of their employees, personal protective equipment, and compliance with the Hazardous Substances/Right to Know Communication program.

**CHEMICAL INVENTORY**

Inventories of hazardous chemicals shall be maintained by the supervisor in each work area/laboratory where the materials are being used. The hazardous chemical inventories should be updated upon receipt of hazardous chemicals in that area. Also, the inventories should be reviewed annually to ensure accuracy.

Each facility will retain on file for a period of 30 years, as required by federal law, all material safety data sheets provided by suppliers of hazardous materials used in their workplace. A Chemical Inventory List indicating the name and location of each listed toxic substance regularly present in the workplace will be provided the local fire department upon request.

**CONTAINER LABELING**

All chemicals will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Supervisor for labeling or proper disposal.

Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed, must be properly stored or returned to the Supervisor for proper handling.

No unmarked containers of any size are to be left in the work area unattended.

Manufacturer applied labels will be used and maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled by the Supervisor (or designee) who will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

### **MATERIAL SAFETY DATA SHEETS (Material Safety Data Sheets (MSDS))**

Material Safety Data Sheets (MSDS)'s are written or printed data sheets concerning a hazardous chemical which are prepared and distributed with chemicals by chemical manufacturers and/or distributors.

Employees/Students working with a hazardous chemical may request a copy of the Material Safety Data Sheet (Material Safety Data Sheets (MSDS)). Request for Material Safety Data Sheets (MSDS)'s should be made to the Supervisor.

Material Safety Data Sheets (MSDS)'s should be readily available on the site to provide immediate reference to chemical safety information. In addition MSDS sheets may be located on the CF intranet site under "Important Links" <http://www.msds.com/>

Purchase orders for any hazardous substance, regardless of quantity ordered, shall require that a Material Safety Data Sheet (MSDS) be obtained.

Suppliers are required by law to provide a Material Safety Data Sheet (MSDS) when a hazardous chemical is purchased. Individual departments that purchase their own chemical products shall assure that a Material Safety Data Sheet (MSDS) accompanies the product.

The Material Safety Data Sheets (MSDS) will be in English and include the following:

The specific chemical identity of the hazardous chemical(s) involved and the common names.

Physical and chemical characteristics of the hazardous chemical.

Known acute and chronic health effects and related health information, exposure limits, and identification of carcinogens.

Fire, explosion, and reactivity data.

First aid procedures and the identification of the organization responsible for preparing the sheet.

### **EMPLOYEE/STUDENT TRAINING**

Each employee/student who works with or may be potentially exposed to hazardous chemicals shall receive initial training on the Hazardous Substances/Right to Know Communication program and the safe use of those chemicals. Additional training should be provided for employees whenever a new hazard is introduced into their work area.

Supervisors will ensure that each employee/student receives training as required by 29CFR 1910.1200 upon their initial assignment on the adverse health effects of each listed toxic

substance with which they work in the workplace, how to use each of these substances safely, and what to do in case of emergency. Such instructions shall be either in written form or in training programs, as may be appropriate, and shall be in non-technical language, but may be generic to the extent appropriate and related to the job.

Training records will be maintained by the employee's/students supervisor.

Training will also include:

1. The details of the Hazardous Substances/Right to Know Communication program including an explanation of the:
  - Labeling and warning systems,
  - Material Safety Data Sheets,
  - How to obtain and use the appropriate hazard information
  - The location of the Material Safety Data Sheets
2. A list of each toxic substance to which the employee is, has been, or may be exposed to in the workplace
3. Methods that may be used to detect a release of a hazardous chemical(s) in the work place (such as the visual appearance or odor of hazardous chemicals when being released).
4. Protective measures to be taken.
5. Safe work practices, emergency responses and use of personal protective equipment.

#### **EMPLOYEE/STUDENT RIGHT TO KNOW**

The employee/student has the right to:

- Know the characteristics of the listed toxic substances in the workplace
- Obtain a copy of the Material Safety Data Sheet (Material Safety Data Sheets (MSDS)) for each listed toxic substance to which you are, have been, or may be exposed to in the workplace.
- Refuse to work with a listed toxic substance, under specified circumstances, if not provided a copy of the Material Safety Data Sheets (MSDS) for that substance within five (5) working days after making a written request to his/her Supervisor.
- Protection against discharge, discipline or discrimination for having exercised any of these rights.

Further information about the properties and hazards of listed toxic substances from the:

**Toxic Substances Information Center, 1-800-367-4378**

#### **EMERGENCY RESPONSES**

Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Supervisor and the Public Safety Department as soon as possible.

The Supervisor will be responsible for ensuring that proper emergency response actions are taken in leak/spill situations including completion of an Incident Report and notification to personnel of possible work related injuries.

A Material Safety Data Sheets (MSDS) or label should be sent with the injured employee when he/she is sent for medical treatment.

### **HAZARDS OF NON-ROUTINE TASKS**

Supervisors will inform employees/students of any special tasks that may arise which would involve possible exposure to hazardous chemicals.

Review of safe work procedures and required personal protective equipment (PPE) will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

### **NOTIFICATION OF OTHER EMPLOYEES/CONTRACTORS**

When other employers/contractors are working on CF property if requested, they will be allowed access to the Hazard Substances/Right to Know Communication program and copies of the Material Safety Data Sheets (MSDS) for hazardous chemicals which may be encountered in their work area.

It shall be the employer/contractor's responsibility to train his or her employees, provide personal protective equipment, and handle employee emergencies.

The employer/contractor will adhere to the provisions of the Hazardous Substances/Right to Know Communication program.

### **RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through proper channels in your district.
2. An analysis of accidents should be made for the purpose of corrective action.

### **1.3 RESPONSIBILITY**

It is the responsibility of each and every employee to become familiar with the possible hazards of the chemicals they are working with.

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Vice President, Administration & Finance

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Date

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Approved by: President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Data Loss Prevention</b>	
<b>Page 1 of 5</b>	<b>Implementing Procedure For Policy # 3.24</b>
<b>Date Approved: 5/29/14</b>	<b>Division: Administration and Finance/Information Technology</b>

**Purpose**

Data Loss Prevention (DLP) encompasses the processes and rules used to detect and prevent the unauthorized transmission or disclosure of confidential information. The purpose of this procedure is to establish a framework of controls for classifying and handling college data based on the data's level of sensitivity, storage location, value, and criticality to the college. The control elements of DLP help to ensure data is utilized in its intended manner.

Confidential data can reside on or in a variety of mediums (pictures, paper documents, shred bins, physical servers, virtual servers, databases, file servers, personal computers, point-of-sale devices, USB drives and mobile devices) and can move through a variety of methods (human, network, wireless, etc.). The college relies on a variety of DLP strategies and solutions to prevent data loss. The college's DLP strategies and solutions are reevaluated regularly to ensure their relevancy and effectiveness.

This security procedure applies to all college employees and users of the college's computer systems. Individuals working for institutions affiliated with the college are subject to the same rules when they are using the college's information technology resources or have any means of access to college data that has been classified as confidential or private.

**Data Classification**

Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to the college should that data be disclosed, altered or destroyed without authorization. Classification of data will aid in determining baseline security controls for the protection of the data. All institutional data is classified into one of three sensitivity levels (tiers), or classifications:

**Tier1-Confidential Data**

Data is classified as Confidential when the unauthorized disclosure, alteration or destruction of that data could cause a significant level of risk to the college or its affiliates. Unauthorized access to or disclosure of confidential information could constitute an unwarranted invasion of privacy and cause financial loss and damage to the college's reputation and the loss of community confidence. Examples of Confidential data include data protected by state or federal privacy regulations and data protected by confidentiality agreements. The highest level of security controls should be applied.

Access to Confidential data must be controlled from creation to destruction, and will be granted only to those persons affiliated with the college who require such access in



order to perform their job (“need-to-know”). Access to Confidential data must be requested for an individual and approved by the individual’s Vice President, Provost or Executive Director. Data access granted to individuals must be reviewed and authorized by the Data Owner who is responsible for the data.

### **Tier 2-Internal/Private Data**

Data is classified as Internal/Private when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the college or its affiliates. By default, all information assets that are not explicitly classified as Confidential or Public data should be treated as Internal/Private data. A reasonable level of security controls should be applied to internal data.

Access to Internal/Private data must be requested for an individual and approved by the individual’s Vice President, Provost or Executive Director. Data access granted to individuals must be reviewed and authorized by the Data Owner who is responsible for the data. Access to Internal/Private data may also be authorized to groups of persons by their job classification or responsibilities (“role-based” access), and may also be limited by one’s department.

Internal/Private Data is moderately sensitive in nature. Often, Tier 2 Internal/Private data is used for making decisions, and therefore it’s important this information remain timely and accurate. The risk for negative impact on the college should this information not be available when needed is typically moderate. Examples of Internal/Private data include official college records such as financial reports, some research data, and budget information.

### **Tier 3-Public Data**

Data is classified as Public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the College and its affiliates. While little or no controls are required to protect the confidentiality of Public data, some level of control is required to prevent unauthorized modification or destruction of Public data.

Public data is not considered sensitive; therefore, it may be granted to any requester or published with no restrictions. The integrity of Public data should be protected. The impact on the institution should Level 3 Public data not be available is typically low, (inconvenient but not debilitating).

### **Data Collections**

Data Owners may wish to assign a single classification to a collection of data that is common in purpose or function. When classifying a collection of data, the most restrictive classification of any of the individual data elements should be used. For example, if a data collection consists of a student’s name, address and social security number, the data collection should be classified as Confidential even though the student’s name and address may be considered Public information unless specifically marked as Do Not Publish.

### **Restricted Data**

“Restricted data” is a particularly sensitive category of Tier 1-Confidential data. Restricted data is defined as ‘any confidential or personal information that is protected by law or policy and that requires the highest level of access control and security protection, whether in storage or in transmission’.

Restricted data includes, but is not necessarily limited to:

- Personally Identifiable Information (PII)
- Private Educational Records protected under FERPA
- Credit card data regulated by the Payment Card Industry (PCI)
- Electronic Protected Health Information (ePHI) protected by Federal HIPAA legislation or Florida medical privacy laws
- Information specifically identified by contract as restricted
- Other information for which the degree of adverse effect that may result from unauthorized access or disclosure is high

**Restricted Data - Personally Identifiable Information (PII)**

Unencrypted electronic information that includes an individual's first name or initial and last name, in combination with any one or more of the following:

- Social security number
- Driver license number
- Financial account number, credit card number, or debit card number in combination with any security code, access code, or password

**Restricted Data - Private Educational Record (protected under FERPA)**

Unencrypted electronic information that includes any one or more of the following:

- Name of the student's parent or other family member
- Address of student's family
- Personal identifier, such as the student's social security number
- A list of personal characteristics that would make the student's identity easily traceable
- Disciplinary status
- Financial aid, tuition, payments, account balances
- Grades, exam scores, or GPA (grade point average)
- Class roster
- Applications and admissions information
- Schedules
- Evaluations, forms, memos, or correspondence to and about the student
- Birth date
- Gender
- Citizenship
- Marital status

A student has the ability to authorize another person to discuss the student's FERPA restricted data with college employees. The student can create and manage their Personal Identification Number on the MyCF portal. If the student shares their college ID and PIN with another person and that person communicates the ID and PIN with college personnel, the college personnel will first verify that the PIN provided by the person is the student's current personal identification number before proceeding to discuss any of the student's FERPA restricted data.

**Restricted Data - Payment Card Information (PCI)**

Credit card account number with any of the following:

- Cardholder name
- Service code
- Expiration date

**Data Handling Requirements and Safeguards**

Nearly 100% of college employees work on virtual desktop (VDI) terminals and their data files are stored on the college network. Automated data backups of all databases and file stores are run nightly. Networked data is stored off-site in a secure location.

For each restricted data classification, the data handling requirements and restrictions are defined to appropriately safeguard the information. All employees must adhere to the following requirements and restrictions regarding the storage and handling of unencrypted restricted data:

Data Storage and Handling	PCI	PII	FERPA
Network Shared Drive	No	Requires authorization	Requires authorization
Workstation <i>(college owned and managed computer)</i>	No	Requires special authorization and should be rare	Requires authorization
Copying/Printing	No	Should only be printed for legitimate need. Limited to employees authorized to access the data and who have signed a confidentiality agreement. Print should not be left unattended on a printer/fax or in a public area. Must be sent via Confidential envelope; data must be marked 'Confidential'.	Should only be printed for legitimate need. Limited to employees authorized to access the data and who have signed a confidentiality agreement. Print should not be left unattended on a printer/fax or in a public area. Must be sent via Confidential envelope; data must be marked 'Confidential'.
Mobile computing devices <i>(laptops, tablets)</i>	No	No	Requires authorization. Requires password protection
Removable media <i>(CDs, USB drives)</i>	No	Requires special authorization and should be rare. Requires password protection.	Requires authorization. Requires password protection and encryption
Home and travel computer <i>(college owned and managed computer)</i>	No	Requires special authorization and should be rare. Requires password protection.	Requires authorization. Requires password protection.
College Email communication	No	No	No
Electronic File Transfer	No	Requires secure FTP	Requires secure FTP
Cloud based commercial server <i>(hosted off campus, Dropbox)</i>	No	No	No

Personal email	No	No	No
Personally-managed computer ( <i>home computer</i> )	No	No	No
Personal Smart Phone	No	No	No

**Data Disposal Requirements and Safeguards**

Paper documents that include confidential or private data and are ready for disposal must be properly shredded. Documents that are awaiting shredding must be stored in a secure location.

Electronic data files that contain confidential or private data should be deleted and completely removed from the trash, if applicable, as soon as they are no longer necessary.

Electronic devices that may have contained confidential or private data and are ready for disposal must be drilled or destroyed.

**Data Discovery**

Data discovery is one of the key elements of a DLP program. Regardless of the amount of security controls that have been implemented, it is likely that confidential data may be at risk. The college relies on several strong discovery tools to conduct data discovery and to remediate potential data leaks. A data discovery assessment will be conducted regularly.

**Securing Data in Motion**

Email is a primary form of college communications. Email may at times include confidential data despite the restriction that unencrypted restricted data cannot be included within an email communication. To enforce compliance requirements for such ‘data in motion’, CF uses Cisco’s IronPort email security appliance. It provides more than 100 predefined DLP policies to detect sensitive data, numerous methods to handle DLP violations, and capabilities for reporting and auditing email security. If a sensitive message requires encryption, the message can be automatically quarantined or encrypted using the Cisco IronPort Email Encryption feature – an agentless encryption mechanism that does not require PKI certificates, key management, or any recipient training.

**Securing Data in Use and Data at Rest**

CF uses Jenzabar CX/JX for the college’s Enterprise Resource Planning (ERP) system. The ERP data is stored within an Informix database and contains confidential data for students, employees and vendors. Auxiliary systems store data within SQL Server databases and may also contain sensitive data. Access to the confidential or sensitive data stored within these college databases is restricted to employees who need the data to perform their duties. CF uses network security, system security and secure data transmission procedures to prevent intentional or unintentional data leakage from the databases.

Employee generated data is unstructured and can be difficult to secure. There is a rapid and seemingly endless growth of employee generated data. A data discovery assessment will be conducted regularly to identify and protect confidential data when it has been stored in an unstructured environment. The college will use data discovery software to provide visibility into the content of data across all file systems, detect sensitive data, identify when the data was

stored, when the data was last accessed and who has access to the data. As a result, the confidential data will be deleted if it is no longer needed or encrypted if it must be retained.

### **Employee Training and Awareness**

Employees are instrumental to the success of the college's data loss prevention (DLP) plan. Every employee must have a clear understanding of their role in protecting college data and they must be fully aware of the consequences that may result from a data breach. College employees are regularly exposed to training and reminders regarding data loss prevention, including:

- Broadcast IT Security email messages
- Employee IT Security training
- FERPA training
- IT Security messages on network time-out screens
- Red Flag Training

### **Violations**

Anyone who knows or has reason to believe that another person has violated this procedure shall report the matter promptly to his/her supervisor, department head or the Chief Information Officer. After a violation of this procedure has been reported or discovered, the issue will be handled as soon as possible to reduce harm to the college and its affiliates. Violators of this procedure may be subject to disciplinary action, up to and including the termination of employment depending on the severity of the violation or data breach.



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Information Security**

**Page 1 of 7**

**Implementing Procedure For Policy # 3.24**

**Date Approved: 02/23/05**

**Division: Administration and Finance/Information  
Technology**

**Purpose**

This set of procedures has been created by the authority described in the College of Central Florida Information Security Policy. This document details the procedures necessary to implement the policies set forth in the College's Information Security Policy. As stated in Policies 3.21 and 3.24, these procedures provide details about 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 the Policy will sign a statement annually affirming that they have read, that they understand, and that they intend to comply with the provisions of the Policy and the Procedures stated herein. The signing of this statement is a requirement for obtaining access to the organization's data systems and networks.

**Critical Business Function**

Reliable information and information systems are necessary for the performance of many of the essential activities of the College of Central Florida. If there were to be a serious security problem with our information or information systems, College of Central Florida could suffer serious consequences such as legal liability and degraded reputation. Accordingly, information security is now a critical part of our business environment.

**Supporting Business Objectives**

This procedure has been implemented to ensure that the College of Central Florida is able to support our educational mission. This document is also intended to support our reputation for integrity. Because the prevention of security problems is considerably less expensive than correction and recovery, this document may also reduce costs over time.

**Consistent Compliance**

A single unauthorized exception to security measures can jeopardize other users, the entire organization, and external business partners. The interconnected nature of information systems requires that all users observe a minimum level of security. This document defines that minimum level of due care. In some cases, these requirements will conflict with other objectives such as improved efficiency and reduced costs. The minimum requirements defined in this document are appropriate for all employees at the College of Central Florida and should have a minimal impact on efficiency and costs. Indeed, there may be cost avoidance in some cases by close adherence to these procedures. As a result, as a condition of continued employment, all workers (employees, contractors, consultants, temporaries, volunteers) must consistently observe the requirements set forth in this document.

### **Team Approach**

Although the tools now available in the information security field are becoming more sophisticated, users still play the most important role in information security. Because information and information systems are distributed to desktop PC's, and sometimes used in remote locations via laptop, the user's role is an essential part of information security. Information is not the exclusive domain of the Information Technology Department - information security is a team effort requiring the participation of every employee who comes in contact with the College of Central Florida and its information systems.

### **Information Security Responsibilities and Procedures**

**Information Owners:** Administrators in user departments are designated as the Owners of all types of information used for regular business activities. When information Owners are not clearly implied by organizational design, the Information Systems Officer will make the designation. Information Owners do not legally own the information in question; they are instead members of the College of Central Florida administrative team that makes decisions on behalf of the organization. Information Owners, or their delegates, are required to make the following decisions and perform the following activities:

- a) Designate a system-of-record (original source) for information from which all management reports will be derived.
- b) Select special controls needed to protect information (such as additional input validation checks or more frequent back-up procedures)
- c) Define acceptable limits on the quality of their information (accuracy, timeliness, time from capture to usage, etc.)
- d) Approve all new and different uses of their information
- e) Approve all new or substantially enhanced application systems that use their information before these systems are moved into operational status
- f) Review reports about system intrusions and other events relevant to their information
- g) Review and correct reports that indicate the people who currently have access to their information
- h) Define procedures to assure information is being stored and handled in accordance with all relevant laws, regulations, and applicable professional standards

Information Owners must designate a back-up person to act if they are absent or unavailable. Owners may not delegate ownership responsibilities to third party organizations (such as outsourcing firms or consultants) or to any individual who is not a full-time employee. When both the Owner and the back-up Owner are unavailable, the Information Systems Officer may make Owner decisions.

**Supervisors:** Owners do not approve access requests. Instead, a user's Vice President approves a request for system access and sends the request to Information Technology.

Similarly, when an employee leaves the College of Central Florida, the employee's immediate supervisor, in the case of a part-time employee, and the HR Department, in the case of a full-time employee, are responsible for promptly informing the Information Technology Department that the privileges associated with the worker's user-ID must be revoked. User-ID's are specific to individuals, and must not be reassigned to, or used

by, others. Shortly after separation from the College of Central Florida, an employee's supervisor is additionally responsible for reassigning the involved duties and files to other employees.

Terminated employee e-mail is maintained for supervisor review for 90 days after which it is backed up to electronic media and deleted from on-line disk space.

**Information Custodians:** Custodians are in physical or logical possession of information and/or information systems. Like Owners, Custodians are specifically designated for different types of information. In most cases, the Information Technology Department will act as the Custodian. If a Custodian is not clear based on existing information systems operational arrangements, the Information Systems Officer will designate a Custodian. Custodians follow the instructions of Owners, operate systems on behalf of Owners, but also serve users authorized by Owners.

In cases in which the information being stored is paper-based, and not electronic, the Information Custodian responsibilities will logically fall to the department gathering the information. For such systems, the Information Technology Department can offer guidance and suggestions, but will not provide the custodian services.

Custodians must define the technical security options, such information criticality categories, and then allow Owners to select the appropriate options for their information. Custodians also define information systems architectures and provide technical consulting assistance to Owners so that information systems can be built and run to best meet business objectives. If requested, Custodians additionally provide reports to Owners about information system operations, information security problems, and the like. Custodians are furthermore responsible for safeguarding the information in their possession, including implementing access control systems to prevent inappropriate disclosure, as well as developing, documenting, and testing information contingency plans.

**Information Users:** Users are not specifically designated, but are broadly defined as any employee with access to internal information or internal information systems. Users are required to abide by all security requirements defined by Owners, implemented by Custodians, and/or established by the Information Technology Department. Users are required to familiarize themselves with, and act in accordance with all College of Central Florida information security requirements. Users are also required to participate in information security training and awareness efforts. Users must request access from their immediate supervisor, and report all suspicious activity and security problems.

**Information Security:** The Network Engineer in the Information Technology Department is the central point of contact for all information security matters at the College of Central Florida. Acting as internal technical consultants, the Information Technology Department's responsibility is to create workable information security that takes into consideration the needs of various Users, Custodians, and Owners. Reflecting these compromises, this Department defines information security standards, procedures, policies, and other requirements applicable to the entire organization. The Information Technology Department is responsible for handling all access to control management activities, monitoring the security of the College of Central Florida information systems, and providing information security training and awareness programs to the College of Central Florida employees. The department is additionally responsible for periodically providing management with reports about the current state of information security.



The Information Technology Department must also provide technical consulting assistance related to emergency response procedures and disaster recovery. The Information Technology Department is responsible for organizing responses to promptly respond to virus infection, hacker break-ins, system outages, and similar security problems. Guidance, direction, and authority for information security activities are centralized for the entire organization in the Information Technology Department.

The Information Technology Department provides the direction and technical expertise to ensure that the College of Central Florida's information is properly protected. This includes consideration of the confidentiality, integrity, and availability of both information and the systems that handle it. The Department will act as a liaison on information security matters between all departments, and must be the focal point for all information security activities throughout the organization. The Department must perform risk assessments, prepare action plans, evaluate vendor products, assist with control implementations, investigate information security breaches, and perform other activities that are necessary to assure a secure information-handling environment.

### **Information Technology Department Responsibilities, Policies and Procedures**

The Information Technology Department must establish and maintain sufficient preventive and detective security measures to ensure that the College of Central Florida information is free from significant risk of undetected alteration.

- **Information Security Procedure Document**
  - This Department is responsible for developing and maintaining this information security procedure document.
  - The procedures in this document will be reviewed and evaluated on a regular basis.
  - Management fully supports the development and enforcement of these information security policies and procedures.
  
- **Information Security Organization**
  - The Information Systems Officer is the person who will oversee and ensure compliance with policies and procedures within the organization.
  - The Information Technology Department will occasionally test users to ensure that consistent compliance exists across the organization.
  - Third Party connection access requirements to the computer network are documented in contracts and agreements.
  - Information security requirements are fully specified in outsourcing contracts.
  
- **Asset Classification**
  - A formal information technology asset management system (ITAMS) is in place that tracks the movement of information technology assets.
  - The ITAMS is detailed and covers the movement of hardware and software assets.
  - Sensitive information assets are classified as Confidential.
  - Confidential information transmitted over insecure networks, such as the Internet, must be adequately encrypted.
  
- **Personnel Security**

- Positions with specific information security job responsibilities have been documented in job descriptions.
- Applicants for positions that involve access to sensitive facilities receive a pre-employment background check and a thorough screening, including past criminal and credit checks.
- Information security awareness is recognized as a significant risk management issue. New employees receive training on information security policies and procedures as part of their orientation, and as part of ongoing communication activities.
- Where appropriate and reasonable, information security breaches are logged and analyzed for patterns. A formal disciplinary process is in place for dealing with breaches.
  
- **Physical Security**
  - There are cipher or magnetic card locks on computer room doors, and codes / authorized cards are limited to authorized persons.
  - Computer rooms have installed fire suppression equipment. Maintenance is performed at least every six months.
  - All computer systems (including communication and technology equipment rooms housed separately from the main data center) are protected by Uninterrupted Power Supplies (UPS). The computer room is equipped with a backup generator that is tested on a periodic basis.
  - Computers and magnetic media are checked for sensitive information prior to disposal.
  
- **Computer and Network Security**
  - All computer systems and applications have written documentation describing operational procedures. Documents are formally maintained and required for all applications. Vendor manuals exist for all purchased packages. It is the Information Technology Department responsibility to ensure the accuracy of the system documentation, procedures, and manuals.
  - There is a documented change control process. Changes to most networks, operating systems or application systems (both legacy and client-server or web) are documented and approved.
  - There is a documented virus policy and protection program. Virus detection software is installed on all file servers and personal computers. Virus signature updates are routinely posted. There are adequate preventative controls. Users have been instructed to check files, mail attachments and downloads of uncertain origin.
  - Appropriate, frequent backups of business systems are stored in remote, fireproof safes or hot sites. Thorough testing has proved that the processes work.
  - Information Technology staff maintain a log of system errors and corrective actions.
  - A network monitoring package and a commercial firewall and/or proxy server is in place. Firewall configurations are based upon industry best practices or are certified. Operating system and router settings are benchmarked on industry best practices, and kept up-to-date with patches/upgrades recommended by product vendors and/or other professional sources.
  - There are basic logs/lists of tapes to help trace or locate a backup tape. Media is physically secured and housed in locked rooms or cabinets.

- Basic controls secure e-commerce activities, including general e-mail policies, secure FTP, and web servers implemented with basic security controls and SSL encryption.
- **System Access Control**
  - A formal system access request procedure exists. A request / form must be submitted in order to create, modify, or delete any user account. Approvals are required.
  - All users are made aware of their responsibilities with respect to the selection of strong passwords, their use, protection and need for frequent change. There are no shared or guest accounts.
  - Only authorized users are able to gain access to networked systems from a remote location. There are adequate controls over the authentication of remote users. Network access is generally controlled through the use of firewalls at major access points.
  - Unique user IDs (with names that do not indicate privileged users) and strong passwords are the rule in order to gain access at the operating system level on all systems. Logon processes are secure, and it would be difficult to guess. There are no anonymous or shared accounts.
  - All powerful system utilities are fully protected against unauthorized access. Most have been removed from the live systems and special access procedures are in place.
  - Sensitive systems are protected from unauthorized access through the “freezing” of the account after a 3<sup>rd</sup> successive log in attempt.
  - Reasonable controls are provided to most laptops, such as access control software using one-time passwords or similar strong authentication, regular backups, virus prevention, cable locks. Telecommuters must use approved security methods when accessing the corporate network, or access will not be granted.
- **System Development and Maintenance**
  - Procedure requires that encryption be used for critical or sensitive systems, and for some mail or files transmitted over public networks. Adequate encryption and public key management techniques are used. Users are responsible for managing their own encryption products and public keys.
  - Formal procedures have been established regarding the steps needed to update or upgrade Operating Systems and User Applications. System administrators, testing personnel, and network management are involved in testing before any migration from test to production systems is permitted.
- **Business Continuity Planning**
  - Management supports the development and maintenance of Business Continuity Plans (BCP) across the organization. The Information Technology Department is designated as responsible for coordinating BCP's. BCP's are updated regularly, and are occasionally tested to determine effectiveness.
  - BCP's address most of the following: outline of responsibilities, conditions for activating the plan, emergency procedures, contact lists, fall back and resumption, and a program for awareness, education, and testing.

- A comprehensive IT disaster recovery plan is an integral part of all applicable BCP's.
- All BCP's are tested at least annually, and testing is scheduled for specific departmental BCP's in response to modifications to affected application systems or computer systems. All connections with critical third parties are tested.
- **Compliance**
  - There are strong management controls in place to monitor and ensure compliance. Users who break laws or contractual obligations are considered for discipline and possible prosecution.
  - All managers and staff are educated about their responsibilities through orientation, policy and other awareness methods (e.g., newsletters, posters, flyers, etc.). Staff must demonstrate active compliance with the controls, and must re-affirm their understanding of policies by annual acknowledgement and review.
  - Standards for secure configuration settings are comprehensive and regularly updated. A comprehensive program of regular reviews of compliance with secure configuration standards is scheduled, aided by automated technical security auditing tools.
  - Information security audits are conducted on a regular basis, based on risk analysis results. Automated audit/security scanning and assessment utilities and tools are frequently used.
  - Audit, scan, or verification processes are documented; controls over access to audit materials have been established. Logging facilities are in places that have been designed for most application systems. Access to system audit tools and system audit facilities is strictly controlled.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date



Title: Appropriate Use	
Page 1 of 3	Implementing Procedure For Policy # 3.25
Date Approved: 02/23/05	Division: Information Technology

## Purpose

This document establishes procedures for the appropriate use of computer systems, telephone systems, networks, data, computer programs and other information technology resources by students, faculty and staff at the College of Central Florida.

## User Responsibilities

Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources. Convenience of file or printer sharing is not a sufficient reason for sharing computer accounts.

Users may not encroach on others' use of computer resources. Such actions include, but are not limited to, overloading computer resources with trivial applications or excessive game playing, sending frivolous or excessive messages including chain letters, junk mail, and other similar types of broadcast messages, downloading personal music and videos unrelated to specific educational purposes, or using excessive amounts of storage.

The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by the College of Central Florida, or to which the College of Central Florida is connected:

- Modifying system or network facilities, or attempting to crash systems or networks;
- Using, duplicating or transmitting copyrighted material, without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
- Tampering with software protections or restrictions placed on computer applications or files;
- Using College information technology resources for personal for-profit purposes;
- Installing unlicensed software on College computers;
- Sending messages that are malicious or that a reasonable person would find to be harassing. This includes vulgar, racist or obscene material;
- Sending or disseminating any College data or information that would be considered sensitive or confidential, unless it is specifically required by a State or Federal governmental body;
- Subverting restrictions associated with computer accounts;
- Using information technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the College or individuals;
- Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is considered to be a specifically prohibited use;

Intentionally introducing computer viruses, Trojan Horses, or other rogue programs into information technology resources that belong to, are licensed to, or are leased by the College of Central Florida or others;  
 Physically damaging information technology resources;  
 Using, or encouraging others to use, information technology resources in any manner that would violate this or other College policies or any applicable state or federal law;  
 Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation; and,  
 Releasing any information stored in college systems to others outside of the college except where specifically authorized to do so.

Users should remember that information distributed through the College's information technology resources might be considered a form of publication. Although the College of Central Florida does not take responsibility for material issued by individuals, users must recognize that third parties may perceive anything generated at the College of Central Florida as in some manner having been produced under the College of Central Florida auspices. Accordingly, users are reminded to exercise appropriate language, behavior, and style in their use of information technology resources.

Users must strictly adhere to software licensing agreements and copyright laws. All software licenses for software not centrally maintained by Information Technology must be on file in the department where the software is installed.

#### Procedure Administration

While respecting users' privacy to the fullest extent possible, the College reserves the right to examine any computer files. The College reserves this right for bona fide purposes including, but not limited to:

- Enforcing policies against harassment and threats to the safety of individuals;
- Protecting against or limiting damage to College information technology resources;
- Complying with a court order, subpoena or other legally enforceable discovery request;
- Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media, or images in disregard of copyright, licenses, privacy, or other contractual or legal obligations or in violation of law;
- Safeguarding the integrity of computers, networks, software and data;
- Upgrading or maintaining information technology resources;
- Protecting the College or its employees and representatives against liability or other potentially adverse consequences.

Misuse of computing, networking, or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable College or campus policies, or procedures. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the unit administering the accounts or network. This may be done through electronic mail or in-person discussions and education.

Repeated minor infractions or misconduct that is more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to unauthorized use of computer resources, attempts to steal

passwords or data, unauthorized use for copying of licensed software, repeated harassment, and threatening behavior, may result in termination of employment if the user is an employee or referral to an administrator for appropriate disciplinary action if the user is a student.

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 integrity, security, or functionality of the resources or to protect the College from liability. The College may also refer suspected violations of law to appropriate law enforcement agencies.

\_\_\_\_\_  
Approved by Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date

I have received training on the College of Central Florida's Appropriate Use Policy and Procedures for Information Technology Resources. I accept the conditions described in the Policy and Procedures.

\_\_\_\_\_  
Name of Employee

Witnessed by:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department Administrator, HR Officer or Instructor

\_\_\_\_\_  
Assigned Department

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date





COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Dissemination of Literature, Public Exhibits, Displays and Presentations</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 3.26</b>
<b>Date Approved: 06/28/2010</b>	<b>Division: General</b>

1. An organization or individual who wishes to disseminate literature, initiate a public exhibit, display, presentation, activity or event should provide a completed written request on a "Request for Dissemination of Literature, Public Exhibits, Displays and Presentations" form to the Vice President of Student Affairs at least one week in advance. The information must include:
  - Contact person, phone number, mailing address, and e-mail address
  - Intended audience
  - Complete description of exhibit, display, presentation, event or activity
  - Requested date and time for activity or event
  - Requested size of room
  - Any budgetary impact
  - Consistency with College mission and community environment
  
2. The Vice President of Student Affairs, or designee, will review the request according to the above criteria and for consistency with Policy 3.26. The Vice President of Student Affairs, or designee, will notify the requestor of approval or non-approval. Requests related to artistic expression will be referred to the Arts and Cultural Committee for a recommendation regarding consistency with Policy 3.26.
  
3. Upon approval of the request, the requestor will work with the appropriate college officials to coordinate the logistical aspects of the approved request.

Given the wide diversity of viewpoints that may be represented by the dissemination of literature, public exhibits, displays, presentations, activities or events the use of college facilities, areas or media for any expression shall not constitute or suggest endorsement of that expression by the College.

\_\_\_\_\_  
Vice President,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Tobacco Free College</b>	
<b>Page 1 of 5</b>	<b>Implementing Procedure For Policy: 3.28</b>
<b>Date Approved: 12/4/2013</b> <b>Date Revised: none</b>	<b>Division: Administration and Finance</b>

Tobacco-use is prohibited on all College of Central Florida properties, including owned, leased, and controlled buildings, student housing, on-campus streets, bridges, walkways, outdoor areas, parking lots and garages, driveways, courtyards, entrance and exit ways, college vehicles, and private vehicles while on CF properties. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, inhalers, vaporizers, and electronic smoking-simulating cigarettes. As voluntary members of the college community, we ask that all members adhere to all college policies.

### **I. Introduction**

College of Central Florida (CF) is dedicated to providing a healthy and productive environment for its faculty, staff, students, visitors, and contractors. Research findings show that use of tobacco products constitutes a significant health hazard; tobacco smoke is a proven health and safety hazard both to smokers and to non-smokers who are involuntarily exposed to the second hand smoke. By endorsing this tobacco-free policy, CF joins more than 700 colleges and universities around the country to demonstrate its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting healthy practices and choices for individuals, and establishing a collegiate culture of wellness.

### **II. Definitions**

- A. "Smoking" means inhaling, exhaling, burning, or carrying any heated cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes inhaling or carrying any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.
- B. "Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes, hookahs, and smokeless tobacco products. Smokeless tobacco includes, but is not limited to, the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco. Electronic cigarettes, vaporizers, and inhalers are also prohibited.
- C. "Members of the College community" includes its faculty, staff, students, volunteers, patients, customers, contractors, and visitors.
- D. "Facility/Grounds" includes any building or structure, athletic field, parking lot, or any other outdoor property owned, leased, or contracted by CF, as well as any vehicle owned, leased, or contracted by CF, or any private vehicle on CF property.

### **III. Policy**

- A. This tobacco-free policy applies to all members of the College community, to include faculty, staff, students, volunteers, customers, contractors, patients, and visitors.
- B. The use of all tobacco products is prohibited within the boundaries from public sidewalks on the edge of each of the College's campuses, properties, and leased spaces.
- C. The prohibited areas within each of the campus boundaries include all buildings, student housing, facilities, indoor and outdoor spaces and grounds owned, rented, and licensed by the College including the Enterprise Center and the Appleton Museum of Art.
- D. This policy also applies to parking lots, walkways, sidewalks, sports venues, college vehicles, and private vehicles on CF property.
- E. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using CF facilities are required to abide by this policy. It is the responsibility of the organizers of events to communicate the policy prior to and enforce it during the event.

#### **IV. Compliance & Enforcement**

The Tobacco-Free CF policy will be prominently posted by way of signage at numerous locations throughout each college site/facility. The policy will also be communicated on the CF website, in various student materials, and documents/communications from College departments such as Human Resources, Purchasing, etc.

No one department is solely responsible for gaining compliance. All members of the College of Central Florida community are asked to respectfully remind faculty, staff, students, visitors, contractors, and guests who are smoking or using tobacco products on College property about the Tobacco-Free Policy. Information cards will be available for distribution to tobacco users and to any member of the CF community. There will be guidance for distribution and resource materials available on the Tobacco-Free CF website.

The Department of Public Safety (DPS) staff will assist in reminding any faculty, staff, student, visitor, contractor or guest who is using tobacco on College property about the Tobacco-Free policy and providing them with a copy of the information card. DPS may ask to see identification for faculty, staff, students, visitors, contractors and guests and issue a citation or incident report for habitual offenders and anyone who is found in violation of the College's policy.

Violations of the tobacco-free policy will be addressed through existing procedures already in place for students and employees. Student violators will be referred to the appropriate student conduct administrator, for possible disciplinary action per the Student Code of Conduct. Employee violators will be referred to the appropriate supervisor; repeated violations shall be reported to Human Resources and managed through the normal disciplinary process. For visitors who violate the tobacco-free policy, Department of Public Safety (DPS) staff will give them a copy of the Tobacco-Free CF information card and ask them to extinguish any lighted materials or dispose of other tobacco products. If a visitor refuses to comply with the request, DPS staff may ask the individual to leave College property and/or involve local law enforcement.

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. Improper disposal includes:

- a. Spitting smokeless tobacco product;
- b. Littering (i.e. discarding cigarette butts, throwing or disposing of cigarette butts out of windows, leaving spit container);
- c. Anything that creates a fire hazard.

## **V. Education & Assistance**

Educational and cessation assistance resources and programs will be offered to students, faculty and staff to help them quit using tobacco products. The Employee Assistance Program and Student Assistance Program will serve as primary referral services. The Tobacco-Free CF website will provide a comprehensive listing of cessation resources and workshops (see listing attached).

## **VI. Timeline**

Because of the challenges when changing human behaviors and organizational culture, the following timeline is recommended.

Fall 2013 = Education and Support, focusing on multi-dimensional communication of the new policy and cessation resources available. Communication strategy will include press releases, social media, CF web announcements, email messages to students, staff and faculty, notifications through various printed materials (i.e., student publications), Human Resources job postings, hiring materials, etc., signage/posters, notifications to vendors/contractors, invitations to bid, rental agreements, classroom announcements. Begin installation of signage.

Spring 2014 = Implementation, continuing extensive communications along with initial enforcement of the new procedures that relies on the “warning” strategy for this first semester. Removal of existing “no smoking” signage, ashcans, etc.

Summer 2014 = Enforcement, with emphasis on working toward full compliance.

## **VII. Signage**

A critical component of the communication strategy will be the use of signage throughout all CF facilities. Signs will be included in every classroom, lab, congregation area, both inside and outside.

## Tobacco Cessation Resources for employees and students

1. Florida Blue's Smoking Cessation Resources (eligible covered employees, spouses, and dependents only). Log in to [MyBlueService](http://www.bcbsfl.com) (www.bcbsfl.com) as a member and select from a list of options under Health and Wellness:
  - i. [MyBlueService](#) - Web based quit program through Care Programs and WebMD
  - ii. BlueRewards – earn points for taking steps to quit and redeem points to earn brand name merchandise
  - iii. [Florida Blue's Health Shop](#) – stop smoking aids for online purchase
  - iv. [Florida Blue's Smoking Cessation Guide](#) – expert advice, articles, community support, coaching, special offers
2. Get Help Online
  - a. [www.smokefree.gov](http://www.smokefree.gov)
    - i. Tobacco Control Research Branch of the National Cancer Institute with important contributions from other national agencies such as the Centers for Disease Control and the American Cancer Society
    - ii. Offers an online guide to quitting smoking, including online messaging and telephone support from the National Cancer Institute
  - b. [www.Surgeongeneral.gov/tobacco/default.htm](http://www.Surgeongeneral.gov/tobacco/default.htm)
    - i. U.S. Tobacco Cessation Guidelines and materials to help quit smoking
  - c. [www.cdc.gov/tobacco](http://www.cdc.gov/tobacco)
    - i. The Tobacco Information and Prevention Source Web site
    - ii. Provides access to many government resources for quitting smoking.
    - iii. Provided by the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP)
  - d. <http://tobaccofreeflorida.com/>
    - i. Tobacco-Free Florida
  - e. [MyBlueService](#) (Florida Blue's online resources; eligible covered employees, spouses, and dependents only; see above)
3. Get Help by Phone
  - a. 1-800-784-8669 or 1-800-QUIT-NOW
    - i. National Network of Tobacco Cessation Quitlines.
  - b. 1-877-U-CAN-Now or 1-877-822-6669
    - i. Tobacco-Free Florida
  - c. 1-877-44U-QUIT or 1-877-448-7848
    - i. National Cancer Institute
4. Get Help in Person
  - a. <http://tobaccofreeflorida.com/Contents-262/In-person/>
    - i. [Florida Area Health Education Centers \(AHEC\) Network](#).
    - ii. Meetings begin regularly and last around six to eight weeks, with one meeting per week.
    - iii. Local option at CF
5. Get Support from coworkers and friends. [Florida Blue's](#) page has many helpful suggestions for helping someone quit.
6. CF Employee Assistance Program -- <https://www.horizoncarelink.com/login.aspx>

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Vice President of Administration and Finance

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Date

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Approved by President

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Date



## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

<b>Title: Credit Course Registration</b>	
<b>Page 1 of 4</b>	<b>Implementing Procedure For Policy: N/A</b>
<b>Date Approved: 08/05/09</b>	<b>Division: Instructional Affairs</b>

The following definitions and procedures establish a credit course registration process that promotes student success in courses, provides flexibility in the creation of course schedules, and allows the College to adhere to state reporting and federal financial aid guidelines.

### DEFINITIONS

**Add/drop** is the process by which students make adjustments to their course schedule beginning on the first day of class in a given term. This is accomplished by dropping existing courses and/or adding new courses to their schedule.

**Alternate Calendar Courses** are courses that have different start and end dates from those of the regular fall, spring, and summer semesters.

**Alternate registration** is the process by which students can add courses after the designated add/drop deadline.

**Attendance verification** is the process by which faculty members report students that have attended a particular course section at least once, for financial aid purposes.

**Faculty authorization** is the process by which faculty members authorize students to override the enrollment capacity of particular courses.

**Freeze date** is the designated date when students' course loads are identified for the purpose of awarding financial aid. Changes to schedules after this date may not be reflected in a student's financial aid disbursement.

**Registration** is the process by which students select and enroll in courses.

**Roster verification** is the process by which faculty members verify that the students attending class are on the course roster.

### COURSE REGISTRATION PROCEDURES

#### Course Registration

Registration opens for new and current students according to the published registration calendar. Whenever possible, students should be directed to their web portal to register for courses. In-person registrations should occur only when necessary and only when the appropriate Add/Drop

Registration Form is completed and signed by the student. When processed, this form will be forwarded to the Registrar's Office for documentation and inclusion in the student's record.

#### Faculty Authorization

When a faculty member wishes to allow a student to add a course already at capacity, he/she must enter an authorization for the student on the instructor's portal. This authorization does not register

the student, but rather overrides the “closed” status of the section, allowing only that particular student to add the course online using the web portal. Once the authorization is entered, the faculty member should direct the student to use the web portal to register for the course. Students should only be referred to the Enrollment Services Center if there is a problem with the authorization or registration process.

### **Add/Drop**

Students should be directed to add and drop courses through the Student Web Portal during the designated time periods below.

- Fall and spring terms: Adding courses will be allowed the first 3 business days of the semester, and dropping courses will be allowed the first 5 business days of the semester;
- Summer terms and mini-mesters: Adding courses will be allowed the first 2 business days of the semester, and dropping courses will be allowed the first 3 business days of the semester;
- Courses on alternate calendars: Adding and dropping courses may not be allowed, due to the shortened nature of the term. Faculty and department administrators will coordinate with the Vice President for Instructional Affairs to establish appropriate deadlines.

In addition, students who are registered in a course meeting for the first time after the published add/drop period will have one business day to drop the course. These students should visit the Enrollment Services Center to drop the course in person.

NOTE: Unforeseen circumstances may necessitate a variance from, or an exception to, these established add/drop periods. In such cases, the vice presidents of instruction and student affairs will confer and submit an alternate add/drop period to the President for approval.

### **Alternate Registration**

Students must use the alternate registration process to make changes to their semester schedules after the designated add/drop period. To do so, they must obtain an Alternate Registration Form from the Enrollment Services Center and follow the guidelines provided. The alternate registration process will be restricted to five business days following the last day to add courses.

In order to promote student success and the importance of attendance on the first day of class, students should not be encouraged to use the alternate registration process unless one of the following circumstances applies:

- Student is purged from course(s) due to college error
- Course section is cancelled
- Instructor has granted permission to register for course
- Course is needed for graduation at the end of the term
- Administrative exception is granted

### **Section Changes**

If it is necessary for a student to change to a different section of a course, the student must complete a Section Change Form during the Alternate Registration period. Section change forms are available in the academic departments and must be submitted to the Enrollment Services Center for processing. Section change forms should only be used to accommodate extenuating circumstances that have been approved by the instructor who will be receiving the student enrollment.



NOTE: Students who add a new course or who enter a section of a course that has an online component will have their enrollment updated in ANGEL within one business day.

**Roster Verification**

Rosters fluctuate during the add/drop and alternate registration periods as students make changes to their semester schedules; therefore faculty members are encouraged to check course rosters through the faculty portal throughout the add/drop period. The first official roster verification should occur the business day after the add/drop period (i.e., after the last day to drop). Faculty members who have students attending their class that are not on the course roster at that time should send those students to the Enrollment Services Center immediately to correct the issue.

Faculty members are also encouraged to verify the accuracy of course rosters throughout the semester to identify roster discrepancies that should be forwarded to the Enrollment Services Center for correction prior to the issuance of grades.

**Attendance Verification**

To comply with federal financial aid guidelines, the College is required to document whether a student has attended each enrolled course at least one time prior to disbursing the student's financial aid award. As a result, for each course, faculty members must submit the initial attendance verification on the business day following the last day of the alternate registration period.

Faculty members who complete the attendance verification process prior to this day should review the attendance verification submission again on the business day after the alternate registration period ends. At that time, they should record initial attendance for any student who was added to the course roster during the alternate registration period and re-submit the attendance verification.

Faculty teaching online courses should enter initial attendance verification based on whether the student has logged into the course by the designated verification date.

**Financial Aid Freeze Date**

The financial aid freeze date will be the second business day after the end of the alternate registration period, which is the day after faculty members submit attendance verifications. At this time, schedule changes should be completed and course rosters verified. Financial aid awards will be determined at this time based on the student's course enrollment.

\_\_\_\_\_  
Vice President for Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Development of Online and Hybrid Courses**

**Page 1 of 2**

**Implementing Procedure For Policy – N/A**

**Date Approved: 04/23/08**

**Division: Office for Instruction**

1. All decisions regarding the need for online courses will continue to be made within each department.
2. At the beginning of each academic term, each department will determine which courses need to be developed during that term for delivery the following term. Departments will also determine who will develop the courses.
3. The faculty member will complete an application. Applications are available on the Intranet under Forms - Faculty. The deadline for applications will be one month after the start of each term.
4. The completed application, signed by the Program Facilitator and the Dean, will be submitted to the Dean for Learning Resources in both hard copy and electronic format.
5. The Dean for LR will distribute the electronic copy to the E-Learning Committee members for their review and recommendation. If the committee recommends approval, the dean will sign the application and send it forward to the Vice-President for Instructional Affairs for final approval.
6. When the faculty member is notified of approval by the VP, he/she will sign up for a series of workshops to be conducted in the PDC. During these workshops, the faculty member, along with a development team consisting of PDC and E-Learning staff, will actually develop the designated online course from start to finish. The workshops will include but not be limited to the following components:
  - technical training in the ANGEL LMS as needed
  - instructional design training
  - criteria for effective online courses
  - assistance with converting traditional class materials and activities into an online format
  - utilization of learning object repositories
  - use of software designed for development of online courses (e.g. Softchalk, Respondus, etc.)

7. Stipends for these workshops will be equivalent to current Summer Fantasy and Super Saturday stipends.

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Approved by Vice President  
for Instructional Affairs

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Duplication of Online Course Shells</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy – N/A</b>
<b>Date Approved: 04/23/08</b>	<b>Division: Office for Instructional Affairs</b>

1. Subject area department approves need for additional sections of an existing online or hybrid course.
2. For online format:
  - a. First offer additional section to the developer of the online course, subject to the limit of the overload policy and departmental needs.
  - b. If developer declines, the department will determine which faculty member will teach the additional section. That faculty member should then consult with the developer as a professional courtesy before proceeding.
3. For hybrid format:
  - a. Regardless of campus location, first offer additional section to the developer of the online course, subject to the limit of the overload policy and departmental needs.
  - b. If location is different or the developer declines, the department will determine which faculty member will teach the additional section. That faculty member should then consult with the developer as a professional courtesy before proceeding.
4. Once duplication of an online or hybrid course has been approved in the originating department, that department will notify the E-Learning Help Desk at dlhelp@cf.edu. The E-Learning staff will then duplicate the course shell and store it in a designated area of the server, which is not open to the public. The developer's personalized information will be removed from the course listing and welcome page.
5. The faculty member, who will use the duplicated shell, will customize the shell as needed. All previous faculty personal information will be removed by current instructor.
6. According to the annual E-Learning Plan, course management system training is required for any faculty member assigned to teach online.

Basic core for duplication could include, but not be limited to, the following components:

1. The basic timeline
2. The syllabus (to be modified as needed)
3. Student lessons and assignments (to be modified as needed)
4. Lecture notes (if these were included in the development process)

The following components may be duplicated only with permission of the developer:

1. Instructor-developed question database
2. Instructor-designed test/exams
3. Discussion forum items

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Approved by Vice President, Instructional Affairs

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Guidelines for the Operation of Senior Institute</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # N/A</b>
<b>Date Approved: 03/11/08</b>	<b>Division: CF Institute</b>

I. Mission Statement

The Senior Institute provides continuing educational opportunities to its members by offering courses of instruction on subjects of general interest and provides opportunities for social interaction among the membership. A secondary mission is to make available to CF a cadre of persons whose life experiences, skills, and knowledge may be of benefit to the college and its students.

II. Membership

- A. Membership in the Senior Institute is open to all area residents age 50 and better. Members in good standing are eligible to participate in all activities of the Senior Institute, to vote, and to hold office as provided herein. CF classifies members as students of CF, issues student IDs and parking permits, provides use of college facilities, and gives student discounts for those attending special events.
- B. Fees - The Senior Institute depends on member fees to provide programs and basic services to its members. Payment of a basic fee entitles a member to participate in regular programs of the Senior Institute, to hold office, to serve on committees, and to vote as herein stated. Courses, social activities, and special events will be available to members upon payment of an additional fee. The Senior Institute Commission shall recommend all fees to the CF Institute.
- C. Donations - Members and others may make financial donations to the Senior Institute for the enhancement of Senior Institute programs. Donations of \$500 or more will be made to the CF Foundation and designated for Senior Institute.

III. Programs

- A. The Senior Institute provides educational opportunities for its members by presenting noncredit, college-level courses covering a broad range of academic interests. The Program Committee plans courses of instruction as approved by the Senior Institute Commission and gives consideration to members' preferences and instructor availability. Faculty may present these courses as lecture, discussion, or any other form appropriate to the subject.
- B. The Senior Institute also provides a variety of activities as approved by the Senior Institute Commission. These activities may include luncheons, dinners, picnics, excursions, or other events that promote social interaction among the members.

- C. The Senior Institute may also provide informational programs on local or national issues such as political forums, debates, symposia, or lectures.

#### IV. Organization

- A. Organizational Placement - The Senior Institute operates under the authority of the CF Institute. Responsibility for coordinating the activities of the Senior Institute is assigned to the executive manager for Continuing Education who may delegate the authority for the day-to-day operation to the coordinator for the Senior Institute.

- B. Senior Institute Commission

1. Members - The commission consists of a president, vice president, secretary, treasurer, three commissioners at large and the immediate past president. The Senior Institute coordinator and the executive manager for Continuing Education shall be ex-officio members.
2. Duties - The commission, chaired by the Senior Institute's president, guides the business and activities of the Senior Institute.
3. Meetings - The commission shall meet monthly unless a majority of its members vote to cancel a monthly meeting. The president, the Senior Institute coordinator, or a majority of the commission members may call special meetings. A majority of the commission members present constitutes a quorum. Meetings will be conducted according to *Robert's Rules of Order, Revised*, and the secretary will record the proceedings.
4. Executive Committee - The Executive Committee is comprised of elected members of the Senior Institute Commission: the president, vice president, secretary, treasurer, the Senior Institute coordinator, or the executive manager for Continuing Education. It may meet at the direction of the president or the Senior Institute coordinator to take action in emergency situations when time constraints prevent assembly of the full commission. A majority of the committee members present constitutes a quorum.

#### V. Officers and Commissioners at Large

Officers and commissioners at large shall be annual members in good standing and shall serve for terms of one year. They are elected annually by the members of the Senior Institute. The term of office shall begin at the April commission meeting each year and end at the March commission meeting of the following year. No person shall serve more than two consecutive terms in any one office, but may be returned to that office after a period of at least two years. Any officer or commission member may be removed from office with or without cause by vote of sixty (60) percent of the members in attendance at a meeting called for that purpose. Should a vacancy occur in the office of president, the vice president shall assume the duties of that office. The Senior Institute Commission may fill other vacancies from the roster of the annual members. All commission members, with the exception of the president, may vote at commission meetings. The president will vote only in the event of a tie.

- A. President - The president presides at all meetings of the Senior Institute membership, serves as chairman of the Senior Institute Commission, appoints members to standing and ad hoc committees, and acts as spokesperson for the Senior Institute to the College and to the public. The president must have been a member of the Senior Institute for at least one year before assuming office.
- B. Vice President - The vice president carries out the duties of the president in the absence of the latter. He or she must have been a member of the Senior Institute for at least one year before assuming office.
- C. Secretary - The secretary keeps the official records of all meetings of the Senior Institute.
- D. Treasurer - The treasurer prepares the Senior Institute's annual budget for review/approval by the Senior Institute Commission and subsequent submission to the executive manager for Continuing Education for submission and approval through the College's annual budget process. The treasurer reports monthly progress to the Senior Institute Commission and executive manager for Continuing Education.
- E. Commissioners at Large - The commissioners at large participate as members of the commission. They are available for such additional functional assignments as the president may direct.

#### VI. Standing Committees

- A. The president shall appoint members to assist in performing the various functions of the Senior Institute, including but not limited to: membership, public relations and programs.

#### VII. Election of Officers and Commissioners at Large

- A. The Nominating and Election Committee - The president, with the approval of the Senior Institute Commission, will appoint a nominating and election committee of at least three members, one of whom shall be the Senior Institute coordinator; no other member of the committee shall be an elected member of the Senior Institute Commission. It shall be their duty to prepare a slate of officers and commissioners for consideration by the members. This committee shall consider any annual member who has expressed interest in holding elective office in its preparation of the slate.
- B. The chairperson of the committee shall submit the slate to all members, by mail, at least thirty (30) days before the time established for voting. Ballots shall be distributed by mail containing the slate proposed by the nominating committee; write-in candidates shall also be counted by the committee and publicly announced.
  - 1. Newly elected officers and commissioners shall be installed at the first Senior Institute Commission meeting following the election.



VIII. General and Called Meetings of the Members

The Senior Institute shall hold at least one meeting each year for its general membership with additional special meetings as needed.

- A. The Fall General Meeting will be held to review the programs for the coming year and to conduct other business of the Senior Institute.
- B. The president, Senior Institute Commission, or the executive manager for Continuing Education may call a special meeting of the members. Notification of such meeting shall be mailed at least two (2) weeks in advance of the meeting date and shall include the meeting's purpose and agenda.
- C. Members present at any general or called meeting will constitute a quorum.
- D. Meetings shall be conducted in accordance with *Robert's Rules of Order, Revised*.

IX. Financial Responsibility

The Senior Institute shall have the responsibility for generating funds sufficient to cover the cost of operations. This includes, but is not limited to:

- 1. Compensation and benefits of a Senior Institute coordinator and part-time staff assistant
- 2. Office supplies
- 3. Copying and duplication
- 4. Instructor cost

X. Modification and Guidelines

The Senior Institute Commission of the CF Institute will appoint a committee to review these guidelines and to recommend appropriate modifications to the Senior Institute Commission and the executive manager of Continuing Education of the CF Institute.

This review shall occur at least every two years or as recommended by the Vice President for Instructional Affairs.

XI. Dissolution

Upon dissolution of the organization, all funds will go to the College of Central Florida.

\_\_\_\_\_  
Vice President for Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Supplemental Duties</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy: N/A</b>
<b>Date Approved: 02/28/03</b> <b>Date Revised: 02/12/08</b>	<b>Division: Instructional Affairs</b>

*Procedures for Full-time Non-Instructional Employees  
Teaching Credit and Non-Credit Classes*

**Teaching Credit and/or Non-Credit Classes**

Qualified employees may teach credit and/or non-credit courses with approval of their supervisor.

The teaching may be done in several ways as follows:

1. As a part of an employee's regular work hours with no additional compensation.
2. As a part of an employee's regular weekly work hours with additional adjunct pay and missed work hours made up during the work week.
3. Outside of an employee's regular work hours with adjunct pay.

\_\_\_\_\_  
Vice President for Instructional Affairs

\_\_\_\_\_  
Date

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Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Curriculum Procedures</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 4.00</b>
<b>Date Approved: 03/21/05</b> <b>Date Revised: 01/15/08</b>	<b>Division: Instructional Affairs</b>

**Implementation of New Courses or Programs of Study**

Faculty and/or deans are responsible for identifying a need for specific courses or programs. Curriculum for the course(s)/program(s) will be initiated at the faculty level with input and guidance from the Program Facilitators, Deans, Directors and Provost/Vice President.

Once the curriculum for the course(s)/program(s) has been developed, the faculty member contacts the Curriculum Services Specialist for curriculum proposal forms and information pertaining to course numbering, curriculum frameworks and course requirements.

Upon completion of the necessary curriculum forms, the curriculum proposal is brought before the College Curriculum Committee. Faculty initiating the curriculum will present their proposal to the curriculum committee.

The College Curriculum Committee is responsible for considering all new courses, new programs and all proposed changes in curriculum and instructional policy for credit course offerings. The committee's responsibilities are:

- Review and recommend changes in instructional policy and practices or requirements that affect the instructional program
- Review and recommend new programs and major program changes
- Review and recommend new courses and course modifications
- Review and recommend changes in graduation requirements
- Provide a greater involvement by faculty in the curriculum initiation and review process.

Upon recommendation of the Curriculum Committee, curriculum actions must be submitted for approval to the District Board of Trustees via the Chief Academic Officer and the President.

Academic programs are reviewed every five years, using the procedures outlined in the Program Review Cycle. If a program is due for accreditation, it is reviewed during that process.

**Submission of Course Outlines**

When a new course is created or an existing course is modified, a completed course outline form must accompany the curriculum proposal. Course outlines are generated by faculty to define the objectives, subject matter and intended outcomes of each course.

Course outlines for all courses offered at CF are maintained in electronic format in the Office for Instruction. The information contained in these course outlines is used to submit information to the Statewide Course Numbering System (SCNS) in accordance with Florida State Statute 1007.24 and Florida State Board of Education Administrative Rule 6A-10.024.

**Revision of Course Outlines**

The Curriculum Services Specialist maintains a matrix of course outlines that includes the course effective date, the date the course outline was originally received in electronic format, the date the course outline is scheduled for review, and the date that the course is to be discontinued.

The instructional deans will be notified when course outlines from their academic areas are scheduled for review. If no major changes are noted for a course outline, it should be e-mailed directly to the Curriculum Services Specialist.

If significant changes are needed for the course, a course modification proposal must accompany the course outline when it is submitted to the Curriculum Services Specialist. The proposal must go before the curriculum committee and be approved using Implementing Procedure for Policy #4.00 before the new information is submitted to SCNS.

When the appropriate information is received by the Curriculum Services Specialist, the course outline matrix will be updated. The updated information will also be submitted to SCNS.

**Purge of Courses Not Taught in Five Years**

In order for the College to be in compliance with Florida Board of Education Rules and Florida Statutes pertaining to the deletion of courses from catalogs and common course designation and numbering system, a purge must be done annually of courses that have not been taught in the preceding five years.

Courses not taught in the preceding five years which the College wishes to continue shall be reviewed by the instructional deans. The Curriculum Services Specialist will prepare a report of these courses in September for the instructional deans' review. Courses may be continued in the catalog if they will be offered during the next five years.

Courses selected for deletion from the catalog will be transmitted to SCNS, with an effective date in January of the following calendar year, upon recommendation of the Chief Academic Officer, the President and the District Board of Trustees.

\_\_\_\_\_  
Vice President for Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Textbook Adoption Procedures and Guidelines</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 4.01 / 3.07</b>
<b>Date Approved: 09/28/01</b> <b>Date Revised: 05/03/02</b> <b>Date Revised: 06/02/04</b> <b>Date Revised: 12/12/04</b> <b>Date Revised: 05/08/06</b> <b>Date Revised: 03/17/10</b>	<b>Division: Instructional Affairs</b>

- I. The College shall post on the website, as early as feasible, but not less than 30 days prior to the first day of class for each term, a list of textbooks required for courses offered at the College during the upcoming term. The posted list will include the International Standard Book Number (ISBN) for each required textbook or other identifying information to include, at minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbook or textbooks required for each course. Pursuant to Section 1004.085 (3), Florida Statutes, for those classes added after the thirty (30) day notification deadline, the College shall post textbook information on the website immediately as such information becomes available.
- II. Textbooks must be used a minimum of two academic years, unless the content becomes obsolete or inappropriate to the extent that the quality of a student's education is compromised or a less costly textbook is found. Departmental records must specify the circumstances which necessitated a textbook change before the two-year period ends. All decisions regarding changing/adopting a textbook must be approved no later than forty-five (45) days prior to the first day of classes to allow sufficient lead time for the bookstore to work with publishers to confirm availability of the requested materials and to ensure maximum availability of used books. (Ideally, this process would be completed prior to the last day of Spring semester for adoption the following Fall.) When courses are added after these deadlines, textbooks for such courses shall be adopted as soon as possible to ensure sufficient lead time.
- III. Before textbook adoption is finalized, the departments will collect and maintain written or electronic certifications from course instructors attesting that all textbooks and instructional items ordered will be used, particularly each item sold as part of a bundled package; the extent to which a new edition differs substantially from earlier versions; the value of changing to a new edition; and that efforts were made to find less expensive alternatives. In addition, the departmental documentation will indicate whether desk copies of the new adoption will be made available at the Learning Resource Center's Reserve Desk, and the availability of free, equivalent or supplemental material through the Learning Resource Center or an online repository.

- IV. In addition to the procedures and guidelines stated above:
1. For all A.A. and A.S. General Education Common Core Courses, a collegewide department will choose an official textbook or create a list of no more than three official textbooks. The department may choose to use materials in addition to the official textbook or individual instructors may add materials in addition to the official textbook.
  2. For all other courses, the collegewide department may choose an official textbook, allow each instructor to choose his or her own textbook, use materials in addition to the textbook, or use materials other than a textbook.

In all cases, the complete list of textbooks and instructional material to be used for each course must be available to the student prior to the beginning of classes each semester.

V. The Chief Academic Officer must approve any exception to this procedure.

VI. As a reminder, in regards to textbooks, course material and learning technologies, as per College Policy 3.07 – Gifts to the College, its Employees, or Trustees and Florida Statute 1004.085 – Textbook Affordability:

1. 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.
2. 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 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.
  - e. Training in the use of course materials and learning technologies.

\_\_\_\_\_  
Vice President, Instructional Affairs

\_\_\_\_\_  
Date

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Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Textbook Assistance for Financially Challenged Students</b>	
<b>Page 1</b>	<b>Implementing Procedure For Policy # 4.01</b>
<b>Date Approved: 03/17/2010</b>	<b>Division: Student Affairs</b>

The Chief Student Affairs Officer will provide, at his/her discretion, funds to provide textbooks for students determined to be unable to afford them. Funds for the program will be allocated annually from miscellaneous revenues.

The Chief Student Affairs Officer will file an annual report on the use of funds from the special account. The Chief Student Affairs Officer will submit a request for funds for the account during the regular budget process.

\_\_\_\_\_  
Vice President, Student Affairs

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Date

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Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Collection Development</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 4.03</b>
<b>Date Approved: 12/16/04</b>	<b>Division: Instruction</b>

**PURPOSE**

The CF Clifford B. Stearns Learning Resources Center/Library Collection Development Policy ensures the development and maintenance of a collection that supports and enhances the curriculum and institutional programs of the College of Central Florida and the needs of students, faculty, and staff of the college.

**MISSION STATEMENT**

The mission of the CF Libraries is to provide resources and services to meet the informational, learning, and developmental needs of the College of Central Florida students, faculty, and broader community.

**SELECTION RESPONSIBILITY**

1. The responsibility for developing and maintaining a balanced and responsive collection that supports the academic and curricular needs of CF students, faculty, and staff lies with the CF Librarians, Classroom Faculty, and the Dean of Learning Resources.

- 1.1. The CF Librarians are primarily responsible for the development of the collection. Responsibilities include:
  - 1.1.1. Reviewing authoritative professional journals such as Choice, Booklist, and Library Journal.
  - 1.1.2. Evaluating the information available in relevant publisher-issued catalogs.
  - 1.1.3. Searching the Baker & Taylor database of books in print.
  - 1.1.4. Drawing upon first-hand knowledge gained daily at the Reference Desk to determine topics of interest to students.
  - 1.1.5. Serving as faculty liaisons, including encouraging faculty input into the collection development process, maintaining open lines of communication with faculty members, and routing catalogs, reviews, and selection aids to faculty members.
  - 1.1.6. Continuously evaluating the current collection for currency, relevance, and physical condition. Those materials determined to be no longer suitable for the collection are replaced with updated materials if the subject matter is of ongoing value. Materials are also obtained to fill information gaps revealed by the deselection process.
- 1. 2. As subject specialists, classroom faculty are encouraged to recommend resources that support their students' academic and research needs. Requests for materials that are appropriate to the collection and for which there are available funds will be purchased.
  - 1.2.1. Faculty may contact any librarian with requests for materials with specific titles, by specific authors, or on specific subjects. Requests are accepted by email, in print, or over the phone.



1.2.2. Faculty who would like materials on specific subjects but who have no particular titles or authors to suggest are encouraged to search the Baker and Taylor database with a librarian to compile a list of desired titles.

1.3. The Dean of Learning Resources has the final responsibility for the maintenance and development of the collection.

### **SELECTION GUIDELINES**

2. Faculty Librarians select materials to ensure a balanced and responsive collection that supports the College of Central Florida students' academic and research needs.

2.1. The following criteria will be used to evaluate items under consideration:

2.1.1. Favorable reviews appearing in authoritative professional periodicals.

2.1.2. Usefulness of the subject matter within the context of the current collection.

2.1.3. Current and anticipated needs, including potential use by students and faculty.

2.1.4. Appropriateness for college freshman and sophomore use.

2.1.5. Timeliness, with current resources given the highest priority.

2.1.6. Authoritativeness of the author, publisher, or producer.

2.1.7. Accuracy.

2.1.8. Scope and depth of coverage.

2.1.9. Availability of funds.

### **SCOPE**

3. The Library collects a broad spectrum of information resources in a variety of formats, including printed books, periodicals, sound recordings, video recordings, DVDs, and electronic resources. The criteria for selecting materials are curriculum support, content, durability, and accessibility.

3.1. CF has traditionally placed a high value on collecting printed books, periodicals, and indexes. Collecting books still has a high priority at CF, but we also collect electronic alternatives to print sources for several types of materials, including periodical databases. Group purchases through CCLA have enabled the purchase of these electronic resources at reduced prices. The format of materials in the collection may change as a result of changes in long-range need, availability, and format quality.

3.2. The Library collects primarily English language materials, but also collects in other languages as required by the curriculum. Foreign language collection is undertaken primarily in support of the study of languages, literatures, and other cultures.

3.3. Multiple copies of an item are only ordered when an item is predicted to have or has been shown to have heavy use.

3.4. Gifts are accepted with the understanding that the library may dispose of them or add them to the collection at its discretion. Due to the high cost of managing the gift process, the Library's goal in accepting gifts is to acquire only materials which are highly relevant to CF's needs. All potential gifts will be evaluated in terms of the collection development goals of the Library. The appraisal of gifts for tax purposes is the responsibility of the donor. A letter acknowledging the

donation, but assigning no value, is sent upon request. Gifts are evaluated for selection based upon the same selection criteria as new items.

**COLLECTION MAINTENANCE**

4. The collection will be continuously evaluated in terms of circulation, content, currency, popularity, and relevance to the college's needs. Continuous weeding and replacement of lost, stolen, or out-dated materials helps maintain a collection that reflects changing college needs and goals.

4.1. In order to maintain the quality of the collection, materials may be withdrawn to update the collection. Upon evaluation, the following may be withdrawn from the collection:

- 4.1.1. Obsolete resources.
- 4.1.2. Superseded editions or versions.
- 4.1.3. Superfluous duplicates.
- 4.1.4. Badly worn or defective materials for which there are suitable replacements.
- 4.1.5. Unused resources of no historical or lasting value.
- 4.1.6. Outdated or inaccurate materials.
- 4.1.7. Resources in outdated formats for which there are suitable replacements.

4.2. Replacement materials will be purchased based upon the following criteria:

- 4.2.1. Ongoing value of the subject matter.
- 4.2.2. Existing coverage of the subject in the collection.
- 4.2.3. Coverage of information gaps revealed by deselection process.
- 4.2.4. Availability of updated materials on the subject.

4.3. Classroom faculty are encouraged to assist in the evaluation of the current collection for currency and accuracy in the areas of their subject specialties.

\_\_\_\_\_  
Vice President, Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Absence of an Instructor from Class**

**Page 1**

**Implementing Procedure For Policy # 4.08**

**Date Approved: 12/07/04**

**Division: Instruction**

**Absence Because of Illness or Emergency**

- If an instructor must be absent from their class (es) due to an illness or emergency, they must notify their immediate supervisor or designee by phone as soon as possible as to the duration of the absence.
- If possible, the instructor should provide his/her immediate supervisor or designee with a lesson plan and/or student assignments for all courses affected by the absence.
- The immediate supervisor or designee will make necessary arrangements to ensure class coverage and/or notify students.
- Class cancellation should be a last resort.

**Anticipated Absences - College Field Trips, Concert Tours, Student Competitions, Conferences/Seminars/Workshops, Personal Reasons, Jury Duty, Etc.**

- As soon as date of absence is known, the instructor should notify their immediate supervisor and the appropriate Dean, Director or Instructional Manager as to duration and purpose of absence.
- The instructor will assist in designating a substitute for the duration of the absence. The substitute may be a colleague. The substitute must be approved by the appropriate Dean, Director or Instructional Manager.
- The instructor will provide lessons and/or student assignments for the duration of the absence.

Instructors should refer to Policy # 6.14 for specific information regarding leave usage.

\_\_\_\_\_  
Vice President, Instructional Affairs

\_\_\_\_\_  
Date

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Approved by President

\_\_\_\_\_  
Date



## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

<b>Title: Field Trips — Classroom-Related, Off-Campus</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 4.10</b>
<b>Date Approved: 06/01/01</b> <b>Date Revised: 08/18/05</b>	<b>Division: Administration and Finance/Instructional Affairs</b>

The following guidelines apply to all classroom-related student field trips:

- Information regarding intended field trips must be included in the first-day handouts and must receive prior approval by the appropriate dean or program facilitator.
- Paperwork for field trip requests must be submitted to the appropriate administrators for approval a minimum of two weeks in advance of the field trip. The paperwork includes CF's *Consent and Release for Off-Campus Activity* and *Classroom-Related, Off-Campus Field Trip Request Forms*.
- Attendance on classroom-related field trips and other authorized off-campus student activities (such as student organization meetings or athletic events) are permitted to count toward class attendance or approved absence on the instructor's class records.
- Students must give advance notice of the intended absence, within guidelines set by the individual instructor, in order to have the opportunity to prepare assignments and make up or avoid missing tests.
- Faculty members are expected to establish non-punitive policies toward student attendance at such College-sponsored events.
- Any change in a regular class meeting (such as a field trip, a change in a classroom, or a change of time) must be approved by the appropriate dean or program facilitator.
- Students cannot be penalized for non-attendance of events outside regularly scheduled class meetings.
- Classroom-related, off-campus student field trips should be arranged by the faculty member accompanying the group.
- No student may participate in a College-sanctioned and financially supported activity/event unless accompanied by a member of faculty, staff or administration (advisor). An exception to this guideline will be made when a student is elected or appointed as an officer of a state or national board. In this case, the student may travel without College supervision to any meetings or workshops scheduled for the board, and the College may reimburse the student for travel expenses.
- Budgeted funds must be available to cover the cost of the trip. The source of the funds must be indicated on the *Classroom-Related, Off-Campus Field Trip Request Form*.
- Students must complete an *Agreement for Off-Campus College Activity* and the *Permission for Emergency Treatment* if they attend an off-campus function. The organization advisor must complete the *Classroom-Related, Off-Campus Field Trip Request Form* and submit names of all students with appropriate travel forms.
- The appropriate dean and the appropriate vice president must approve the method of travel to a College-sponsored activity. The instructor may choose to reserve a College vehicle, rent a vehicle from a commercial agency, and/or allow student(s) to drive personal vehicles. (NOTE: In the event a rental vehicle is engaged to transport students, all available insurance must be purchased.) No gas mileage reimbursement will be provided to students driving personal vehicles. College employees may be hired by the College to drive College vehicles and/or vehicles from commercial agencies. Students are not permitted to drive College-owned or leased vehicles.

**Field Trips — Classroom-Related, Off-Campus – Page 2 of 3**

- If College faculty, staff or administration chooses to drive a personal vehicle, it is with the clear understanding that in case of an accident, the owner's insurance is primary. Only College employees, including persons hired by the College to drive vehicles, may drive College-owned or leased vehicles.

**CLASSROOM-RELATED, OFF-CAMPUS FIELD TRIP REQUEST FORM**

To complete the *Classroom-Related, Off-Campus Field Trip Request Form*, follow the step-by-step instructions below:

**GENERAL TRIP INFORMATION**

- Date the request
- Provide name of instructor/sponsor (NOTE: A separate Travel Authorization Form is required for each instructor accompanying the group.)
- Identify the group or class traveling (Provide course and section number)
- Provide the date(s) of the trip
- Indicate estimated departure time from campus
- Indicate estimated return time to campus
- Briefly describe instructional purpose of trip
- Indicate if College transportation is requested (If so, indicate type, i.e., car, van or bus)
- Identify the source of funding for the trip (Provide budget number)
- Provide location of completed, filed release forms (Building and room number)
- Indicate total number of students traveling

**LIST NAME(S) OF PARTICIPATING STUDENT(S) BELOW**

- Provide name(s) of student(s) participating in field trip (If additional space is needed, continue the list on page 2 and attach)

**REQUEST APPROVALS**

- Print name of instructor accompanying group in space provided and have instructor sign and date the form and forward to appropriate dean for approval
- Print name of appropriate dean in space provided and have dean sign and date form and forward to Associate Vice President for Career & Technical Education for final approval
- The Associate Vice President for Career & Technical Education will indicate final approval by signing and dating the form and forwarding to the Business Office for processing

NOTE: The Business Office will maintain approved copies of form.

Vice President, Administration and Finance	Date
Vice President for Instructional Affairs	Date
Approved by President	Date



COLLEGE of  
CENTRAL  
FLORIDA

## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

**Title: Annual Performance Review of Faculty**

**Page 1 of 3**

**Implementing Procedure For Policy #4.11**

**Date Approved: 12/05/02**

**Date Revised: 01/18/06**

**Date Revised: 01/16/08**

**Division: Instructional Affairs**

The Dean, Director, Associate Dean, Instructional Manager or designee will complete the CF Adjunct Observation form annually. Adjunct faculty who have been an adjunct at the College for three or more years will receive bi-annual reviews.

The Dean, Director, Associate Dean or Instructional Manager will conduct annual performance reviews of all faculty on annual contract. Faculty holding a continuing contract will be reviewed once every two years. As new continuing contract faculty are added to the list, they will be placed in the appropriate year to begin the once every two years self-review.

Performance review of faculty includes the following:

### **Student Review of Faculty including Librarians (does not apply to Counselors):**

- Student review of faculty during fall and spring terms begins before the last day to drop without an "F."
- Student review of faculty completed and returned to the Office for Institutional Effectiveness for analysis.
- Student review takes place during fall and spring terms in **all classes** taught by faculty on annual contract. Reviews are analyzed and returned to the faculty members and the respective supervisor.
- Continuing contract faculty conduct student reviews during fall and spring terms in a minimum of three (3) classes each term; more classes may be completed if the faculty member chooses to do so. Student reviews of faculty participating in the review process are analyzed. All student reviews are returned to the faculty member and his or her supervisor for discussion either during the annual performance review or during the discussion of the professional development plan.

### **Performance Review of Adjunct Faculty**

- Faculty performance review process begins in January.
- Dean, Director, Associate Dean, Program Facilitator, or designee completes the CF Adjunct Observation form. If deemed necessary, a conference between the adjunct faculty member and his or her supervisor will be held to discuss the results of the review. (If a conference is held, the adjunct faculty member's signature will be required on the CF Adjunct Observation form.)
- Completed forms will be forwarded to the Dean for review and signature. The CF Adjunct Observation form is forwarded to the Chief Academic Officer for final review and signature.
- CF Adjunct Observation form will be sent to Human Resources for inclusion in the adjunct faculty member's personnel file.

**Performance Review of Faculty (including Counselors and Librarians) on Annual Contract by Peer, Self & Supervisor:**

- Faculty performance review process begins in January.
- Each faculty member completes a self-review using the form provided by the Chief Academic Officer.
- Each faculty member selects another faculty member of his or her choice to serve as a peer reviewer. The peer review is completed using the form provided by the Chief Academic Officer. The name of the peer reviewer selected will be communicated to the faculty member's supervisor. **The results of the peer review are confidential.** The faculty member will notify the supervisor when this task is completed.
- Faculty member develops a Professional Development Plan (PDP) using the form provided by the Chief Academic Officer.
- A conference between the faculty member and his or her supervisor will be held to discuss the results of the student reviews, self-review and PDP.
- Results of the performance review conference, using the form provided by the Chief Academic Officer, along with the PDP and recommendations form, are sent to the Chief Academic Officer for review and signature. Counselor's results are forwarded to Vice President for Student Affairs, or designee, and then forwarded to Chief Academic Officer.
- The above performance review form, the PDP and the faculty recommendations form are sent to Human Resources for inclusion in the faculty member's personnel file.
- Annual contract faculty **eligible** for continuing contract submitted by the Chief Academic Officer to the College President.
- Annual contract faculty **eligible** for **2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup>** annual contract submitted by the Chief Academic Officer to the College President.

**Performance Review of Continuing Contract Faculty (including Counselors and Librarians) by Peer, Self & Supervisor:**

- Performance review process of continuing contract faculty begins in January.
- Each faculty member completes a self-review using the form provided by the Chief Academic Officer.
- Each faculty member selects another faculty member of his or her choice to serve as a peer reviewer. The peer review is completed using the form provided by the Chief Academic Officer. The name of the peer reviewer selected will be communicated to the faculty member's supervisor. **The results of the peer review are confidential.** The faculty member will notify the supervisor when this task is completed.
- Faculty member develops a Professional Development Plan (PDP) using the form provided by the Chief Academic Officer.
- A conference between the faculty member and his or her supervisor will be held to discuss the results of the student evaluations, self-review and PDP.

- Results of the performance review conference, using the form provided by the Chief Academic Officer, along with the PDP are sent to the Chief Academic Officer for review and signature. Counselor's results are forwarded to Vice President for Student Affairs, or designee, and then forwarded to Chief Academic Officer.
- Supervisor review form and PDP are sent to Human Resources for inclusion in the faculty member's personnel file.
- Chief Academic Officer sends recommendations for continuing contract to College President.

\_\_\_\_\_  
Vice President for Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Accelerated Learning Mechanisms**

**Page 1 of 3**

**Implementing Procedure For Policy #4.12**

**Date Approved: 03/26/02**

**Division: Instructional Affairs**

**Date Revised: 01/15/08**

The following procedures are established as a means by which a student may obtain college credit through CLEP/DANTES testing, Cambridge AICE (British A-Level Examinations, Advanced Placement Examinations, International Baccalaureate (IB) Examinations, Credit for Experiential Learning, Credit by Departmental Exam, and Credit for Florida State Fire College.

**CLEP/DANTES/Cambridge AICE (British A-Level)/Advanced Placement/ International Baccalaureate Tests**

- The student submits completed form to Testing Center (Bryant Union, Room 205) and pays appropriate fee at cashier's window (Bryant Union) at least one workday prior to test date.
- The Records Office upon receipt of the official score awards appropriate college credit from CLEP/Dantes.

**Recognition of Experiential Learning**

The assessment of prior learning and training is designed to recognize the academic value for a student's demonstrated knowledge gained from non-college educational experience outside the traditional classroom. This learning may result from such activities as work experience, employment-related training programs, seminars, and volunteer activities.

Documentation of proficiency must meet the current department's academic standards for A.S. degree or certificate programs. No more than 25% of a student's program may be granted for non-traditional learning experience. Courses assessed must be offered as a requirement or elective in an A.S. or A.A.S. degree or certificate program at CF.

**This type of credit may not be acceptable for transfer to other institutions.**

**The receiving institution would determine transferability.**

Assessment may include but is not limited to the following:

- Written or performance tests.
- Preparation of a portfolio describing learning and how it was acquired.
- Evaluation of industry certificates and licenses.
- Interviews with faculty, or program managers, or advisory board member.
- Review of external agency recommendations.

The program area responsible for the courses for which credit is requested determines the method of assessment and the amount of credit awarded. The following procedures must be followed when seeking approval for recognition of Experiential Learning:

1. Meet with the appropriate program representative to determine if this assessment process is available for selected courses(s).
2. Apply for and pay the assessment fee. Forms are available from Enrollment Services.

3. Consult with a department faculty member, program manager, or designated faculty evaluator to determine requirements for assessment.
4. Depending on the amount of credit requested and the methods of assessment required, the assessment process time should take no longer than 45 faculty workdays.
5. When the process is completed, the results are forwarded to the appropriate Dean for final review, and verification.
6. The Dean will request Admissions & Records to post the awarded credits to the transcript by having the faculty reviewer complete a credit by exam grade form or memo documenting the credits awarded for recognizing prior learning/training. Credits awarded are held in escrow until the student satisfactorily completes a minimum of 12 credits at CF.

**Note:** It is the student's responsibility to provide documentation, certification, etc. It is possible that academic credit will not be awarded as requested; however, the cost of assessment remains the same.

### **Credit by Departmental Exam**

Evidence of proficiency in a subject area qualifies a student to request a departmental examination in departments where exams are provided. Students may not apply for credit by departmental examination in a course where they have received either an A, B, C, D, F, I or W for work attempted, or if they have earned credit for an advanced course in that area. Credits earned will not be included on the official college transcript until the student has completed a minimum of 12 credits at CF. The following procedures must be followed when seeking approval for credit by departmental exam:

1. The student must contact the faculty discipline program facilitator/ program manager in the department where departmental exams are provided.
2. Based on advice from the departmental contact, the student must complete the upper portion of the Credit by Departmental Exam/Recognition of Prior Learning/Training registration form.
3. The Dean and the discipline program facilitator will review the student's request with the student. If approved, the process for completing the exam will be explained.
4. The student must take the approved registration form and payment to the cashier. A per course fee must be paid prior to the administration of the exam.
5. Upon registration for the departmental exam and payment of the fee, the student must schedule the exam within five (5) working days.
6. The departmental representative will schedule the exam within ten (10) working days after being contacted by the student.
7. The Dean will monitor the exam process in order to verify evidence (passing exam score) of competency.
8. Upon satisfactory or satisfactory completion of the exam, the Dean forwards the results to Admissions & Records using a credit by exam grade form. A grade of "S" will be submitted for a satisfactorily completed departmental exam.
9. Upon receipt of the grade form, Admissions & Records will notify the student the grade has been received.
10. Credit by departmental exam may not be attempted a second time for the same course.
11. The "S" grade will appear on the transcript in the term following completion of twelve credit hours.

### **Florida State Fire College Course Evaluation**

College of Central Florida has an articulation agreement with the Florida State Fire College for students who seek an associate of science degree in Fire Science Technology from the College of Central Florida. Students seeking credit for courses from the Florida State Fire College must contact the CF Fire Science Advisor for review of courses taken at the Fire College and transcript

evaluation. The Office of Admissions & Records assesses a \$100 per course processing fee prior to the awarding of credit.

Instructions for processing Florida State Fire College course evaluation:

1. Student completes the upper portion of the form (student name, social security number, address, phone, and date).
2. Fire Science Advisor reviews the student request and determines if the official transcript from the Florida State Fire College has been provided.
3. Fire Science Advisor lists each course by prefix number and title indicating the fee to be charged. The processing fee is \$100 per course.
4. Fire Science Advisor signs on the appropriate line indicating *approval* or *disapproval*.
5. Student takes the evaluation form and copies of all backup documentation to the office of the Dean for Public Service & Criminal Justice for signature and approval. Original transcripts and information stay with the Fire Science Advisor.
6. Student takes the form to the Cashier's Office to pay the assessment fee(s).
7. The cashier stamps the form paid indicating the amount paid. Cashier keeps one copy for files and issues one copy to student and returns the original to the Fire Science Advisor.
8. Fire Science Advisor submits the paid form with the official transcript to the Office of Admissions & Records for posting. The original will be kept on file in the Office of Admissions & Records, and a copy will be sent to the Fire Science Advisor.
9. A grade will be entered on the student's academic record based on the grade received for coursework at the Florida State Fire College.

\_\_\_\_\_  
Vice President for Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Procedure for Approval of Out of District Credit Courses and Courses with Domestic and International Travel Components**

**Page 1 of 1**

**Implementing Procedure For Policy # 4.13**

**Date Approved: 01/16/08**

**Division: Instructional Affairs**

1. Credit courses taught out of district must be approved by the Curriculum Committee via the Curriculum approval process.
2. Four months prior to the start of the semester the course will be offered, the instructor must complete an Out-Of-District Instruction Approval form and submit it to the Office for Instruction. Appropriate documentation should accompany the form. This documentation can include brochures, applications, agendas, and/or event descriptions.

If the course will be offered in another Florida college district, the Office for Instruction will notify the college president to send a letter to that college informing them of CF's intent to offer a course in their district. A letter of approval from that college should be attached to the Out-Of-District Instruction Approval form.

3. The Office for Instruction prepares the Board agenda item, and presents it to the District Board of Trustees for approval.
4. Upon Board of Trustees approval, the course may be offered out of district. Advertisements for the course may be published once Board of Trustees approval has been received.

**International Courses**

1. Courses that contain an international component should follow the procedure outlined above.
2. Instructors for these courses should be aware that the college will pay for the cost of instruction, but not faculty travel. The instructor of record is responsible for instruction on and off campus.
3. Students must be enrolled in a course for credit or audit in order to take an accompanying trip. All students enrolled in the course for credit are expected to fulfill all requirements of the course.
4. Students must provide their own health and travel insurance.

\_\_\_\_\_  
Vice President, Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Academic Integrity</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy #4.14</b>
<b>Date Approved: 08/12/05</b> <b>Date Revised: 03/14/08</b> <b>Date Revised: 02/13/13</b>	<b>Division: Academic Affairs</b>

The purpose of this procedure is to define violation(s) of the honor code and outline the process for resolving violation(s) of the Academic Integrity Policy. Violations of the Academic Integrity Policy include, but are not limited to, cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication as related to the academic process. For purposes of this procedure, cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in the Academic Integrity Policy.

**Step One - Determination**

When an instructor believes or receives information that a student has violated the Academic Integrity Policy, the instructor should contact the Chief Student Affairs Officer to determine if this is the student's first violation and whether the student has attended the Academic Integrity Seminar. If the student is a repeat violator, the student may be charged with a violation of the Code of Student Conduct.

**Step Two – First Time Violator**

If student is a first time violator, the instructor should first discuss the matter with the student. The instructor may consult with or invite the participation of the instructor's department chair, program facilitator or dean in the effort to reach resolution with the student. The instructor and student may resolve the problem in a manner acceptable to both. Resolution may include:

- a lower or failing grade in the course;
- a lower or failing grade on the assignment or examination;
- assignment of additional work to provide evidence of the student's academic performance or understanding of the course material; or
- referral to the Academic Integrity Seminar.

If the instructor refers the student to the Academic Integrity Seminar, the instructor shall inform the student that his/her failure to attend the Academic Seminar may result in the assignment of a final course grade of "FF," denoting course failure due to a violation of the college's Academic Integrity policy.

Any agreement involving an academic penalty shall be put in writing signed by both parties, and reported by the instructor to the department chair, program facilitator or dean, Chief Student Affairs Officer, Chief Academic Officer, Vice President/Provost at Citrus Campus, and the Provost at Levy Center if students at either location are involved. A copy of the agreement will be given to the student. The Chief Student Affairs Officer shall maintain a record of the agreement between the instructor and student.

**Step Three – Repeat Violator**

If a student is a repeat violator, fails to attend the Academic Integrity Seminar, or fails to resolve his/her violation with the instructor as outlined in Step Two, the instructor shall refer the student to the Chief Student Affairs Officer for a violation of the college's Code of Student Conduct.

\_\_\_\_\_

Vice President for Academic Affairs

\_\_\_\_\_

Date

\_\_\_\_\_

Approved by President

\_\_\_\_\_

Date

# Academic Integrity Seminar Referral

Before submitting this form, check with the Chief Student Affairs Officer to determine whether the student has previous violations or has attended an Academic Seminar.

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

Student: \_\_\_\_\_ Student #: \_\_\_\_\_

Course No. and Section: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

General nature of suspected infraction (check one):

- Plagiarism
- Cheating on test
- Helping or allowing another student to cheat
- Other \_\_\_\_\_

I agree to attend the Academic Integrity Seminar \_\_\_\_\_

Student's Signature

Send this form (along with the Academic Dishonesty Report form) to the Chief Student Affairs Officer.

Within three working days, the student must contact the Office for Student Affairs (ext. 1391) to find out the date and time of the next seminar. The faculty member should give the student a copy of this form and send all other copies to the Chief Student Affairs Officer.

cc: Student  
Instructor  
Vice President for Student Affairs

# Academic Dishonesty Report

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

Student: \_\_\_\_\_ Student #: \_\_\_\_\_

Course No. and Section: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Please give detailed description of the nature of the suspected infraction. Attach copies of relevant documents (if any).

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## Description of Resolution:

- A lower or failing grade in the course
- A lower or failing grade in the assignment or examination
- Assignment or additional work to provide evidence of the student's academic performance or understanding of course material

\_\_\_\_\_  
Student Signature\*

\_\_\_\_\_  
Faculty Signature

\*Please note if student refuses to sign this document.

Send this form to the Chief Student Affairs Officer.

cc: Student  
Instructor  
Vice President for Student Affairs





<b>Title: Administration of Agency and Trust Accounts</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure</b>
Date Approved: 12/12/2007 Date Revised: 11/30/2010	<b>Division: Administration and Finance</b>

**PURPOSE**

Trust and agency funds are used to account for resources held and administered by the College when it acts in a fiduciary capacity. Trust funds are used to account for assets held by the College in a trustee capacity. Agency funds are utilized to account for assets held by the College as an agent for individuals or other funds.

In accordance with The Accounting Manual for Florida’s Public Community Colleges, this fund is used to account for resources held by the College as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs and temporary revenue/expenditures accounts that serve as clearing accounts for the College.

Transactions of Agency funds represent charges or credits to the individual asset and liability accounts.

Agency accounts are classified into two groups:

Clearing accounts – Temporary accounts to aid the College in distributing income and expenditures between funds.

Organizations – Activities of students, staff, or faculty or other organizations indirectly related to the College.

**PROCEDURE**

1. Agency accounts for the College of Central Florida clubs and organizations are setup as follows:
  - a. The College will assign the department number for funds raised or acquired by the club.
  - b. All clubs and organizations will deposit funds with the College. There shall be no separate bank accounts for them. Examples of clubs that are agency accounts are: Club of Educational Opportunity, Stand-Two, African American Student Union, Health Information Technology Students Club (HITS), and the International Club. Examples of Organizations that are agency accounts are: AFC, Student Nurses Association (SNA), Variations, College Band Trust, Journalism, Drama, and Athletics.
  - c. For expenditures, clubs need to have minutes from a meeting outlining any expenses they wish to incur. The sponsor will request funds through the Request for Check (RK) system through Accounts Payable. The backup documentation must include an invoice and the minutes. The Request for Check (RK) will follow the approval system. The Request for Check (RK) must be approved by the Business Office and a Dean, Vice President, or Provost.

**Administration of Agency and Trust Accounts – Page 2**

- d. Organizations can use the funds to enhance and publicize their organization. They can use funds for the purchase of food, materials, and trips. No grants or scholarships may be issued directly from Fund 6. Funds may be used to subsidize scholarships for student from Fund 5. A transfer of funds to Fund 5 is required and a memo of authorization approved by a Vice President or Provost is required as well and must be sent to the Office of Financial Aid. The processing of scholarships is accomplished by the Financial Aid Office. Scholarships are to assist students with scholastic needs. Scholarships must be originated through Financial Aid.
- e. Fund 6 is also used for a clearing account for payroll, third party bills through the Bursar's office and Public Policy Institute, Alumni Trust, and Senior Institute. Fund 6 cannot be used for salaries.
- f. There will be occasions when specific accounts become inactive or dormant for a number of reasons. For any accounts that are dormant, that is, has no activity, for a period of 24 consecutive months or more, or if the organization has been dissolved, the account will be closed and any balance of funds shall be moved to a designated Student Life account as determined by the Chief Financial Officer.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Collection and Investment of AMA Donations</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy #: N/A</b>
<b>Date Approved: 10/19/05</b> <b>Date Revised: 08/17/07</b> <b>Date Revised: 12/5/07</b> <b>Date Revised: 6/27/11</b>	<b>Division: President</b>

**PURPOSE**

The purpose of this procedure is a) to establish a process for accepting, depositing, and distributing donations made to the Appleton Museum of Art through the College of Central Florida Foundation and; b) to ensure the orderly processing of funds to make operational monies available to the Museum in a timely manner c) and to establish a mechanism for enhancing donations from patrons of the Museum by securing matching funds for endowment through the CF Foundation.

**INTERNAL DONATION ACCEPTANCE AND PROCESSING PROCEDURE**

- Donations to the AMA will be processed at the museum by the Coordinator of Administrative Services.
- Donations to the AMA will be forwarded to the CF Foundation by the museum Coordinator of Administrative Services with a memo noting in which fund each donation shall be deposited.
- Funds donated for a specific purpose, such as support of an exhibition or an educational activity, will be treated by the CF Foundation as funds eligible for state matching appropriations.
- Where checks are written directly to the AMA, the check will be endorsed to CF Foundation.
- Upon request, funds from private or corporate sources, which were given to support a specific event or exhibition, will be transferred from the CF Foundation to the AMA operating fund administered by the College. The transfer will be made within five (5) working days after receipt of the request.
- All other funds will be deposited to the museum's endowments as specified by the donor or recommendation of the Director of the AMA.
- State matching funds will be deposited by the CF Foundation in the Appleton Endowment for Education and Library (New Initiative) or another endowment specified by the College.
- Proceeds from each endowment will flow to the museum on an annual basis by request of the Museum Director in accordance with standard CF Foundation procedures and approval by the College President.
- The Museum Director will write thank you letters to donors acknowledging donations when the donation receipt is made available by the CF Foundation accounting staff. The letters will be sent within five (5) working days of receipt of the CF Foundation

donation receipt. The College President will be notified by the CF Foundation of all donations of \$500 or more.

**DEVELOPMENT COORDINATION**

- AMA development activities will be conducted in cooperation with the CF Foundation to minimize conflicts in fundraising or fundraising activities.
- Scheduled development and fundraising events for the AMA and CF Foundation will avoid conflict as much as possible. Potential conflicts which cannot be resolved by the CF Foundation and the AMA will be referred to the College President.
- Solicitation of major donors will be coordinated between the AMA and the CF Foundation staff. A major donor is defined as a gift of \$10,000 or more.
- AMA donors will be included in the Raiser's Edge database. Information about prospective donors and donations will be shared between the AMA and the CF Foundation. (User and licensing fees to allow the AMA access to the database will be reimbursed to the CF Foundation.)
- Recognition of AMA donors will be done in separate events from recognition of CF Foundation donors. Planning for recognition events will be cooperatively scheduled to avoid conflicts in scheduling.
- The CF Foundation will reimburse CF for institutional advancement at the museum. The amount of this support will be 50% of the reinvestment fee on the Appleton endowments unless a different reimbursement amount is agreed to by the College and the CF Foundation. The amount agreed to will be paid to the College by the CF Foundation in two equal semi-annual installments in January and July.

These procedures shall be reviewed on an annual basis. Modification shall be by mutual agreement between the College and the CF Foundation.

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

<b>Title: Construction Management Selection Process</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For F.S. 1013.45</b>
<b>Date Approved: 09/11/02</b>	<b>Division: Administration and Finance/Facilities</b>

### **Section I – General**

As a state agency, the College administration is required to develop procedures for Construction Manager selection.

### **Section II – Selection Committee and Request for Proposal**

When the Office of Administration and Finance is ready to select a Construction Manager for an individual project, or to provide services under a continuing contract, the President or his designee appoints a selection committee.

The committee discusses the requirements of the project and determines any selection criteria to be used. The Office of Administration and Finance develops a Request for Proposal (See Sample 1). The Office directly solicits Construction Managers from a list. The list is established and updated by adding firms to the list that contact the College with interest in design projects. Construction Management firms are removed from the list if a) the RFP is undeliverable when sent, b) a firm notifies the College that they are no longer interested in design projects, or c) a firm is non-responsive to three RFPs.

The Request for Proposal is mailed to firms on this list, and firms are required to submit six (6) bound copies of the response, including a cover letter requesting consideration for the project. Proposals must be received by the date and time specified in the Request for Proposal.

### **Section III – Review and Development of Shortlist**

After receipt of the submittals, the selection committee convenes, and, based on the selection criteria, develops a shortlist of no less than three firms (See Sample 4).

Each shortlisted firm is notified in writing of the date, time, and procedure to follow for their interview (See Sample 2). Each firm not shortlisted is also notified in writing (See Sample 3).

Following the interview the Committee totals the points for each applicant interviewed and develops the recommended ranking (See Sample 4).

### **Section IV – Committee Recommendation**

The Committee ranks the interviewed applicants and recommends the ranking. In the event of a tie, a majority vote of the Committee to determine the recommended applicant prevails. The Committee shall not divulge its recommendation to anyone prior to the approval of the Committee's recommendation

through the President to the Board of Trustees as an agenda item. Documents related to the selection are “working documents” under the Public Records law until the recommendation has been presented to the District Board of Trustees. The Office of Administration and Finance prepares the agenda item for the next board meeting.

**Section V – Notification of Interviewed Firms**

The Office of Administration and Finance notifies each firm in writing of the selection committee’s recommendation to the District Board of Trustees. A copy of this notification is also sent to the Facilities Office (See Sample 5).

\_\_\_\_\_

Vice President, Administration and Finance

\_\_\_\_\_

Date

\_\_\_\_\_

Approved by President

\_\_\_\_\_

Date

# Sample 1

Date

(“NAME OF PROJECT”)  
(NAME OF CAMPUS)

## REQUEST FOR PROPOSALS — CONSTRUCTION MANAGEMENT

College of Central Florida (CF) is preparing to construct a new facility on the **(name of campus)**. The College will be using a construction management approach for this project.

Attached is CF’s Request for Proposals for Construction Management -Negotiated Fee — Guaranteed Maximum Price (GMP). This document contains information necessary to submit a proposal on behalf of your firm.

If you need additional information about this Request for Proposal, please call the Senior Vice President at (352) 873-5823.

/s/ \_\_\_\_\_

President  
District Board of Trustees  
College of Central Florida

## COLLEGE of CENTRAL FLORIDA

### REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT NEGOTIATED FEE — GUARANTEED MAXIMUM PRICE (GMP)

#### GENERAL INFORMATION

College of Central Florida (CF) is requesting proposals for the services of a firm to act as the **CONSTRUCTION MANAGER — NEGOTIATED FEE — GUARANTEED MAXIMUM PRICE** for a new facility to be built on the (**campus location**). This facility will be named the “(**name**).”

#### PROJECT DESCRIPTION

The project will total approximately (**number**) gross square feet. The component spaces will include (**description**). The anticipated budget for construction is (**number**) million. The target date for completion of the project is (**date**). (**Name of firm**) is the architectural firm heading the design professional team for this project. Once selected, the construction management firm will become part of the team to assist in decision-making along with the design professionals and College representatives.

#### SUBMITTAL PACKAGE

##### *General Instructions*

1. The response should be submitted in a sealed envelope addressed to:  
Senior Vice President, Administration and Finance  
College of Central Florida  
3001 SW College Road  
Ocala, Florida 34474  
  
NOTE: Physical address — 3001 SW College Road, Ocala, FL 34474
2. The response should be clearly marked “CONSTRUCTION MANAGEMENT PROPOSAL — “(**NAME**) — (**CAMPUS**)”
3. Submit six (6) complete, bound copies of the response on or before the due date.
4. Submittal must include a letter of interest stating the firm’s desire to be considered for the project. An authorized representative of the firm must manually sign the original copy of the letter.
5. The response is due at the address in item 1 no later than (**time**) and (**date**). Responses received after the scheduled receipt time will be marked “TOO LATE” and will be returned unopened to the firm.
6. Any questions concerning the request for qualifications should be directed to the Senior Vice President, Administration and Finance.
7. College of Central Florida is not liable for any costs incurred as part of the submission process by firms submitting proposals.
8. Firms responding to this RFP must be available for interviews with the Selection Committee.
9. The contents of the proposal of the successful firm will become part of the contractual obligations.



10. Proposals should respond to each item noted in paragraphs A – K, in the order noted, under the heading “*Required Submittals Which Will Be Used to Compare and Evaluate Firms.*” Identify responses with same paragraph notation as this RFP.
11. Proposals must be typed or printed. All corrections made by the proposer prior to the opening must be initialed and dated by the proposer. No changes or corrections will be allowed after proposals are opened.

**Required Submittals Which Will Be Used To Compare and Evaluate Firms**

The firm should respond to each item in this section. The responses should be clear and complete to assist the Selection Committee in selecting a short list for interviews. Label each section of the response with the letter or number of the item to which the response speaks.

**A. Business Structure**

Is the response submitted by a Corporation, Joint Venture, Partnership or other arrangement? Include documentation of incorporation by the Secretary of State and current Florida Professional Registration Certificate for general contractor certification.

**B. Financial Statement and Related Information**

This statement will be an audited report with comments and not older than one (1) year. If the most current report has not yet been audited, the previous audited report with comment shall accompany the most recent financial statement. Only one copy of the financial statement is required in the submittal. The financial statement should be submitted in a separate sealed envelope, clearly labeled with the firm name, the statement “Financial Statement” and the name of the project.

The financial statement should be accompanied by a summary prepared by the firm. The summary should indicate that sufficient resources and necessary working capital are available to assure financial stability through to the completion of the project. The statement of financial capability should also include the bonding capacity of the firm. (The firm will be required to bond on GMP.)

The financial statements and audits will be returned to the firms not selected to provide the services described in this RFP.

**C. Firm Stability**

Number of years in business under the current name and former names used by this firm with the length of time the company was known by each of those names.

Names of principals or, in the case of publicly held firms, the names of the CEO, COO and CFO and length of service for each named principal or officer.

#### **D. Legal Information**

Describe and explain any litigation, major disputes leading to arbitration, and/or contract defaults or liens placed against the firm (or its legal predecessors) in the past 10 years. In the case of a joint venture, provide the same information for each firm.

#### **E. Total Staff and Experience Profile**

Show the total number of staff in each of the various skill areas assigned to the office that will have direct responsibility for this project. Also, show a composite list showing the same information for all offices in Florida and/or the United States. This item is used to compare the relative sizes of firms, including management, technical, and support staff. This item expresses the general and specific project related capability of the in-house staff and indicates the depth and abilities of the organization which it can draw upon as needed.

Give brief resume of key persons to be assigned to the project including, but not limited to:

- 1) Name and title
- 2) Job assignment for other projects
- 3) Percentage of time to be assigned full time to this project
- 4) Number of years with this firm
- 5) Number of years with other firms
- 6) Experience
  - a) Types of projects
  - b) Size of projects (dollar value & SF of project)
  - c) Specific individual involvement with the project
- 7) Education
- 8) Active registration
- 9) Other experience and qualifications that are relevant to this project
- 10) Note which projects were fast tracked

In addition to listing the firm's staff and providing resumes for key employees, describe in narrative form the capabilities of the firm's staff to provide the following technical services and indicate whether those services will be provided by employees or contracted to others:

- 11) Options analysis
- 12) Design review
- 13) Budget estimating
- 14) Value Engineering
- 15) Life cycle cost analysis
- 16) Construction scheduling
- 17) Quality control (Design & Construction)
- 18) Constructability analysis
- 19) Cost control
- 20) Change Order negotiation
- 21) Claims management
- 22) Project closeout
- 23) Transition planning
- 24) Security systems

**F. Total Technical Staff**

Show the total number of technical staff in each of the various skill areas assigned to the office that will have direct responsibility for this project. Also, show a composite list showing the same information for all offices in Florida and/or the United States. This will allow comparison of the technical capability of the applicants. Technical staff shall be those persons proposed to be associated with the implementation of this project: project managers, engineers, supervisors, estimators, etc.

For each member of the technical staff to be assigned to on-site supervision or direct responsibility for this project, provide a resume that includes the following information:

- 1) Name and title
- 2) Job assignment for other projects
- 3) Percentage of time to be assigned full time to this project
- 4) Number of years with this firm
- 5) Number of years with other firms
- 6) Experience
  - a) Types of projects
  - b) Size of projects (dollar value and SF of project)
  - c) Individual's specific involvement with the projects
- 7) Education
- 8) Active registration (P.E., G.C., etc)
- 9) Other experience and qualifications that are relevant to this project
- 10) Note which projects were fast tracked

**G. Project Organization**

Show the organizational chart as it relates to the project indicating key personnel and their relationship to the project. It should be understood that it is the intent of the College of Central Florida to insist that those indicated as the project team in this RFP response actually execute the project.

Show in chart format the specific staff members to be assigned responsibilities and the appropriate number of days to be provided by each staff member.

If a joint venture or prime/subcontractor arrangement of two firms, indicate how the work will be distributed between the partners.

Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.

**H. Distance from the Site**

The location, in miles, of the proposed operating office to the project site.

## **I. Related Building Experience**

Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity to this project.

From the applicant's response to the RFP, the Selection Committee will objectively evaluate the firm's abilities in accordance with those criteria shown in the list below. Firms should list no more than five (5) projects, and the list should not include projects that were completed five (5) or more years ago. The list should reflect those projects which best illustrate the experience of the firm and the experience of current staff which would be assigned to this project.

- 1) Name and location of the project
- 2) The nature of the firm's responsibility on this project
- 3) Project owner's representative name, address and phone number
- 4) Date project was completed or anticipated completion date
- 5) Size of project (gross SF of construction)
- 6) Cost of project (construction cost)
- 7) Length of time required for completion of project
- 8) Firm's adherence to time deadlines and budget restrictions
- 9) Work for which the staff of the firm responding to the RFP was directly responsible
- 10) Present status of this project
- 11) Project Manager and other key professionals involved on listed project and members of that staff that would be assigned to this project

## **J. Scheduling and Cost Control**

The firm's scheduling system and cost control system should be described. Methods for assuring subcontractors adherence to schedule should be highlighted. A comparison of the firm's project profile should indicate their ability to hold to original schedules and budgets.

- 1) Indicate whether the firm uses and provides computer-generated schedules for management of construction.
- 2) Indicate the level of detail necessary to define a construction schedule. Describe process used to schedule the submittal and approval of shop drawings.
- 3) Describe how subcontractors' schedule information is coordinated in the master schedule.
- 4) Describe processes used for handling crew loading and coordinated construction scheduling.
- 5) Describe the firm's experience in cost loading schedules.  
Attach a sample schedule which best illustrates the firm's overall scheduling capabilities.

## **K. Information System**

Describe the functions and capability of your computer-based project management and information system.

## **INITIAL SCREENING OF RESPONSES (100 POINTS TOTAL)**

The responses to the Request for Proposals will be evaluated according to the following point scale. Points listed for each item are the maximum that will be given for that item.

- General business information including the structure, stability, and legal information (10 points);
- Related building experience (20 points);
- Financial capability (15 points);
- Scheduling and cost control (10 points);
- Office and support staff (10 points);
- On-site staff (20 points);
- Project organization (10 points);
- Information system (3 points); and
- Distance to site (2 points).

## **INTERVIEWS (100 POINTS TOTAL)**

After the firms have been evaluated based on their written applications, the three (3) firms with the highest scores will be more closely considered through a formal presentation of their approach to perform this particular project. Time will be allowed for questions and answers after the presentation. During the interview phase, the selected firms will be rated on the following:

### **A. References (10 points):**

The recommendations of owners and design professionals on previous projects

### **B. Knowledge of the Site and Local Conditions (10 points):**

The firms should demonstrate their knowledge of the site, local codes and ordinances, local subcontractors and suppliers as an indication of their ability to deliver quality workmanship in an effective and timely manner.

### **C. Proposed Project Staff and Functions (20 points):**

The firms should name the actual staff to be assigned to this project, describe their ability and experience and portray the function of each within their organization and their proposed role on this project. The key staff members should be present at the interview.

### **D. Minority Business Utilization Plan (2 points):**

The firms should demonstrate their approach in obtaining participation of the College of Central Florida Certified Minority Business Enterprises on this project.

**E. Bond Capacity (3 points):**

The firms should provide information with regard to their capacity to bond the project. The firms should include a letter of intent from their bonding company which outlines their bonding capacity.

**F. Insurance Program (5 points):**

The firms should provide information about the following insurance coverages: Worker's Compensation, Comprehensive General Liability, Comprehensive Automobile Liability, Excess Liability, Protective Liability, XCU (Explosion, Collapse, Underground Damage), Broad Form Property Damage, Products and Completed Operations, Contractual Liability, and Builder's Risk.

**G. Overall Approach and Methodology (20 points):**

The firms should demonstrate verbally and/or graphically their plan for performing this project, documenting the services to be provided, and showing the interrelationship of all parties.

**H. Cost Control/Value Engineering (10 points):**

As part of its services, the firms should indicate knowledge and experience in the evaluation of building systems, construction techniques, and the recommendations of materials to create an optimum value in meeting the design requirements.

**I. Scheduling this Project (20 points):**

As a part of the project approach, the applicants should propose a scheduling methodology for effectively managing and executing the work in the optimum time. The firms should indicate their procedure for scheduling and for compliance controls. The firms should describe any representative current projects and the projected, versus the actual, schedule of each.

**COLLEGE OF CENTRAL FLORIDA MBE POLICY:**

College of Central Florida has an established Minority Business Enterprise (MBE) participation policy for all procurement activity and contracts for goods and services. This policy insures that certified or certifiable Minority Business Enterprises shall be afforded the opportunity to participate in all contracting activities to the greatest extent feasible.

The firm that is selected to provide these construction services must assure CF that it has adhered to this policy and will be required to document efforts made to enlist qualified and certified Minority Business Enterprises participation.

Any questions regarding compliance to this policy should be directed to CF's Purchasing Department at (352) 854-2322, extension 1227.

**GENERAL TERMS AND CONDITIONS:**

College of Central Florida reserves the right to accept or reject any proposal in the best interest of the College.

College of Central Florida reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed fifteen (15) days or if an acceptable fee cannot be negotiated.

**SELECTION PROCESS:**

- A. A selection committee, appointed by the President, will review all proposals received on time, and determine the three (3) firms with the highest score using the selection criteria established for the project.
- B. The selection committee will interview the three (3) highest scoring firms and will establish ratings for each firm in accordance with the scoring criteria established for the project.
- C. The Senior Vice President, Administration and Finance will coordinate the process and will forward the recommendation of the selection committee to the District Board of Trustees for approval.
- D. The contract for the management, overhead, and profit fee will be negotiated with the firm ranked highest by CF and approved by the District Board of Trustees.

## SAMPLE 2

(Date)

«TITLE» «FIRSTNAME» «LastNAME»  
«POSITION»  
«COMPANY»  
«CITY\_», «State» «ZIP»

Dear «TITLE» «LastNAME»:

On behalf of the College of Central Florida, thank you for submitting your proposal for construction management services for the **(name of campus)** Campus “**(name of project)**” Project. As you were informed by phone, your firm was one of those selected for interview. The interview for your firm is at «TIME» on **(date)**, in the boardroom of the Founders Hall Building. Due to time constraints, the committee suggests you consider limiting the number of representatives attending the presentation for your firm.

The following format will be used in conducting the interview. Interviews will be limited to a maximum of 50 minutes. The first thirty minutes of the interview will be available to you for introductions and a formal presentation. The formal presentation may include audio-visual materials (charts, slides, video, or similar material). Please furnish all devices and equipment needed in your presentation. (Setup time is limited to two or three minutes before the beginning of the interview as we are scheduling interviews on an hourly basis, back to back.)

Fifteen minutes of the interview period is reserved for questions by the College's interview team. The last five minutes of each interview is available to you and your team for closing statements, final presentations, and wrap-up.

Each firm may send a formal brochure with pictures and other support material to supplement the proposal information already submitted or may distribute additional materials at the interview to committee members. There will be at least **(insert number)** committee members at the interview.

Following the interviews, the committee will meet to discuss the ranking of firms. If possible, a recommendation by the committee will be presented to the District Board of Trustees on **(date)**. The ranking will be available after that date. We will also notify each firm, both by phone and in writing, of the final recommendation of the committee and action of the Board. The District Board of Trustees will be asked at that time to authorize negotiations with the ranked firms as provided under Florida Statutes.

Please feel free to call me at 352-873-5823 if you want to discuss the interview. We look forward to seeing you on **(date)**.

Sincerely,

Senior Vice President, Administration and Finance

c: Chair, District Board of Trustees  
President  
Selection Committee Members



### SAMPLE 3

Date

«TITLE» «FIRSTNAME» «LASTNAME»  
«POSITION»  
«COMPANY»  
«CITY», «ST» «ZIP»

Dear «TITLE» «LASTNAME»:

Thank you for submitting your proposal for the College of Central Florida's **(name of project)**. The shortlist for this project includes the following firms **(names of firms provided as necessary)**:

- **(Name of firm)**
- **(Name of firm)**
- **(Name of firm)**

We appreciate your expressed interest in working with the College. Please be assured we will keep your name on file for subsequent projects.

In order for us to maintain a current mailing list of firms interested in future construction management projects for the College, please notify us of any change in your address. We appreciate your assistance with this request.

Sincerely,

Senior Vice President, Administration and Finance

**SAMPLE 4**

**COLLEGE OF CENTRAL FLORIDA  
CONSTRUCTION MANAGEMENT RATING SHEET**

Name of Firm:		
Date:	Start Time:	End Time:
Signature of Rater:		

INSTRUCTIONS: Rate the information in each of the following sections. NOTE: The total number of points that may be awarded are indicated in parentheses.

<b>EVALUATION OF WRITTEN APPLICATION</b>		
<b>Item</b>		<b>Score</b>
1.	General business information including the structure, stability, and legal information <b>(10 points)</b>	
2.	Related building experience <b>(20 points)</b>	
3.	Financial capability <b>(15 points)</b> ( <i>CFO to assign</i> )	
4.	Scheduling and cost control <b>(10 points)</b>	
5.	Office and support staff <b>(10 points)</b>	
6.	On-site staff <b>(20 points)</b>	
7.	Project organization <b>(10 points)</b>	
8.	Information system <b>(3 points)</b>	
9.	Distance from supervising office to site <b>(2 points)</b>	
<b>Total Points for Section 1</b>		

<b>EVALUATION OF FORMAL PRESENTATION</b>		
<b>Item</b>		<b>Score</b>
1.	References <b>(10 points)</b>	
2.	Knowledge of site and local conditions <b>(10 points)</b>	
3.	Proposed project staff and functions <b>(20 points)</b>	
4.	Minority business utilization plan or process <b>(2 points)</b>	
5.	Bond capacity <b>(3 points)</b>	
6.	Insurance program <b>(5 points)</b>	
7.	Overall approach and methodology <b>(20 points)</b>	
8.	Cost control/Value engineering <b>(10 points)</b>	
9.	Scheduling this project <b>(20 points)</b>	
<b>Total Points for Section 2</b>		
<b>TOTAL OVERALL POINTS AWARDED FIRM</b>		

## SAMPLE 5

Date

«Title» «FirstName» «LastName»  
«JobTitle»  
«Company»  
«Address1»  
«City» «State» «PostalCode»

Dear «Title» «LastName»:

On behalf of the selection committee, I would like to thank you for an informative presentation. We are recommending that the District Board of Trustees authorize the committee to negotiate with the construction management team of **(name of firm)** to provide services for the College of Central Florida's **(name of project)**.

Your time and effort involved in submitting your proposal and preparing your presentation for this project is appreciated. If the negotiation process does not result in a contract between the College and **(name of selected firm)**, the committee will consider the next-ranked proposal. Also, please be assured we will keep your name on file for subsequent projects. Again, thank you.

Sincerely,

Senior Vice President, Administration and Finance

c: Facilities Office



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Insurance Requirements for Professional Services**

**Page: 1 of 4**

**Implementing Procedure For Policy: N/A**

**Date Approved: 10/05/08**  
**Revision: 04/12/10**

**Division: Administration and Finance**

**I. PURPOSE:**

The purpose of this procedure is to provide the means for contracting for professional services in compliance with the Consultants' Competitive Negotiation Act, F.S. 287.055.

**II. PROCEDURE:**

The College must employ the services of a registered architect (per F.S. 1013.45) for any project, except for minor renovation projects where the construction cost is less than \$50,000.

This procedure will be followed when contracting for the professional services of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by laws of the state, when professional services are required for a project in which the basic construction cost is estimated to exceed \$250,000, or for a planning or study activity when the fee for professional services exceeds \$25,000 (F.S. 287.017, F.S. 287.05589(3)(a)).

A "continuing contract" for professional services as defined in F.S. 287.055(2)(g) is one that is entered into between an agency and a firm whereby the firm provides professional services to the agency for projects in which construction costs do not exceed \$1 million, for study activity when the fee for such professional service does not exceed \$50,000, or for work of a specified nature as outlined in the contract required by the agency, with no time limitation except that the contract must provide a termination clause

**III. FOR THE SELECTION OF ARCHITECTS/CONSULTANTS, THE FOLLOWING STEPS WILL BE**

**FOLLOWED:**

**A. Public Announcement of the Project**

1. The Director of Purchasing will advertise the project and will set forth in the media a general description of the work to be done and services to be rendered. The advertisement for services must be published in at least two newspapers, with one being local, for a minimum of three (3) weeks.

**B. Insurance Requirements**

1. All insurance documents are to be submitted to the Director of Purchasing for compliance.
2. All professional firms selected by the Board pursuant to the Consultants' Competitive Negotiations Act, F.S. 287.055, will carry and maintain during the

period they are performing such services, and thereafter as referenced below, as a minimum, the following insurance coverages and limits:

- a) Professional Liability Insurance in limits not less than One Million Dollars (\$1,000,000) per occurrence, covering errors, omissions or negligent acts, with a per occurrence deductible not to exceed Fifty Thousand Dollars (\$50,000). Such coverage will be maintained for a period of three (3) years after the date of final payment to the architect or engineer.
- b) Commercial Comprehensive Liability Insurance (including Blanket Contractual Liability and Completed Operations, Explosion, Collapse and Underground Hazards) in limits of not less than One Million Dollars (1,000,000) per occurrence, with no deductible, covering personal injury, bodily injury, and property damage. The Board will be named as additional insured on the policy.
- c) Comprehensive Automobile Liability Insurance (including owned and non-owned vehicles, if any) in limits of not less than Five Hundred Thousand Dollars (\$500,000) per occurrence, covering personal injury, bodily injury, and property damage.
- d) Workers' Compensation Insurance in compliance with F.S. 440, with unlimited employer's liability coverage.
- e) Valuable papers and records insurance in an amount of not less than Twenty-Five Thousand Dollars (\$25,000) per occurrence, with no deductible, to assure the substantial restoration of any plans, drawings, or other similar data related to the architect's or engineer's services which are in the care, custody, or control of the architect or engineer.
- f) Certificates evidencing that all of the above insurance coverages and limits are in force will be furnished to the Board before any services are performed, at all renewal times, and will require written notification to the Board at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification.
- g) All insurance will be with insurers authorized to do business in Florida and all non-self insured companies will be rated at least a VI by Best's Key Rating Guide.
- h) If the architect or engineer should fail to provide or otherwise maintain the required insurance coverages and limits, the Board may purchase the insurance and hold the architect or engineer responsible for the cost thereof.

IV. FOR THE SELECTION OF CONSTRUCTION MANAGER FIRMS, THE FOLLOWING STEPS WILL BE FOLLOWED:

A. Public Announcement of the Project

1. The Director of Purchasing will advertise the project and will set forth in the media a general description of the work to be done and services to be rendered. The advertisement for services must be published in at least two newspapers with one being local for a minimum of three (3) weeks.

B. Insurance Requirements

1. All insurance documents are to be submitted to the Director of Purchasing for compliance.
2. All professional firms selected by the Board pursuant to the Consultants' Competitive Negotiations Act, F.S. 287.055, for a construction project with an estimated construction cost exceeding Two Hundred Fifty Thousand Dollars

(\$250,000) or a planning activity exceeding a Twenty-Five Thousand Dollar (\$25,000) fee, will carry and maintain during the period they are performing such services, and thereafter as referenced below, as a minimum, the following insurance coverage and limits:

- a. Commercial General Liability – This policy must be on an occurrence basis, with coverage to include explosion, collapse and underground hazards (XCU). Claims made forms are not acceptable.

\$1,000,000	Each Occurrence
\$ 100,000	Fire Damage (Any One Fire)
\$ 5,000	Medical Payments (Any One Person)
\$1,000,000	Personal & ADV Injury
\$2,000,000	General Aggregate
\$2,000,000	Products – Comp/OP Aggregate

- b. Comprehensive Automobile Liability Insurance (including hired and non-owned vehicles, if any) in limits of One Million Dollars (\$1,000,000) combined. Single Limit each accident.
- c. Excess Liability or Umbrella
  - I. \$1,000,000
  - II. All policies should be Occurrence Form only.
  - III. The policy number will be provided on all certificates.
  - IV. General Aggregate Limits apply per project.
- d. Workers' Compensation Insurance in compliance statutory limits, (F.S. 440), with Employer's Liability – Five Hundred Thousand (\$500,000) each accident, Five Hundred Thousand (\$500,000) Disease, each employee, - Five Hundred Thousand (\$500,000) Disease, policy limit.
- e. Waiver of Subrogation Endorsement – Include "Waiver of Subrogation applies".
- f. Owner's and Contractor's Protective Liability Insurance in an amount not less than Five Million Dollars (\$5,000,000), with no deductible, covering personal injury, death, sickness or disease, bodily injury and property damage, including loss of use. The Owner will be named insured under this policy.
- g. Public Construction Bond in compliance with F.S. 255.05 (or a performance bond and a labor and material payment bond, in compliance with F.S. 255.05), guaranteeing that the construction management firm will perform its obligations under the contract, and will pay for all labor and materials furnished for the work. Such bond will be:
  - I. Issued in a form and by a surety reasonably acceptable to Owner with a minimum rating by the most recent Best's Rating Classification of Class IV for contract sums less than \$1,000,000; Class VI for contract sums more than \$1,000,000 and less than \$2,000,000; and Class VII for contract sums in excess of \$2,000,000.
  - II. Submitted to Owner for approval as to form.
  - III. Name the Owner as obligee.

- IV. Will be in an amount equal to at least 100% of the contract sum (as the same may be adjusted from time to time pursuant to the contract
- V. Contain a specific provision holding the surety liable for any consequential delay damages, liquidated or unliquidated, caused by the construction management firm's breach under the contract. The construction management firm will deliver the executed approved bonds to the Owner contemporaneous with the execution of the agreement. Notwithstanding any provision of Florida statutes or language of the bond, the Statute of Limitations for actions against the surety due to the alleged nonperformance (other than the delivery of labor or materials) of the construction management firm will be the same length of period as the Statute of Limitations for actions against the construction management firm.
- h. Certificates evidencing that all of the above insurance coverage and limits are in force will be furnished to the Board before any services are performed, at all renewals times and will require written notification to the Board at least thirty (30) calendar days prior to any cancellation, termination, non-renewal, or modification. The words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any given any kind upon the company, its agent or representative" shall be omitted or lined out on the Certificate.
- i. All insurance will be with insurers authorized to do business in Florida and all non-self insured companies will be rated at least A – X by Best's Key Rating Guide.
- j. If the construction manager should fail to provide or otherwise maintain the required insurance coverage and limits, the Board may purchase the insurance and hold the construction manager responsible for the cost thereof

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



COLLEGE of  
CENTRAL  
FLORIDA

COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

<b>Title: Procurement Card (Visa Purchasing Card)</b>	
<b>Page 1 of 7</b>	<b>Implementing Procedure For Policy # N/A</b>
<b>Date Approved: 02/05/2007</b>	<b>Division: Administration and Finance/Purchasing</b>
<b>Date Updated: 08/06/2010</b>	
<b>Date Updated: 02/18/2011</b>	

### **Section I – General**

A purchasing card is a state contract **VISA Card**, issued by SunTrust Bank, Member FDIC, with special electronic controls, to be used only for purchases of goods and services for official college business. The purpose for implementing the purchasing card procedures is to streamline the college's procurement and payment processes by delegating the authority and responsibility to make certain purchases directly to the cardholder.

This program will allow the cardholder to purchase approved commodities and services directly from vendors. Each **purchasing card** is issued to a named individual, and College of Central Florida is clearly shown on the card as the governmental buyer of goods and services. Purchases can either be picked up or delivered to the receiving department at College of Central Florida. The purchasing card is intended to complement the purchase order process and **not** replace it. The greatest benefit to the purchasing card is eliminating the need for a majority (but not all) of the blanket purchase orders issued by departments.

Authorized Department Official's may recommend a purchasing card be issued to an employee. The employee must complete a *Purchasing Card Request* form, located on the College of Central Florida intranet. This application must be approved by the appropriate Vice President and Senior Vice President. Once approved, the cardholder must attend training for the Enterprise Spend Platform from SunTrust and sign the cardholder agreement.

### **Section II - Purpose**

The purchasing card system was implemented to:

- Permit departments to accelerate the ordering, receiving and payment process by allowing the department to purchase goods without the use of the standard requisition/purchase order method,
- Support the elimination of most blanket purchase orders,
- Provide greater purchasing flexibility and empower employees to manage expenditures,
- Allow departments to purchase those items from vendors who do not accept purchase orders (within established limits),
- Reduce the need to use petty cash,
- Reduce paperwork,
- Shorten the cycle time for ordering and receiving orders,
- Provide immediate payment to vendors and consolidate billing to one invoice per month,
- Improve accountability and control of small dollar purchases through training and the cardholder agreement. In addition, better controls are established when limits are placed



on the dollar amounts as well as on the kinds of items that can be purchased with the card.

### **Section III – Procedures**

The **program administrator and/or business department personnel** will:

- Assume overall responsibility for administering the purchasing card program,
- Inform budget supervisors and the appropriate vice president's when situations arise involving improper use of the purchasing card,
- Recommend to the appropriate vice president's the revocation of the purchasing authority and purchasing card use by employees who fail to follow established purchasing card procedures,
- Ensure coordination of the program with budget supervisors, the purchasing agent, and the financial services office to include training,
- Establish internal control and billing statement review and approval procedures with budget supervisors and appropriate personnel,
- Setup security for each purchasing cardholder per approved application,
- For deactivating a purchasing card the department approving official will personally bring the card to the purchasing department,

The ***purchasing department*** will:

- Assist in providing college-wide training on the use of the purchasing card and in obtaining the signed cardholder agreement
- Monitor the vendors used.
- Monitor products purchased and evaluate future requirements to use in establishing future contracts for purchase.
- Monitor the use of vendors **not** approved for specific purchases.
- Monitor purchasing card purchases and advise budget supervisors, administrators and Vice-President's if transactions appear to be in violation of purchasing procedures,
- Review departmental purchasing methods to ensure that appropriate purchasing practices are being followed.
- Retrieve canceled cards from employees, including cards from employees no longer working for the department,

The ***business office staff*** will:

- Review purchasing card expenditures, to ensure that purchased goods are necessary, for official use, and that purchases are in compliance with established policies and procedures,
- Resolve issues related to questionable or inappropriate purchases as it relates to the above.
- Ensure that the cardholder receives the goods prior to payment,
- Request purchasing cards for appropriate personnel within the department
- Monitor resolution of disputed purchase, credit, or billing errors.

The ***cardholder*** will:

- Comply with the procedures set forth in this purchasing manual.

- Deal directly with the vendor to authorize and obtain the materials and supplies and certify receipt. Be responsible for all actions related to the successful completion of the order.
- Make only authorized purchases. Unauthorized purchases or careless use of the credit card may cause the cardholder to be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the bank in connection with the misuse of the card. Also, the cardholder may be subject to disciplinary action.
- Forward a monthly purchasing card log of all purchases, receipts and statements to the appropriate Senior/Vice-President for approval, and then to accounts payable for processing by the 15<sup>th</sup> of the statement month.
- Resolve the disputed purchases, credits or billing errors. Disputes or errors that cannot be resolved will be referred to the purchasing agent or Director of Purchasing.
- Provide any information necessary to minimize the liability for a lost or stolen card.

### **Issuance of the purchasing card**

- All requests for purchasing cards will be made by the authorized department official via the Purchasing Card Request Form located on the College of Central Florida intranet and forwarded to the appropriate Vice President for approval.
- Forward application to the purchasing agent or Director of Purchasing for processing.
- The purchasing card will have the employee's name, the college's name and logo, the tax-exempt certificate number, and the expiration date embossed on the face of the card.
- Once the purchasing card is received at College of Central Florida, the cardholder will be required to attend a training session on the use of the card. After training, the cardholder will be required to sign a cardholder agreement and will be given the purchasing card, a copy of the purchasing card procedures, a Consumer's Certificate of Exemption, and a copy of the cardholder agreement.
- Any employees approved for a transaction limit that exceeds Category 1 (F.S. 287.017) shall complete and file a Statement of Financial Interest (F.S. 112.3145 (3) (a) 1 or (b) 1.

### **Changes to the purchasing card**

Changes to the card must be submitted to the purchasing agent or Director of Purchasing with the approval of the appropriate Vice-President or Senior Vice-President using the Purchasing Card Request form for revisions.

### ***Training***

All cardholders will be briefed on information that covers policies and procedures for use of the purchase card, ordering and payment processing, purchasing card security, and the terms and conditions of the cardholder agreement before receiving the card.

### ***Travel***

The cardholder may contact a travel agency recommended by the college or make travel arrangements directly online through the Internet. If purchasing airline tickets, making hotel reservations, or paying for registration through the Internet print a copy of the items and attach it to the Purchasing Log that is submitted to accounts payable monthly. The purchasing card should **not** be used for personal travel under any circumstances.

- All travel shall comply with the college travel policy. Prior approval of travel should be obtained in advance of making reservations, paying for registrations, or paying for airline travel.

### ***Purchasing card security***

**The named cardholder is the only person authorized to use the purchasing card.**

**To prevent against theft or fraudulent use: The cardholder is responsible for keeping the purchasing card in a safe, secure place at all times and taking necessary precautions to prevent the account number from being stolen or used by others. Employees should not give their card information to other employees to use for purchases.**

### ***Lost or stolen cards***

The cardholder must immediately notify the college's purchasing agent or program administrator of a lost or stolen purchasing card. The appropriate department supervisor should also be notified as soon as possible.

The cardholder will submit a written report to the program administrator within two (2) business days of the incident. The report shall include:

- Purchasing card number,
- Cardholder and department name,
- Date and location of loss,
- Date and time the issuing institution was notified,
- Purchases made the day the card was lost/stolen or last used,
- Any other comments or descriptions.

### ***Replacement Card***

To obtain a replacement card, the employee will complete a new application for purchasing card, attend training and sign a new cardholder agreement. If the original card is found after it has been replaced, the employee will send it to the program administrator for it to be destroyed. The Purchasing Department will request a new card for the employee via SunTrust's Enterprise Spend Platform (ESP).

### ***Vendor Notification of Lost, Stolen, or Canceled Cards***

Vendors who have the cardholder's card number on file (such as subscription(s), mail order(s), and telephone order(s) should be contacted to ensure that they update their records to reflect that a card was lost, stolen or canceled and the account number on file is destroyed. All contact with the vendor should be documented, in writing, and shall be sent to the purchasing agent or the Director of Purchasing.

### ***Termination, Retirement or Resignation of Cardholder***

When an employee ends employment with College of Central Florida, or fails to follow purchasing card procedures, the employee shall surrender their purchasing card to either the purchasing agent or Director of Purchasing who will then destroy the card. Confirmation will be shown in the Audit Report of ESP.

### ***Authorized Use of the Card***

The purchasing card may only be used by the employee whose name is embossed on the purchasing card. No other person is authorized to use the card. Use of the card will be limited to commodities that are pre-authorized for purchase and with vendors that accept VISA cards. The purchasing card cannot be used for any personal use. Any such use will require immediate reimbursement and could result in disciplinary action up to and including dismissal.

### ***Ordering Procedures***

The cardholder may initiate college-related purchases for his/her designated department. The card may only be used for authorized commodities and services. A list of vendors is available in Jenzabar. Purchasing card transactions will be limited to pre-established dollar limits and commodity classifications that will be explained during the training session. Orders can be made over-the-counter, via telephone, mail order, or the Internet.

**Personal use and sharing of cards is prohibited and may result in the revocation of the purchasing card and serious disciplinary actions.**

#### **Orders should meet the following criteria:**

- The total cost of any transaction must not exceed the established single purchase limit specified including freight. A single purchase may be comprised of multiple items purchased in one transaction. All items purchased to meet a single requirement must be purchased in one transaction. A single purchase shall not be split into two or more transactions to stay within the single purchase or cardholder limit. Any cardholder in violation of this requirement may be subject to forfeiture of the use of the purchasing card.
- The order should be delivered or picked up in total. Partial deliveries or back orders will be accepted, in unusual circumstances. For partial deliveries or back orders, contract the program administrator.
- Funds must be available in the departmental budget for the purchase.
- All freight, if applicable, must be added to the invoice by the vendor at the time of purchase.
- The total cost of any transaction must not exceed the cardholders established single purchase limit.

Provide vendor with College of Central Florida's tax-exempt number. All purchases made by telephone, over-the-counter, fax or internet are tax-exempt. The vendor must be informed that the purchases are for official College purposes and are not subject to Florida State sales tax.

If orders are placed by telephone or the Internet, the cardholder must confirm that the vendor will charge the purchasing card only when shipment is made and only for the goods being shipped so that receipt of the commodities may be certified on the monthly statement of account from SunTrust. The customer copy of the receipt must be mailed to the cardholder or picked up by the cardholder. For purchases made via the Internet, a screen print from the Internet site, which indicates that is the receipt, may be printed for receipt purposes. **In order to ensure that the goods are sent promptly to the correct department, indicate the name of the department and address to which the vendor should send the goods.**

Obtain the total cost of the order from the vendor (including shipping, if applicable) before placing the order to ensure that it does not exceed the cardholder limit. Remind the vendor that a receipt is needed for all purchases. If a receipt is not obtained or is lost, the cardholder shall

submit the Missing Receipt describing the transaction (what, when, where and dollar amount) and use this form in place of the receipt.

Follow all State of Florida purchasing laws, rules, and regulations.

### ***Prohibited Purchases***

The purchasing card may **NOT** be used for the following:

- Cash advances are not permitted under any circumstances,
- Rental or lease of land or buildings,
- Long distance telephone calls,
- Purchase of consultant or personal services,
- Alcoholic beverages,
- Non-college related purchases,
- Orders for services, except minor repairs (less than \$750) to equipment.
- Gasoline
- Meals
- Exceptions: (a) In the event of an emergency or special circumstances the Senior Vice President or Director of Purchasing has authority to approve exceptions.

### ***Purchase Denied at Point of Sale Machine***

Occasionally a cardholder may attempt to purchase items from a vendor and the purchase may be denied. The reason for denial will be available the next day after the purchase is attempted. Some of the most common reasons for denial include:

- The purchase from the vendor may be greater than the cardholder's limit.
- The cardholder may attempt to make a purchase from a vendor category code that is not authorized by the college.

### ***Taxes***

Purchases made in Florida are exempt from Florida Sales and Use taxes. The college's tax-exempt identification number is printed on the face of the purchasing card. Business card size tax exempt forms are available through the purchasing office. Purchases made in other states are generally subject to that state's sales tax.

### ***Recordkeeping Procedures***

A purchasing log, must be used to record purchases made using the purchasing card. A purchasing log should be maintained by each cardholder showing the cardholder name, card account number, department, description of items purchased, date of purchase, amount, and vendor information.

***Documentation:*** The cardholder must attach documentation of the transaction to send with the purchasing log and billing statement.

The purchasing log should be used to reconcile purchasing card purchases, which appear on the monthly statement of account from SunTrust. The purchasing log should be kept in a location that is accessible to the departmental budget supervisor. This log can be used to verify purchases made by cardholders during the month in the cardholder's absence.

Sun Trust will electronically mail individual statements to each cardholder and a consolidated summary to accounts payable.

The statement of account will list all transactions processed during the previous 30 days. If no purchases were made during the billing cycle, no statement will be generated unless adjustments for previously billed transactions (credits) have been processed during that cycle.

***Procedures for Disputed Charges***

- If the cardholder has a problem with a billing, it is their responsibility to contact the vendor and try to reach resolution. If the amount recorded on the log (amount on the receipt) differs from the statement, then contact the supplier. If the amount on the log is incorrect, the correction should be recorded on the log. If the amount on the statement is incorrect, request that the supplier credit the card on the next statement. Indicate disputed charges on the log when submitting it to accounts payable for processing.
- The cardholder should document all attempts to resolve any problem. If the problem cannot be resolved, contact the budget supervisor.
- ***Do not remove or cross out the item on the statement from SunTrust or ESP or delay processing the payment because of credits or disputes.***

***Procedures for Handling Returns***

- If an item needs to be returned, the cardholder should return the item(s) to the vendor within ten (10) business days for replacement or credit. Any action taken under this provision shall be documented in writing.
- For items returned in person to the vendor, make a copy of the original receipt and attach it to the Return Material Request. This form is to be attached to the log and explains the reason for the return. Take the original invoice and item(s) to be returned to the vendor, and present the purchasing card with the original purchase receipt to the cashier to process the credit.
- For items returned via mail, make a copy of the original receipt and attach it to the Return Material Request. This form is to be attached to the log and explains the reason for the return. Mail the original invoice, the Return Material Request and item(s) to be returned to the vendor for either credit or replacement. Obtain the credit receipt from the vendor and attach it to the purchasing card log for the month when the credit appears on the statement. Retain a file copy.
- ***Under no circumstances, take cash for returned merchandise.***

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Fund Collection at Locations Other than Central Cashier</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 5.02</b>
<b>Date Approved: 10/24/00</b>	<b>Division: Administration and Finance</b>

**Purpose:** To control the depositing of funds collected at locations other than the Central Cashier's Office. Such collections may occur at various locations including, but not limited to, Continuing Education, Auto Repair, Swimming Pool, Cosmetology, Athletic Department, etc.

**Procedure:** All funds collected at locations other than the Central Cashier's Office shall be controlled by pre-numbered cash receipts available from the Comptroller's Office.

A College-controlled, pre-numbered receipt must be issued for any collection.

Funds collected at "other locations" must be secured in an area or location approved by the Comptroller. All funds collected shall be remitted to the Central Cashier's Office on a timely basis.

**AT A MINIMUM, FUNDS SHALL BE REMITTED AS FOLLOWS:**

1. Funds of less than \$100 should be submitted on a weekly basis, no later than the last working day of the week.
2. **FUNDS ON HAND EXCEEDING ONE HUNDRED DOLLARS (\$100)** should be deposited as soon as possible, but no later than the morning of the next working day.

**Responsibility:** The Comptroller shall insure that all individuals in charge of "outside collections" and their appropriate supervisors are aware of this procedure.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Electronic Funds Transfers</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 5.02</b>
<b>Date Approved: 1/10/11</b>	<b>Division: Administration and Finance</b>

**Purpose :** The purpose of this procedure is to establish rules to authorize by electronic or other medium, as provided in Florida Statute 215.85, the receipt, withdrawal, or transfer of public funds to, from, or within the College’s bank and investment accounts for purposes of direct deposit of funds, investment fund transfers, or for payments to College vendors.

**Procedure :** Each College department that performs electronic or telephonic funds transfers shall establish detailed written procedures that will provide adequate internal control measures that will insure the safety of the College’s funds. These procedures will be approved by the Chief Business Officer and will be reviewed annually and updated as necessary. Whenever possible, two people will be involved in each transfer, one to initiate the transfer and one to approve the transfer.

Some but not necessarily all of the departments/areas that may be involved in electronic or telephonic funds transfers are:

- Payroll
- Banking
- Investments
- Student refunds
- Grants

**Responsibility:** The Assistant Vice President of Finance shall conduct an annual review and insure that all individuals involved in electronic or telephonic transfers are aware of the procedure.

\_\_\_\_\_  
Senior Vice President

\_\_\_\_\_  
Date

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Approved by President

\_\_\_\_\_  
Date



\_\_\_\_\_  
Vice President,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Investment**

**Page 1 of 3**

**Implementing Procedure For Policy # 5.03**

**Date Approved: 08/20/02**

**Date Revised: 08/21/04**

**Date Revised: 05/16/12**

**Division: Administration and Finance**

## **PURPOSE**

This procedure outlines the responsibility, authority, and general and specific guidelines for managing the investment of College funds subject to the safety and liquidity constraints set forth herein.

## **INVESTMENT OBJECTIVES**

### **1. Safety**

- The primary objective of the College's investment activities is the preservation of capital and the protection of investment principal by mitigating both credit risk and interest rate risk.
  - Credit risk is the risk of loss due to the failure of the security issuer. Credit risk will be mitigated by:
    - 1 Limiting investments to the safest form of securities.
    - 2 Pre-qualifying financial institutions, brokers/dealers, and advisors with which the College will do business.
    - 3 Verifying that the financial institution is a qualified public depositor (QPD).
    - 4 Diversifying the investment portfolio in order to minimize losses on individual securities.
  - Interest rate risk is the risk that the market value of securities in the portfolio will be negatively affected by fluctuations in interest rates. Interest rate risk will be mitigated by:
    - 1 Building the investment portfolio so that securities mature to meet cash requirements for on-going operations, thereby avoiding the need to sell securities on the open market prior to maturity.
    - 2 Investing in shorter-term securities, generally with maturities of five years or less.

### **2. Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio will consist largely of securities with active secondary or resale markets. Unless matched to a specific cash flow requirement, the College will not directly invest in securities maturing more than five (5) years from the date of purchase.

### **3. Return**

The investment portfolio shall be managed with the objective of maximizing the rate of return on invested funds. Return on investment is of secondary importance compared to the safety and

liquidity objectives described above. The portfolio's core investments will be limited to relatively low risk securities in anticipation of earning a fair rate of return relative to the risk being assumed.

## **RESPONSIBILITIES AND OVERSIGHT**

### 1. Investment Committee

- The investment portfolio will be administered by the Chief Business Officer under the oversight of an Investment Committee. The Committee will consist of the following members:
  - Member of the District Board of Trustees appointed by the Chair.
  - Chief Business Officer will chair the Committee.
  - Assistant Vice President for Finance will serve as the Investment Officer for the College.
  - Member of the Business Department faculty recommended by the Faculty Senate and appointed by the President.
  - One other member appointed by the President.

### 2. Committee Responsibilities

- To review this procedure on an annual basis and make recommendations for proposed changes.
- To review portfolio transactions and performance on a semi-annual basis.
- To specifically approve exceptions to this procedure.

### 3. Investment Officer Responsibilities

- To direct the execution of portfolio transactions consistent with this procedure.
- To oversee day-to-day operations of the investment portfolio.
- To make reports to the Investment Committee and the District Board of Trustees. The reports shall include:
  - A review of the current trends in interest rates.
  - A review on the current yield on invested funds, expected cash flow from investments, and current market value of the investment portfolio.
  - A report with a list of all investment transactions since the beginning of the fiscal year.

## **PRUDENCE AND ETHICAL STANDARDS**

1. Standard of Prudence – The standard of prudence to be used by the investment officer shall be the “prudent person rule” and shall be applied in the context of managing an overall portfolio. Investment officers, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence,
2. The “prudent person rule” is herewith understood to mean the following:  
*“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”*

## **SPECIFIC INVESTMENT GUIDELINES**

### 1. Investment funds are defined as follows:

- Core balance funds – Funds available for investment for a minimum of one year based on estimates by the Chief Business Officer and the Assistant Vice President for Finance.
- Periodically available funds – Funds available for shorter investment periods due to fluctuations in the income stream.

2. Investments shall be limited to the following classes of securities:
  - Florida State Board of Administration
  - SPIA – Special Purpose Investment Account (Stat Treasurer’s Fund)
  - United States government securities
  - Time Deposits in Federally insured banks
  - Such other investment as authorized by law in FS. 218.415(16), 215.417 and State Board of Education Rules.
  
3. Review of Procedure – The amounts and constraints shall be reviewed by the Investment Committee and modified as necessary to meet current market conditions and the College’s financial condition.

**INTERNAL CONTROLS**

1. Safekeeping and Custody – The Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the College are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that:
  - The cost of a control should not exceed the benefits derived.
  - The valuation of costs and benefits require estimates and judgment by management.
  
2. Reporting – The Investment Officer is responsible for maintaining adequate financial accounting and reporting systems for the investment portfolio. The Investment Officer shall prepare an investment report, which could include a management summary, that would include the following:
  - A listing of individual investments held at the end of the reporting period.
  - The percentage of the total portfolio which each type of investment represents.
  
3. Exceptions and Modifications to this Procedure – Any exceptions to the procedure must be approved by a vote of the Investment Committee. For convenience, such votes may be taken by telephone poll to expedite transactions. Exceptions shall be included in the periodic reports provided to the Investment Committee and to the District Board of Trustees.
  
4. Review of Procedure – The procedure shall be reviewed at least annually by the Investment Committee and revisions recommended to the President for consideration.

\_\_\_\_\_  
Vice President, Administration and Finance

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Date

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Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

<b>Title: Construction Bid and Award; Administration and Compliance</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy 5.05, 5.16, &amp; 5.17</b>
<b>Date Approved: 10/26/04</b> <b>Date Updated: 02/28/11</b>	<b>Division: Administration and Finance/Facilities</b>

### Section I – General

As a state agency, the administration is required to develop procedures for Construction Bid and Construction Administration.

### Section II – Advertising

The Purchasing Department schedules the dates for the pre-bid meeting and the bid opening. For projects estimated to cost less than \$300,000 (SREF 4.2(2)), the Purchasing Department shall advertise for a minimum of one week in a local newspaper with general circulation throughout the district. For projects estimated to cost \$300,000, or more and electrical projects that are estimated to cost \$75,000 or more shall be advertised once a week for three consecutive weeks in a local newspaper with general circulation throughout the district, the last such notice appearing at least seven days prior to the date set for the bid opening. In addition, the Invitation to Bid shall be mailed or delivered to not less than three prospective bidders.

### Section III – Receipt and Opening of Bid Proposals

The Purchasing Department prepares a bid tabulation form which displays the following information: acknowledgment of the required bond, receipt of all addenda, sealed list of subcontractors, base bid amount, and alternate amounts. The bid tabulation should also contain a statement that reads "The bid results indicated herein do not represent the final compliance review by the Owner and are subject to change." College of Central Florida will notify each bidder by U.S. Mail of the successful bidder. Failure to file a protest within the time prescribed in Chapter 120, F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

The Director of Purchasing or designee will implement the bidding procedure. The Director of Purchasing or designee may designate someone to provide assistance with opening and reading the bids.

Any bids submitted after the bid opening time will be received but will not be opened and sent back to the respective vendor.

Upon verification that the bid proposal is complete, the Director of Purchasing or designee reads the bid aloud, acknowledging receipt of the bond, all addenda, list of subcontractors, and reciting the proposed sum for the base bid and the sums of each alternate.

Any obviously non-responsive proposal is not read aloud. The Director of Purchasing or designee announces the deficiency causing the bid to be non-responsive and its disqualification thereby.

**Section IV – Apparent Low Bidder**

After preliminary evaluation of all proposals, the Director of Purchasing or designee may announce to all persons the apparent low bidder who submitted the low responsive aggregate bid. The aggregate bid consists of the base bid, plus additive alternate bids applied in the order in which they are listed on the bid tabulation form.

**Section V – Closing and Posting**

The Director of Purchasing or designee closes the proceedings and advises the bidders that all bids will be reviewed for compliance with the bidding conditions and that all bidders will be notified of the successful bidder. Following the review, the bid tabulation will be posted in the Purchasing Department where the bids were opened and should remain posted for 72 hours.

**Section VI – Award**

The Office of Administration and Finance prepares the agenda item for the next Board Meeting to advise the Trustees of the apparent low bidder. Each firm is notified in writing of the Board's action by the Purchasing Department; a copy of this notification is also sent to the Construction Projects Manager.

**Section VII –Administration**

Upon the approval of the Award of Bid by the District Board of Trustees, the Purchasing Department will notify the Construction Company awarded the bid of the Notice to Proceed and request their acceptance of all terms and conditions.

Payments to the General Contractor shall be made monthly based upon the percentage of construction complete. Following certification by the Architect/Engineer, all payment requests shall be sent to the Construction Projects Manager in the Facilities Office for review, forwarded to the Office of Administration and Finance for approval, and forwarded to the Business Office for payment.

\_\_\_\_\_  
Vice President, Administration and Finance

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Date

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Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Architect/Engineer Selection Process</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 5.07</b>
<b>Date Approved: 09/11/02</b> <b>Date Updated: 02/28/11,</b> <b>05/19/11</b>	<b>Division: Administration and Finance/Facilities</b>

**Section I – General**

The College administration is required to develop procedures for the selection of architects or engineers to provide professional services to the College.

**Section II – Selection Committee and Request for Qualifications (RFQ)**

When the Office of Administration and Finance is ready to solicit an architect/engineer for an individual project, or to provide services under a continuing contract, the President or his designee appoints a selection committee.

The committee discusses the requirements of the project and determines any selection criteria to be used. The Purchasing Department develops a Request for Qualifications and directly solicits architect/engineers from a list for advertising. The list is established based on the tri-county area, using the College's Database and adding firms to the list that contact the College with interest in design projects. Firms from outside the tri-county area may be added to the list at their request. Architect/engineer firms are removed from the list if a) the RFQ is undeliverable when sent, b) a firm notifies the College that they are no longer interested in design projects, or c) a firm is non-responsive to three RFQs.

The Request for Qualifications is mailed to firms on this list, and the firms are required, as a minimum, to submit one (1) original cover letter, signed by an authorized principal of the firm, requesting consideration for the project and the requested number of complete, bound sets containing each of the following items: Standard Form 330, a copy of the above-referenced cover letter requesting consideration for the project, a brief description of the design process, and information about the design team and any other additional information as noted in the RFQ.. RFQs must be received by the date and time specified in the RFQ.

**Section III – Review and Development of Shortlist**

After receipt of the submittals, the selection committee convenes, and based on the Architect Submission Rating, develops a shortlist of no less than three firms.

Each shortlisted firm is notified in writing of the date, time, and procedure to follow for their interview. Each firm not shortlisted is also notified in writing.

Following the interview, each interviewer rates the interview. The Committee totals the points for each applicant interviewed and develops the recommended ranking.

**Section IV – Committee Recommendation**

The selection committee ranks the interviewed applicants and recommends the ranking. In the event of a tie, a majority vote of the committee to determine the recommended applicant prevails. The committee shall not divulge its recommendation to anyone prior to the approval of the committee's recommendation through the President to the Board of Trustees as an agenda item. The Office of Administration and Finance prepares the agenda item for the next board meeting.

**Section V – Notification of Interviewed Firms**

The Purchasing Department notifies each firm in writing of the selection committee's recommendation to the District Board of Trustees. A copy of this notification is also sent to the Facilities Office.

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Vice President, Administration and Finance

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Date

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Approved by President

\_\_\_\_\_  
Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Building Official Inspection</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 5.07</b>
<b>Date Approved: 10/26/04</b> <b>Date Updated: 02/28/11</b>	<b>Division: Administration and Finance/Facilities</b>

**Section I – General**

As a state agency, the College administration is required to develop procedures for inspection of buildings by the Building Official for the College based on the requirements of the currently applicable Florida Building Code (FBC). All permitting and inspections shall be performed in compliance with Chapter One, FBC.

**Section II – Plans Review**

Plans and specifications shall be reviewed by a licensed architect and/or engineer or certified building official. The plans shall be signed and sealed by the reviewing party.

The Facilities Office shall ensure that plans are examined by the appointed architect/engineer in a timely manner and transmitted to the Building Official.

**Section III – Communication**

All transmittal of information shall be done via e-mail and hard copy.

**Section IV– Annual Facility Permit**

In lieu of an individual permit for each alteration to an existing building, the Building Official shall issue an annual Building Permit for Group B occupancies, which may be used to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment.. The permit application shall contain a general description of the work to be performed within the year. The amount expended for maintenance projects may not exceed \$280,000 (F.S. 1013.45(1)e) per maintenance project. A facility maintenance permit is valid for one year. A detailed log of alterations (Renovations and Remodel List) and inspections must be maintained and annually submitted to the Building Official. The Building Official shall be notified of major changes and shall make inspections for items as required by the Code.

**Section V – Application and Permit**

The permit application shall be filed with the Building Official by the Construction Projects Manager on a Building Permit Application form furnished for that purpose and shall include a general description of the project and identify the Architect/Engineer and Contractor. The application shall include two sets of signed and sealed construction documents. If the project includes a threshold building, a copy of the structural inspection and shoring/reshoring plans must be attached. The structural criteria must be listed on the drawings. Any necessary structural calculations must be provided.

**Section VI – Plan Review**

The reviewing architect and/or engineer must ensure that the construction documents submitted with the Building Permit Application are reviewed for compliance with all applicable codes and standards. The plans and specifications must be stamped “Reviewed for Compliance” then signed and dated by the plans examiner.

If required, the College must submit the construction documents to the State Fire Marshall or to a local fire marshall with appropriate state certification for review and approval.

**Section VIII – Exemption for Plans Examination**

A permit, but not plans examination, is required for replacement of existing equipment, re-roofing, minor mechanical, electrical or plumbing repairs (under \$50,000), prototype plans, or anything under an annual maintenance permit. Ordinary minor repairs that do not violate any provision of the technical code may be made without a permit with the approval of the Building Official.

**Section IX – Refusal to Issue**

If the Building Official refuses to issue a permit, he/she shall return the contract documents promptly. The refusal shall be in writing via e-mail and shall contain specific reasons for refusal.

**Section X – Asbestos**

Each permit to renovate or demolish an existing building shall contain a statement which shall require the Owner to comply with 469.003 FS for removal of asbestos.

**Section XI – Inspections**

Inspections by the Building Official shall be performed in accordance with Section 105, FBC, and the timing and sequence shall be determined for each individual project.

**Section XII –Threshold Inspection**

Threshold buildings shall be inspected by a special inspector pursuant to a structural inspection plan prepared by the Architect/Engineer. "Threshold building" means any building which is greater than three stories or 50 feet in height or which has an assembly occupancy classification, as defined in the Florida Building Code, which exceeds 5,000 square feet in area and has an occupant content of greater than 500 persons.

**Section XIII – Certificate of Occupancy**

No new building shall be occupied until the Building Official has issued a Certificate of Occupancy. Upon completion of construction of a building and after the final inspection the Building Official shall issue a Certificate of Occupancy which shall state the nature of the occupancy permitted the number of persons for each floor when limited by law, and the allowable load per square foot.

NOTE: Copies of the Building Permit Application referenced in this procedure are available for review on the Plant Operations website. The College reserves the right to modify forms as necessary.

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Approved by Vice President, Administration and Finance	Date
Approved by President	Date



## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

<b>Title: Architect/Engineer Agreement Administration</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 5.07</b>
<b>Date Approved: 10/26/04</b> <b>Date Updated: 02/28/11</b>	<b>Division: Administration and Finance/Facilities</b>

### **Section I – General**

The College administration is required to develop procedures for administration of Architect/Engineer (A/E) agreements.

### **Section II – Contract Negotiation and Preparation**

Upon approval of the Architect/Engineer selection and approval to negotiate, the Office of Administration and Finance notifies the A/E in writing of the negotiation, directs the A/E to prepare a proposal and submit a copy of proposed agreement. The Office will schedule a negotiation meeting with a team designated by the President to negotiate fees for basic services plus fees for pre-negotiated additional services to be included in the agreement.

The basic services fee is compared to the Department of Management Services Fee Curve. Pre-negotiated additional services must be documented by detailed proposals from the A/E and its consultants, including proposed number of hours and hourly rates for those involved in the work. Services for which the fee is difficult to estimate or for which the fee is likely to be revised should not be included in the base agreement but should be issued as additional service authorizations. The A/E shall also submit an hourly rate schedule by personnel category.

If negotiations with the first ranked firm are unsuccessful, the administration may terminate negotiations with the first ranked firm and begin negotiations with the second ranked firm. If negotiations with the second ranked firm are unsuccessful, the College may terminate negotiations with the second ranked firm and begin negotiations with the third ranked firm. If negotiations with the third ranked firm are unsuccessful, the College may terminate negotiations with the third ranked firm, and may select additional firms from the original pool or re-advertise.

Upon completion of successful negotiations, the Office of Administration and Finance prepares the agreement. Two originals are sent to the Architect/Engineer for signature. Upon execution, the agreements are then forwarded to the Board for approval.

### **Section III – Agreement**

The Office of Administration and Finance retains an original copy of the agreement, and an original copy is returned to the Architect/Engineer. A copy is forwarded to the College's Construction Projects Manager (CPM) and the Purchasing Department.

**Section IV – Amendments and Additional Service Authorizations**

When a scope change which alters the construction cost as stated in the original agreement is proposed, the agreement must be amended. Amendments are negotiated, documented, executed and distributed in the same manner as the original agreement.

Any services, which are not authorized by the original agreement, must be authorized in writing by the Chief Business Officer by an Additional Service Authorization. The authorization may be lump sum or not to exceed, and compared to the fee curve or based on hourly rates, not to exceed the hourly rates submitted with the original agreement. The CPM shall prepare a Purchase Requisition to be forwarded to the Business Office for each amendment or additional service.

**Section V – A/E Invoices**

The A/E submits invoices to the CPM for approval. The CPM reviews the invoice, checking that appropriate documentation is included or has been submitted and that all calculations are correct. If the work product described in the invoice has not been approved, the CPM shall promptly return the invoice with instructions to resubmit after approval of the work product. After the invoice is approved by the CPM and the Director of Facilities, it is forwarded to the Chief Business Officer for approval and then forwarded to the Business Office for processing.

**Section VI – A/E Agreement File**

The CPM maintains an agreement file containing a copy of the Architect/Engineer Agreement, any supporting proposals submitted by the A/E, a copy of the insurance certificate and any information relating to amendments, additional service authorizations and payments.

NOTE: A standard agreement form is used to contract with Architects/Engineers. The College reserves the right to modify the agreement to more closely fit the requirements of the specific project.

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Approved by Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Agreement to Provide Professional Services**

**Page 1 of 2**

**Implementing Procedure For Policy # 5.07**

**Date Approved: 2/16/05**

**Division: Administration and Finance**

**Date Revised: 10/16/08**

Purpose: The purpose of this procedure is to establish guidelines for securing specialized professional and consultant services.

**Consultants/Professional Services**

Individuals or groups not currently employed by the College who provide specific, defined services to the College under contract or agreement are defined as consultants or professional service providers.

**Guidelines:**

Services may include:

- Curriculum planning and development.
- Keynote presentations at conferences or seminars offered by the College.
- Guest lectures in short-term, fee-supported workshops, seminars, or grant-funded programs.
- Presentations at college-wide convocations.
- Technical or professional services not subject to statutory professional negotiations requirements.
- Specialized instruction or program coordination (such as medical directors required for program certification in EMS programs).
- Advising or teaching students in a specialized field (e.g. dance routines, musical instruments).
- Program, department or division reviews.
- Professional performances.

Determination of fees:

- Fees must consider the individual or group's general background and experience, prior consulting activity, scope of reputation (local, state, regional or national), and availability of similar services.
- Fees should be all inclusive.
- Proposed rates of more than \$100 per hour or \$1,000 per day require a written justification attached to the Agreement to Provide Professional Services form.
- Consultant services totaling more than \$25,000 require the approval of the District Board of Trustees.

**Procedure:**

- A determination of the appropriate fees for service is made.
- The originating department will complete an Agreement to Provide Professional Services form.
- The originating department will obtain all required signatures on the Agreement to Provide Professional Services form. Signatures are required from the individual

**Agreement to Provide Professional Services – Page 2**

providing the service, the department/division representative, the Vice President, the Business Office and the President. **ALL signatures must be obtained prior to the beginning date indicated on the Agreement to Provide Professional Services.**

- The completed original form will be returned to the originating department.
- Once the indicated services have been completed the individual or group performing the service will invoice the college.
- The originating department will submit the invoice, the completed original form (white copy) and a check request to the business office for payment.
- The business office will issue payment to the individual or group indicated on the Agreement to Provide Professional Services.
- No check shall be issued to a contractor prior to the service being performed. In the event partial payment for services has been approved, an invoice for the service to date is still required.
- Delivery or distribution of payment to all contractors will be mailed to the contractor at the conclusion of the Agreement to Provide Professional Services. Exceptions must be approved by the Vice President.

An Agreement to Provide Professional Services is to be used for individuals or groups not currently employed by the College of Central Florida. Employees may not serve as consultants. Employees performing services outside and beyond the regular scope of responsibility are given an Agreement for Supplemental Duties.

\_\_\_\_\_  
Approved by Vice President of Administration & Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Adult General Education</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 5.08</b>
<b>Date Approved: 06/22/11</b>	<b>Division: Administration and Finance</b>

Purpose: The purpose of this procedure is to ensure consistent and accurate application of the rules concerning the enrollment and the fees associated with Adult General Education classes at the College of Central Florida.

- Students who enroll in Adult Education classes and Applied Academics (VPI) classes will be assessed a one-time non refundable application fee of \$30.00. Resident students registering for these classes will be charged tuition of \$30.00 per each semester. Non-resident students registering for these classes will be charged tuition of \$120.00 per each semester. All tuition is due and payable when a student enrolls in the programs. Fines due to non-sufficient funds by check, chargebacks with a credit card, and others will be applicable to these students.
- In accordance with the State Accounting Manual for Florida College's, the following general ledger codes will be used to record Adult Education tuition (resident/non-resident) respectively; 40190/40197 and Applied Academics (VPI) tuition (resident/non-resident) respectively; 40180/40187. The tuition, related fees/fines will be matched against expenses incurred in the operating budget for the delivery of Adult Education instruction and Applied Academics (VPI) instruction. Tuition generated by program grants for Adult Education and Applied Academics (VPI) will be monitored and classed as program income.
- Students will be allowed to participate in the college's drop/add period during enrollment. If a student withdraws from Adult Education or Applied Academics (VPI) programs during this time frame, their tuition will be refunded. Refunds will be processed through the Higher One Student Refund system. Students who deliver an NSF check or initiate a charge back on a credit card will be purged from the program, fine(s) will be assessed and student will responsible for payment. Outstanding financial obligations to the college must be satisfied before a student is allowed to register for Adult Education courses or Applied Academics (VPI) courses.

\_\_\_\_\_  
Senior Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Fee Waivers</b>	
<b>Page 1 of 5</b>	<b>Implementing Procedure For Policy # 5.08</b>
<b>Date Approved: 07/21/04</b> <b>Date Revised: 07/23/04</b> <b>Date Revised: 11/19/04</b> <b>Date Revised: 05/27/05</b> <b>Date Revised: 01/03/06</b> <b>Date Revised: 07/10/06</b> <b>Date Revised: 07/07/08</b> <b>Date Revised: 06/07/10</b> <b>Date Revised: 06/21/11</b>	<b>Division: Student Affairs</b>

Purpose: The purpose of this procedure is to present the current list of approved fee waivers and present a process for adding or deleting fee waivers. Any additions to the current list of approved fee waivers will be presented to the President's staff for consideration and approval. Within State Statutes, the President will make the decision on fee waivers. The Financial Aid Office administers fee and tuition waivers. Forms are available in the Financial Aid Office, on the intranet and the college web page to apply for fee waivers.

Fee waivers are currently authorized for the following:

**State Employee Fee Waiver**

State employees are defined as full-time employees of the executive, legislative and judicial branches of state government, except for persons employed by a state university. State Employees can receive tuition and fee waivers for up to six (6) credit hours per term on a "space-available" basis. At CF, space available is defined as anytime during the add period. State Employees must complete an Application for State Employee Fee Waiver. State Employee Fee Waivers are not applicable to non-credit classes. Employment verification will be obtained by the Office of Financial Aid through the Bureau of State Payrolls website.

**Guidelines:**

- Tuition waiver verification will be confirmed on the State Database through the State Payrolls website.
- State employees are responsible for paying admission application fees.
- State employees must complete all admissions requirements, including the Application for Admission, placement testing, and transcripts, etc.
- State employees must register in person during the add period each term. Registration is for classes on a space available basis only and cannot occur prior to the add period (no deferments, no reimbursements).
- Tuition will be waived for a maximum of six (6) credits, (lab fees are not covered). Waiver is for college credit courses including post-secondary adult vocational courses (vocational credit); it is not applicable to non-credit (continuing education) courses or adult education courses. Courses to which the fee waiver is to be applied must be indicated on the waiver form.
- Courses must be taken for a grade; they may not be taken as audit.
- Tuition waiver verification must be assessed each term. If verification is not confirmed, student will be responsible for tuition and fees. Fees will be assessed at the resident rate.
- Tuition waiver is for the current term of registration only. It is not retroactive.



**Procedure:**

1. State employee must complete all admission requirements prior to registering for class(es).
2. State employee must complete the Application for State Employee Fee Waiver and submit the form to the Office of Financial Aid. The Office of Financial Aid will file the original letter and forward a copy to the Office of Admissions and Records.
3. Once the employee is admitted to CF, or if the employee is a current student, he/she may register for classes, on a space available basis, during the add period.
4. The Office of Financial Aid will post the fee waiver.
5. The State employee must pay any fees not covered by the fee waiver at the Cashier's window.

**Employee/Dependent/Retiree Fee Waiver**

- A. Full time employees (who have successfully completed the probationary period or who have been employed for 90 calendar days) and their immediate family members are eligible for up to six (6) credit hours of waived fees per term, per person.
- B. Retirees and their spouses, adjunct faculty members and FRS eligible part-time employees are eligible for three (3) credits of waived fees per term, per person.
- C. A retiree is anyone who was employed full time at the college who was vested in the state retirement system at the time he/she officially retired from the college.
- D. An adjunct faculty member is anyone who has completed at least one semester of instruction and is currently employed as part-time, temporary instructional personnel.
- E. FRS eligible part-time employees are defined as current part-time employees who have met the FRS eligibility requirement of 2,080 hours.
- F. Fee waiver applies to in-state tuition only or the applicable non-credit course fee. It does not include lab fees or the application fee. All other fees are applicable.
- G. The above fee waivers guidelines also apply to non-credit courses.

**Guidelines and restrictions:**

- Unless an exception is approved in writing by the supervisor(s) and appropriate vice president, an employee should generally schedule classes outside of normally scheduled work periods. Time spent attending classes during the normal workday will be made up by adjusting the employee's schedule. The adjusted schedule must be approved in writing by the employee's supervisor(s) and the appropriate vice president in advance of registering for the course(s).
- Staff and Program Development Funds (SPD) may be available to all full-time employees for the improvement of job skills. SPD funds shall not be used for an employee to take college courses or programs until the employee has used all available fee waivers. (The use of SPD funds is restricted to post AA/AS degrees or programs.)
- Course waivers are limited to one attempt per course. Appeals for waived additional attempts may be considered by the Chief Student Affairs Officer pending documentation of extenuating circumstances.
- An employee may not take six credit hours with fees waived while enrolled at another institution for additional hours using SPD or other college funds or waivers.
- Employees on full-time leave through SPD or other college funding are not eligible for fee waivers for themselves during the period of leave.
- Courses must be taken for a grade; they may not be taken as audit or credit by exam.
- All waiver recipients who receive fee waivers for credit courses are expected to complete the course with an official passing grade and meet the Standards of Academic Progress for financial aid purposes. All waiver recipients who withdraw, fail or do not receive a passing grade in course(s) will be billed for the course(s). Waiver recipients who withdraw from a course because of accident, illness or other extenuating circumstances, as described in Student Fee Refund Policy, may request to be exempt from payment by providing justification for the payment exemption in writing. The Chief Student Affairs Officer will review the request to determine if the exemption meets the policy and will recommend approval or denial to the President. The decision of the President will be final.

- Former employees and their immediate family (spouse, dependent children, and dependent step children) shall not continue to receive fee waivers in terms beyond in which the employee completed their work with the college.
- In the event a dependent for which a waiver was granted receives funds or aids from sources other than the college for the same semester in which the waiver was received and claims to no longer be a dependent in order to receive the aid, it is the employee's responsibility to see that the waiver is repaid to the college.
- Dependents who are graduates of this or other colleges are generally ineligible for fee waivers. This policy may be waived by the Chief Student Affairs Officer.

### **Administrative Waivers**

Team Manager for Athletics – The Director of Athletics (or a designee) submits a list to the Financial Aid office at the beginning of each term designating managers for the various athletic teams. The student selected as Team Manager receives 12 credit hours of tuition waived each semester he/she serves in the capacity of manager. There are a maximum number of five (5) Team Manager Fee Waivers issued each term.

Top Score for GED – The Chief Student Affairs Officer issues fee waivers to students enrolled in the CF Adult Education program at the Levy County Center who receive top scores in the GED. The student receives a congratulatory letter from the Chief Student Affairs Officer and the Office of Financial Aid is notified to process the fee waiver. The Top GED Score fee waiver is issued to 1-2 students each term, not to exceed six (6) in an academic year. The fee waiver covers six (6) credit hours of tuition.

### **Intercollegiate Athletics**

Student athletes awarded athletic scholarships are provided tuition and fee waivers for all classes in the fall and spring term, based on the recommendation of the Director of Athletics and Wellness. Sports include men's basketball, women's basketball, baseball, softball, and women's volleyball, and the number awarded is governed by the National Junior College Athletic Association and the Florida College System Activities Association.

### **Department of Children and Families Fee Waiver**

The Department of Children and Families (DCF) is responsible for certifying that students exiting the foster care system qualify for the educational fee exemption. Eligible students are given an official fee exemption form (CF-FSP 5220) by a DCF staff person.

Students are required to submit the form to the Office of Admissions and Records as proof of eligibility for the exemption. The Office of Admissions and Records will verify the student's age and high school graduation date as documented on the high school transcript or other student records and work closely with the DCF Independent Living staff to include the student among those awarded fee exemptions. A fee exemption may be used as a resource to determine a student's financial need.

### **Military Honoree**

The college shall waive undergraduate tuition for each recipient of a Purple Heart or another combat decoration superior in precedence who:

- (a) Is enrolled as a full-time or part-time student in an undergraduate program that terminates in a degree or certificate:
- (b) Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida; and

- (c) Submits to the college the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.

Such a waiver for a Purple Heart recipient or recipient of another combat decoration superior in precedence shall be applicable for 110 percent of the number of required credit hours of the degree or certificate program for which the student is enrolled.

**Wrongfully Incarcerated Person**

“Wrongfully incarcerated person” means a person whose felony conviction and sentence have been vacated by a court of competent jurisdiction and, with respect to whom pursuant to the requirements of section 3 of Chapter 2008-39 of the Laws of Florida, the original sentencing court has issued its order finding that the person neither committed the act nor the offense that served as the basis for the conviction and incarceration and that the person did not aid, abet, or act as an accomplice or accessory to a person who committed the act or offense.

“Eligible for compensation” means a person meets the definition of “wrongfully incarcerated person” and is not disqualified from seeking compensation under the criteria prescribed in the law.

A waiver of tuition and fees for up to 120 hours of instruction at any Florida college or community college as defined in s. 1000.21 (3), Florida Statutes, if the wrongfully incarcerated person meets and maintains the regular admission requirements of such college; remains registered at such educational institution; and makes satisfactory academic progress as defined by the educational institution in which the claimant is enrolled.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Student Fee Collection</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 5.08</b>
<b>Date Approved: 06/20/05</b> <b>Date Revised: 02/14/07</b>	<b>Division: Administration and Finance</b>

Purpose: The purpose of this procedure is to ensure consistent collection efforts through timely and systematic review of student accounts. Normally fees are due at the time of registration. However, payment may be deferred if a student is eligible for a Veteran’s deferment or if they have applied for financial aid. In accordance with Florida State Board of Education Rule 6A-14.054, the College has elected to limit the deferral of fees to one per term, which is due 60 calendar days after the first day of class, regardless of any pending financial aid.

- As each term progresses, the Business Office will send out a first notice letter to students who have account balances for that specific term and are past the sixty (60) calendar day deferral period. If the student doesn’t respond to the first notice letter within fourteen (14) calendar days from the mailing date, a second notice letter will be sent. The second notice letter makes the student aware that if the matter is not resolved within another fourteen (14) calendar days, the matter will be turned over to a collection agency. (See attachments)
- Following turnover to the collection agency, the student can only pay through the collection agency.
- After the student’s account has resided with our collection agency for ninety (90) calendar days, and the student has not paid off at least a third (1/3) of their account, including collection fees, it is deemed uncollectible and is presented to the District Board of Trustees for write-off. A write off only refers to the accounting treatment. The student’s financial obligation continues. The student still has to pay the debt before they can re-enroll or request transcripts.
- Proposed write-off lists will be presented to the Board on a regular basis in compliance with this procedure.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date

# FIRST NOTICE

August 4, 2014

«LABEL»

RE: Notice of fees, fines, tuition, etc., due

Period: «YEAR»

Balance Due: \$ «ACCT\_BAL»

Dear Student:

According to our records, you have not paid the above referenced fees, fines, etc. A “Hold” has been placed on your account and will remain there until the debt is paid in full. Holds can prevent you from enrolling in classes, obtaining transcripts or other information pertaining to your records. If your debt is to be paid by a third party other than financial aid, Vocational Rehabilitation, your employer, etc., please fax your voucher to 352-873-5860. If you dispute this debt, you may file a student petition. However, doing so will not stop the collection process.

In accordance with Florida State Board of Education Rule 6A-14.054, the College has elected to limit the deferral of fees, fines, etc., to one per semester, which is due 60 calendar days after the first day of class regardless of any pending financial aid.

You have several options for making payments. If you would like to pay online by using a credit card, go to [www.CF.edu](http://www.CF.edu). You may also send a check, payable to College of Central Florida, 3001 SW College Road, Ocala, FL 34474, or come to the Bryant Student Union, Room 101, at the Ocala Campus, and pay at the cashier’s window. If you are closer to one of our other campuses, you may pay there.

If you have any questions or need more information, call us at 352-854-2322, ext. 1710, 1202,1806 or 1213, weekdays from 8:30 a.m. to 4 p.m. We will be happy to assist you.

PLEASE GIVE THIS MATTER YOUR PROMPT ATTENTION.

Sincerely,

Cashiers,  
Business Office, Collections

## SECOND NOTICE

August 4, 2014

«LABEL»

RE: Notice of fees, fines, tuition, etc., due

Period: «YEAR»

Balance Due: \$ «ACCT\_BAL»

Dear Student:

According to our records, you have not paid the above referenced past due fees, fines, etc. You must pay this debt in full within the next 14 calendar days or this matter will be turned over to a collection agency. If this occurs, additional charges will be added. Once your account has been turned over, you must pay the collection agency directly. For your convenience we are providing the agency's toll-free telephone number, 1-800-849-9791.

If you dispute this debt, you may file a student petition. However, doing so will not stop the collection process.

In accordance with Florida State Board of Education Rule 6A-14.054, the College has elected to limit the deferral of fees, fines, etc. to one per semester, due 60 calendar days after the first day of class, regardless of any pending financial aid.

You have several options for making payments. If you would like to pay online by using a credit card, go to [www.CF.edu](http://www.CF.edu). You may also send a check, payable to College of Central Florida, 3001 SW College Road, Ocala, FL 34474 or come to the Bryant Student Union, Room 101 at the Ocala Campus, and pay at the cashier's window. If you are closer to one of our other campuses, you may pay there.

If you have any questions or need more information, call us at 352-854-2322 Ext. 1710, 1202, 1806 or 1213, weekdays from 8:30 a.m. to 4:00 p.m. We will be happy to assist you in any way possible.

PLEASE GIVE THIS MATTER YOUR PROMPT ATTENTION.

Sincerely,

Cashiers,  
Business Office, Collections

## FINAL REMINDER

August 4, 2014

«LABEL»

RE: Notice of fees, fines, tuition, etc., due

Period: «YEAR»

Balance Due: \$ «ACCT\_BAL»

Dear Student:

According to our records, your financial aid has been awarded, yet your above referenced debt has not been paid. You must pay this debt in full within the next 14 calendar days or this matter will be turned over to a collection agency. If this occurs, additional charges will be added to your debt. Once your account has been turned over, you must pay the collection agency directly. For your convenience we are providing the agency's toll-free telephone number, 1-800-849-9791.

If you dispute this debt, you may file a student petition. However, doing so will not stop the collection process.

You have several options for making payments. If you would like to pay online by using a credit card, go to [www.CF.edu](http://www.CF.edu). You may also send a check, payable to College of Central Florida, 3001 SW College Road, Ocala, FL 34474 or come to the Bryant Student Union, Room 101 at the Ocala Campus, and pay at the cashier's window. If you are closer to one of our other campuses, you may pay there.

If you have any questions or need more information, call us at 352-854-2322 Ext. 1710, 1202, 1806 or 1213, weekdays from 8:30 a.m. to 4 p.m. We will be happy to assist you in any way possible.

PLEASE GIVE THIS MATTER YOUR PROMPT ATTENTION.

Sincerely,

Cashiers,  
Business Office, Collections



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Table with 2 columns: Title: Tuition Assistance for Employees, Page 1 of 1, Date Approved: 04/16/03, Date Revised: 05/28/03, Date Revised: 03/26/07, Implementing Procedure For Policy # 5.08, Division: Professional Development

- 1. Applications: The Office of Professional Development coordinates requests for tuition assistance for full-time employees for courses that support professional development at the department, division, or instructional level. Forms are available on the CF Intranet (under Professional Development) or in the Office of Professional Development.
2. Employee Tuition Assistance: SPD funds are available to support upper division and graduate level tuition assistance for CF employees using the following guidelines:
a. The Employee Course Tuition Assistance Application should be completed and submitted approximately four weeks prior to the beginning of class.
b. Requests and subsequent reimbursement must be for only the cost of tuition.
c. Up to three courses may be submitted for reimbursement per fiscal year, depending on available funds.
d. Courses must be from a regularly accredited college/university.
e. The Employee Course Tuition Assistance Application is submitted to the Manager, Professional Development.
f. Funding will be awarded on a "first come, first served" basis.
g. To receive reimbursement, employee must submit a copy of the grade report (with a grade of C or higher) and course payment receipt to the Manager, Professional Development.
h. The College reserves the right to disapprove tuition assistance requests if the above criteria are not met or if courses have no demonstrable application for one's professional development at the College.
3. For information on CF fee waivers, see Administrative Procedure for "Waivers of Fees and Tuition for Employees and Dependents."

Vice President, Instructional Affairs

Date

Approved by President

Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Development of Instructional Laboratory Fees**

**Page 1 of 1**

**Implementing Procedure for Policy 5.08**

**Date Approved: 7/23/04**

**Division: Instructional Affairs**

**Date Revised: 01/18/08**

Each course requiring or instituting a laboratory fee will utilize an Analysis of Instructional Course/Lab fees worksheet (see attached) to establish the appropriate laboratory fee for the course. The Analysis of fees will include:

- a) developing a rationale of need for each consumable material and/or supply.
- b) a list of each consumable educational material and estimated expense expected for the course.
- c) the establishment of the associated cost per student by using the following formula: Total cost of supplies needed divided by the number of students in the course = cost per student (shown on the attached worksheet).

Each department establishes the need for fees based upon supply/equipment costs. The department will complete an Analysis of Instructional Course/Lab fees worksheet for courses requiring laboratory fees.

The proposed fee is presented to the Program Facilitator for approval.

The proposed fee is presented to the Dean (responsible for the requesting department) for approval.

The proposed fee is presented to the Chief Academic Officer for approval.

The proposed fee is presented to the President for approval and presentation to the Board of Trustees for annual approval.

Should it become necessary to change an established fee, the recommended fee would follow the above procedures.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date

COLLEGE of CENTRAL FLORIDA  
ANALYSIS OF INSTRUCTIONAL COURSE/LAB FEES

Course Number: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Prepared by: \_\_\_\_\_

**Total Estimated Cost per Student \$ \_\_\_\_\_**

Complete items when applicable. Write "Not Applicable" where appropriate.

**Each Analysis of Instructional Laboratory Fees should include:**

- **A rationale of need for each consumable material and/or supply**
- **A list of consumable educational material and estimated expense expected for each course**
- **The establishment of the associated cost per student by using the following formula: Total cost of supplies needed divided by the number of students in the course = cost per student.**

**RATIONALE OF NEED:** \_\_\_\_\_

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**ESTIMATED NUMBER OF STUDENTS:** \_\_\_\_\_

1. **CONSUMABLES:** (non-renewable, disposable materials and/or supplies that are used during the course)

**Estimated Cost/Student \$ \_\_\_\_\_**

2. **SPECIALIZED PERSONNEL EXPENSES:** (applicable where supplemental services are required beyond the assigned instructor)

**Estimated Cost/Student \$ \_\_\_\_\_**

3. **INCIDENTAL BREAKAGE:** (applicable to materials and/or equipment destroyed or lost during the course)

**Estimated Cost/Student \$** \_\_\_\_\_

4. **MAINTENANCE AND REPAIR:** (costs related to routine servicing and upkeep of equipment for the course)

**Estimated Cost/Student \$** \_\_\_\_\_

\_\_\_\_\_  
Approved by Program Facilitator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Chief Academic Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by District Board of Trustees

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Student Petitions for Refunds</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 5.08</b>
<b>Date Approved: 01/03/06</b>	<b>Division: Fiscal</b>

In keeping with Florida Administrative Rule 6A-14.0541, College of Central Florida will consider a petition for refund of fees for a course after the official drop period when the student withdraws due to circumstances determined by the College to be exceptional and beyond the control of the student. These may include: illness of the student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s); death of the student or the student's parent, spouse, child or sibling; involuntary call to active military duty; a situation in which the college is in error; a change of a course or section (s) initiated by the College because of cancellation, time or location; other circumstances that may be approved upon timely filing with complete documentation with the division of Student Affairs.

There are three terms in the academic year: fall, spring, and summer. The College will consider a student's petition through the end of the term following the term in which the student withdrew because of extraordinary circumstances. After the end of the term following withdrawal, no petition will be accepted without the approval of the Vice President for Student Affairs.

Any student wishing to petition for a refund of fees due to exceptional circumstances that meet the conditions listed above must first withdraw from the course(s), then complete a Student Petition Form in the Enrollment Services Center on the appropriate campus and obtain the comments and signature of an academic advisor or counselor in the Enrollment Services Center or the Advisement Office. Objective documentation of the exceptional circumstances (ex.: death certificate, letter from physician, military orders) must accompany the petition. Petitions submitted without objective documentation will be denied.

The petition will be reviewed by the Vice President for Student Affairs or a designee, and will be approved or denied. Within three weeks of submitting the petition, the student will receive notification of the decision by letter at the address the College has on record for the student. Students are responsible to ensure that the address and telephone number on record with the College are correct, so that proper notification can be achieved. A student may appeal the decision to the Academic Exceptions and Petitions Review Committee by filing a notice of appeal. The Committee meets monthly. Notice of appeal must be filed at a campus Enrollment Services Center within 21 days of the date the decision letter was sent by the Office of the Vice President for Student Affairs. Students appealing are expected to appear before the Committee. Decisions of the Petitions Committee are final.

\_\_\_\_\_  
Vice President, Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**Title: Workers' Compensation Claims**

**Page 1 of 3**

**Implementing Procedure For Policy # 5.09**

**Date Approved: 12/08/04**

**Division: Administration and Finance/Human Resources**

**Date Revised: 10/16/08**

**Date Revised: 12/09/10**

**PURPOSE**

Workers' Compensation provides payment for medical expenses for employees who incur an injury on the job and must see an authorized physician or go to a medical facility. It also pays a percentage of wages to an employee who has been placed off work by an authorized physician due to a workplace injury. Full-time employees may supplement the remaining percentage of their wages with their accrued leave time. The College's third party administrator will send the checks (made payable to the individual) to the College for pickup at the Payroll Department and to be used in calculating the amount needed to make the paycheck(s) accurate. This is to ensure that the employee is not overpaid.

Any full-time or part-time employee (adjunct, student assistant, part-time hourly) or volunteer is eligible for compensation if he or she is injured while performing duties within the course and scope of employment. Step by step instructions for reporting and submitting a claim are outlined below.

*(NOTE: If an "off-duty" employee is injured on campus while attending a function, the incident is reported as a Liability claim rather than a Workers' Compensation claim. Incidents involving students or non-employees are also reported as Liability claims. Liability claims are handled through CF's Purchasing Office.)*

**PROCEDURE**

**INCIDENTS NOT REQUIRING MEDICAL ASSISTANCE: ACCIDENT - INCIDENT REPORT:**

1. The injured employee will contact the Public Safety Office.
2. The Public Safety Office respondent will assess the situation and photograph the scene of the accident.
3. The Public Safety Office respondent will provide the employee with a *CF Workers' Compensation Procedure* wallet card, which outlines the proper steps necessary to submit a claim should the injury prove to be more serious than originally perceived.
4. The Public Safety Office respondent will provide the employee with a Florida College System Risk Management Consortium (FCSRMC) Accident-Incident Report. (These forms are also available on the College Intranet). The employee, working with his or her supervisor, is responsible for completing sections 1, 2, 3, 6, 7, and 8 of the form. The form must be signed by the employee and his or her supervisor. In the event the employee is unable to sign, a note to that effect will be written on the form, and the supervisor's signature will suffice.
5. The Accident-Incident Report must be submitted to the Coordinator of Benefits and Special Projects in the Human Resource Office as quickly as possible. Photographs of the scene

supplied by the Public Safety respondent should accompany this form.

- Personnel at Citrus Campus, Levy Center, Hampton Center, and the Appleton Museum of Art must submit this form via fax to the Human Resource Office.
6. A copy of the FCSRMC Accident-Incident Report will be retained by the Human Resource Office and the original will be forwarded to the FCSRMC.

**INCIDENTS REQUIRING MEDICAL ASSISTANCE (NON LIFE THREATENING):**

**FIRST REPORT OF INJURY OR ILLNESS FORM**

1. An employee requiring medical assistance for a non life threatening, work related injury should contact the Public Safety Office. If the employee is incapacitated, someone acting on the employee's behalf should make the appropriate call.
2. The Public Safety Office respondent will assess the situation and contact medical transport if so needed.
3. The employee, or someone acting on their behalf, must complete an Accident-Incident Report per the instructions listed above.
4. In addition to the Accident-Incident Report, a First Report of Injury or Illness form must be completed.
5. The employee should complete all areas in the "Employee Information" section of the form. **IMPORTANT:** A clear description of the injury should be provided, and the affected part of the body should be specifically identified (e.g., right ankle, lower back on left side, thumb on right hand, etc).
6. The employee's supervisor should complete all blank areas in the "Employer Information" section of the form making sure to mark whether or not they agree with the employee's description of the injury. If there were no witnesses to the injury, a note to that effect should be written on the form.
7. The completed form must be signed by the injured employee and his or her supervisor. In the event the employee is incapacitated, the signature of the supervisor will suffice until which time the employee's signature can be obtained.
8. The FCSRMC Accident-Incident Report and the First Report of Injury or Illness form must be submitted to the Coordinator of Benefits and Special Projects in the Human Resource Office. These forms should be hand delivered and must be filed within five (5) calendar days of the injury.
  - Administrative Offices at Citrus Campus, Levy Center, Hampton Center, and the Appleton Museum of Art will handle the paperwork and submit these forms via fax to the Human Resource Office to expedite the process. Original forms will then be submitted to the Human Resource Office via campus mail.
9. The Coordinator of Benefits and Special Projects will provide the employee with a Physician Referral form which must accompany the injured employee to the designated facility. (Pink copy is maintained by the employee for reference.)

**INCIDENTS REQUIRING IMMEDIATE MEDICAL ASSISTANCE (LIFE THREATENING):**

**FIRST REPORT OF INJURY OR ILLNESS FORM**

1. First consideration is emergency assistance for the victim. If the person is unconscious, bleeding profusely, struggling for breath or in any other dire situation, immediate medical assistance is warranted.
2. An employee requiring immediate medical assistance for a work-related injury should call 911 and then contact the Public Safety Office. If the employee is incapacitated, someone acting on the employee's behalf should make the appropriate calls.
3. A FCSRMC Physician Referral form does not need to accompany the injured employee in a life threatening situation, however the Human Resource Office must be notified of the situation immediately. The Human Resource Office representative will contact the designated facility to advise them of the impending arrival of the employee for care.
4. The Accident-Incident Report and First Report of Injury or Illness form must be submitted to the Human Resource Office per the above listed instructions. These forms should be completed by the injured employee's supervisor to the best of their ability and hand carried to the Human Resource Office. In a life threatening situation, signature of the victim may be obtained at a later date.

**HUMAN RESOURCE RESPONSE:**

1. The Coordinator of Benefits and Special Projects or Human Resource Office representative will complete the FCSRMC Physician Referral form and sign as the College official.
2. The Human Resource Office representative will contact the designated facility to advise them of the impending arrival of the employee for care.
3. The Human Resource Office retains a copy of the FCSRMC Physician Referral form and provides the original to the employee for hand delivery to the designated facility (non life threatening situation).
4. The Human Resource Office will furnish the employee with direction to the authorized designated facility.
  - Administrative Offices at the Citrus Campus, Levy Center, Hampton Center, and the Appleton Museum of Art will provide employees at their site with the appropriate medical provider for their location.
5. The Human Resource Office representative will advise the insurer, Designated Facility, and the Consortium of Workers' Compensation Referrals for Medical Attention to begin the process for a workers' compensation claim.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

**Title: Petty Cash & Change Funds**

Page 1 of 1

Implementing Procedure For Policy # 5.11

Date Approved: 01/07/10  
11/22/11

Division: Administration and Finance/FISCAL

**Internal Controls and procedures for Cash Transactions**

**I. Introduction and Purpose**

The following guidelines should be considered with regard to any petty cash or change fund established by the College of Central Florida:

1. The maximum amount of any departmental change fund shall be \$4,000 and the maximum for any departmental petty cash fund shall be \$100.
2. All cash fund custodians of departmental change/petty cash funds will sign a Petty Cash/Change Fund/Cash Drawer Authorization form (available on the Intranet) before receiving funds.
3. The department head has to approve any request for a change/petty cash fund.
4. The Chief Business Officer will review request and approve in the amount deemed necessary up to the established maximums.
5. The Cashier Manager in the Business Office will then work with the department to set up the actual cash fund.
6. All change/petty cash funds will be audited on an unannounced basis by the Business Office.
7. When a cash fund custodian terminates his/her position with the College or moves to a different position within the College, the department head should immediately notify the Business Office so that a new cash fund custodian can be approved.

**II. Reimbursement Procedures for Petty Cash Funds**

1. To be reimbursed for petty cash expenditures (\$25.00 maximum), print out a petty cash voucher found on the Intranet under "Forms".
2. Once the form has been filled out completely and original receipts attached, the department head and appropriate Vice-President must sign.
3. No food items are allowed except by approval of the Business Office.
4. Then the approved form is remitted to the cashier's office for reimbursement of funds.

\_\_\_\_\_  
Approved by Chief Business Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date





# COLLEGE of CENTRAL FLORIDA

## ADMINISTRATIVE PROCEDURE

**Title: Contracts – General Procedures**

**Page 1 of 2**

**Implementing Procedure for Policy 5.12**

**Date Approved: 10/26/00**

**Division: Administration and Finance**

1. All contracts and agreements are to be processed for Board approval. The Chief Finance Officer (CFO) coordinates the approval process and the procedure for tracking contracts. Part of the procedure includes notification of the contract administrator that a contract will expire so renegotiations can start in a timely fashion.
2. New contracts and contracts with substantive changes in language, terms, and conditions require review by College administrators and by the board attorney. Contracts with substantive changes include those where the scope of work or activities are changed. Existing contracts which were not previously reviewed by the College's attorney or which do not contain the "standard clauses" will be considered as substantive change contracts. New contracts and contracts with substantive changes must be discussed with the appropriate College administrators before negotiations with other parties. (Appropriate administrators include affected vice presidents and the president.)
  - a. Contract review steps:
    - (1) Contract proposed by area administrator, approved for negotiation by area vice president and president.
    - (2) Negotiation between contract administrator or the other designated College staff and other party(ies) to the contract.
    - (3) Reviewed by area vice president — must be to vice president four (4) weeks before the agenda is due to facilitate review.
    - (4) Reviewed by CFO, forwarded to board attorney for review and comments — must be to vice president three (3) weeks before board agenda is due
    - (5) Returned from attorney one (1) week before agenda item is due.
    - (6) If necessary, modified in discussion with other party after consultation between contract administrator, area vice president, and CFO.
    - (7) Final draft to CFO on Friday before agenda item is due.
    - (8) Board agenda
    - (9) Board approval
    - (10) Board chair or president (as required by contract/agreement and approved by District Board of Trustees) signs
    - (11) Official copy filed in Business Office.
3. Renewal of contracts without substantive changes requires administrative review only. If the change only extends an existing contract or amends a budget to include increased costs for salaries or materials, this type of change would be considered without substantive revision.
  - a. Contract review steps:
    - (1) Contract renewal proposed and approved.
    - (2) Negotiation of changes (money, etc.) by contract administrator.
    - (3) Reviewed by area vice president — to vice president two (2) weeks before agenda due.
    - (4) Reviewed by CFO and agenda item prepared — to vice president one (1) week before agenda is due.
    - (5) Board agenda
    - (6) Board approval
    - (7) Board chair signs
    - (8) Official copy filed in Business Office.

4. Timelines will be developed for the review processes for each contract.
  - A checklist is used to describe the steps, set timelines and due dates, and track the contracts through the process.
  - A copy of the checklist will be sent to the contract administrator when the CFO is notified the negotiation for a new contract or renegotiations of an existing contract is beginning.
5. Contract Processing Responsibilities
  - a. Division/Department Contract Administrator
    - Will include the standard contract provisions as developed by the board attorney, when writing an agreement with any institution or agency. A copy of those provisions is attached.
    - Will submit two original copies of the contract to the Office of Administration and Finance for review and processing.
    - Will be responsible for notifying and/or working with the agency to incorporate into the contract any necessary or required change.
    - Will allow sufficient preparation time, as a contract must be ready for board action two weeks prior to the next regularly scheduled monthly board meeting.
    - Will include notification of the contract administrator that a contract will expire so renegotiations can start in a timely fashion.
  - b. Office of Administration and Finance
    - Sends checklist for contract to the contract administrator.
    - Administers the procedure for tracking the contracts through the process.
    - Sends a copy of the contract to the board attorney for review. The board attorney will review and then notify the Office of Administration and Finance if the contract needs to be revised to include or delete any clauses or is ready for board action. A contract will not be submitted to the board for action until the board attorney determines the contract is ready for approval.
    - Presents the contract(s) as board agenda items.
    - Following the board's approval, the Office of Administration and Finance will:
      - Secure signatures from the appropriate persons and distribute copies to affected departments, following the board's approval.
      - File the official copy of the contract in the Business Office.

[See Procurement (Policy No. 5.12), Signatures (Policy No. 3.13), and Administrative Procedure for Procurement.)]

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Procurement**

**Page 1 of 5**

**Implementing Procedure For Policy # 5.12**

**Date Approved: 09/27/00**

**Division: Administration and Finance/Purchasing**

**Date Revised: 01/14/04**

**Date Revised: 05/27/05**

**Date Revised: 09/17/07**

**Date Revised: 10/07/10**

**Date Revised: 01/22/13**

**1. Purchasing Office**

Functions of the purchasing department are to:

- a. Receive, review and process all requisitions electronically for materials, equipment, supplies, and services for all College departments/divisions.
- b. Review each requisition for clarity of description and adequacy of specifications.
- c. Determine procurement method according to the dollar thresholds outlined in Florida Statute 287 and State Board of Education Rule 6A-14.0734.
- d. Combine requisitions of similar commodities and set scheduled buying periods for various supplies and materials in order to benefit from quantity purchases.
- e. Manage the College's bidding process including preparation, advertisement, opening, tabulating, analyzing, posting, and recommending award/rejection to the President and/or the District Board of Trustees.
- f. Initiate and arrange for testing of items to evaluate to ensure compliance with specifications.
- g. Issue purchase orders in accordance with purchasing rules.
- h. Act as the central clearing point for vendor visits to the campuses.
- i. Arrange for visits to surplus property warehouses or other locations in order to inspect materials and supplies made available to the College through the surplus property program.
- j. Assist departments in the preparation of specifications, procurement of samples, or trial equipment as needed.

**2. Purchase Orders**

Purchase Orders are the primary procurement method used to obtain goods and services for use by the College. They are processed and issued by the Purchasing department. The Director of Purchasing (Chief Procurement Officer) reviews all requests and signs purchase orders. In the absence of the Director of Purchasing, the Chief Financial Officer, the President, and on occasion the Assistant Vice President of Finance may sign purchase orders.

- a. Requisitions for purchase of goods and services are electronically approved and sent to Purchasing for processing. A complete description of items must be provided. Requisitions should include the following:

1. Suggested vendor name with vendor number
  2. Budget number
  3. General Ledger code
  4. Name of department needing the item or service.
  5. Date item requested
  6. Item description including quantity, unit of measure, unit cost and total cost
  7. Delivery location
- b. Based upon information on the "Requisition to Purchase" electronic form, the purchasing office will process the request and a Purchase Order will be issued.
- c. If the amount requires a bid to be issued pursuant to the College's Purchasing Rule, the purchasing office shall develop the bid documents as required. As soon as the bid is approved a purchase order will be issued and a copy provided to the originating department/division.
- d. Equipment, materials, supplies and contractual services are considered divisional/department expenses except when purchased for use in construction from Capital Outlay.
- e. Capital Outlay expenditures primarily include items of equipment in the amount of \$750 or more, with a life expectancy of a year or more, and include books, furniture, fixtures, equipment, and building or site improvements. Inventory records will be maintained on furniture, fixtures, and equipment.
- f. Shortages or damaged merchandise shall be reported by use of a "Return of Materials Authorization" form to be forwarded immediately to the purchasing office by the department/division receiving the order.
- g. Correspondence or contracts with vendors concerning any aspect of the purchase order, including delivery dates, should originate in or have the concurrence of the purchasing office.
- h. As purchase orders are issued, they are filed according to vendor and maintained in files.
- i. After a purchase order is issued, any change or cancellation must be approved by the purchasing office. This is accomplished by the submission of a "Request for Purchase Order Change" form.
- j. The purchasing office issues all change orders. The purchasing office can initiate a request for a change order. Reasons for all changes or cancellations should be indicated in the spaces provided on the form.
- k. The following information must appear on a requisition where trade-in is intended to be included in the procurement transaction.
1. Brand name
  2. Serial number
  3. Property number
  4. Original date acquired
  5. Original cost

Equipment to be traded must be retained by the requisitioning department or division until the issuance of a purchase order, receipt of new equipment, and signed receipt of trade-in by vendor. No item listed on the College's Capital Outlay Inventory may be traded or released without proper disposition and approval by the District Board of Trustees. Board approval date must be included on the requisition.

### 3. Purchasing Categories; Threshold Amounts

- a. Wherever 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 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 District 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 District 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.

**4. Bids**

The Purchasing office and occasionally the Office of the Chief Financial Officer are the only offices authorized to solicit bids. Bids will be created and obtained in accordance with State Board of Education Rule 6A-14.0734 which states:

(1) 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:

- (a) "Competitive sealed bids", "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.
- (b) "Competitive solicitations" or "solicitations" means an invitation to bid, a request for proposal, request for quote, or an invitation to negotiate.

Boards 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 College’s best interest. When accepting responsive offers to the College’s solicitations, Colleges 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 College 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.

(2) 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.
- (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.

(3) 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 local board of trustees.

(4) When a 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.

## 5. Bid Appeals

- a. The results of bid tabulations shall be posted in a public area near the Business Office within twenty-four hours of the bid opening.
- b. Any person who is affected adversely by the College's decision on a bid solicitation or awarding may file a notice of protest in writing within seventy-two hours after the posting of tabulations, or by mailing by certified U.S. mail with return receipt requested, within 72 hours.
- c. Upon receipt of the formal written protest, which has been timely filed, the President shall stop the bid solicitation process or the contract award process, without delay.
- d. A formal written protest shall be filed within 10 days after the date the notice of protest was filed. Failure to file either notice shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. The formal written protest shall contain specific reasons for contesting the bid action.
- e. Efforts to resolve the protest by mutual agreement shall be provided within seven (7) days, excluding Saturdays, Sundays and legal holidays, of receipt of the formal written protest. Should the dispute remain unresolved, hearing proceedings shall be arranged in accordance with Chapter 120, Florida Statutes.

## 6. Purchasing Procedures for Club Accounts

- a. A "Requisition to Purchase" will be electronically completed by the activity or club and submitted to Purchasing by the club sponsor or a club officer. In absence of a sponsor or club officer, the Coordinator of Student Life, or the Vice President of Student Affairs shall electronically approve the requisition.
- b. If purchase is to be made in confidence for purpose of a surprise presentation, in lieu of sponsor/officer

signatures, a memorandum from the club or activity officer, stating approval by majority of club, shall be submitted to Purchasing by E-mail as back-up.

- c. Purchases by clubs should follow reasonable purchasing procedures in this rule. Clubs, however, are considered as agent accounts and therefore may be exempt from some of the College procurement rules.
- d. Items considered as equipment usually will not be purchased by the College for clubs. Exceptions to this rule might be those instances wherein the club stated in writing that such equipment is to be donated to the College.
- e. The College reserves the right to decide which purchases it will process for clubs. Clubs who disagree with the College concerning purchases or procurement procedures may withdraw their funds upon written notice to the Coordinator of Student Life and with approval of the Vice President of Student Affairs, who shall notify the purchasing office. Likewise, the College may request clubs to withdraw their funds for the purpose of closing their accounts.

**7. Unauthorized Purchases**

Procurement may be made only for legitimate College purposes regardless of funding source. Any procurement for personal use or for the benefit of non-college organizations is strictly prohibited. Any individual making such purchase will be held personally responsible and may face termination, fines or imprisonment.

**8. Contracts**

See Administrative Procedure -Contracts: General Procedures and Policy No. 5.12 – Procurement.

\_\_\_\_\_  
Approved by Vice President of  
Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Owner Direct Purchase</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 5.12</b>
<b>Date Approved: 10/26/04</b> <b>Date Updated: 02/28/11</b>	<b>Division: Administration and Finance/Facilities</b>

**Section I – General**

As a state agency, the College is required by law to develop procedures for Owner Direct Purchase of construction materials from vendors.

“Effective January 2, 2011, Section 8, Chapter 2010-138, Laws of Florida (L.O.F.), requires governmental entities (excluding the federal government) to issue a Certificate of Entitlement to each vendor and each contractor in order to purchase supplies and materials for use in public works contracts tax-exempt under Section 212.086(6), F.S.”

**Section II – Requisition**

At the beginning of the project, the Construction Manager or General Contractor shall submit to the College’s Construction Projects Manager (CPM) a list of materials that the Owner can purchase direct to allow for sales tax savings. For each vendor, the Construction Manager or General Contractor shall submit a Requisition for Direct Purchases form to the Owner containing the following information: Project name, Construction Manager name, address, phone number; vendor’s name, federal ID number, address, phone number; list of materials including quantities, units and amount, separating out the total price from the sales tax. The form should also have a statement that includes the following:

**To ensure prompt payment, all original invoices shall be sent to the Construction Manager at the address listed above**

The Construction Manager/General Contractor shall submit to the CPM an original and one copy. After receipt of this documentation, a Requisition for Purchase, with attached documentation, will be completed by the CPM, approved by the Director of Facilities, and forwarded to the Purchasing Department. The Purchasing Department will return a copy of the purchase order to the CPM and forward the original copy to the vendor. The CPM will retain a copy of the purchase order(s), along with supporting documentation for each vendor, and forward a copy to the Construction Manager/General Contractor.



**Section III – Approval and Payment**

Twice monthly the Construction Manager/General Contractor shall submit invoices as they become due to the CPM. These invoices shall be approved and signed by the subcontractor. The Construction Manager/General Contractor shall submit the original and one copy of the invoices and any other backup documentation along with a letter addressed to the CPM verifying the material. The Construction Manager/General Contractor shall also keep and submit to the CPM documentation that shows each individual purchase order amount, amount submitted for payment, amounts remaining and tax saved. This documentation shall be submitted twice monthly with the invoices and the letter. The dates for submittal of the invoices shall be determined for each project individually.

The invoices shall be approved by the CPM and the Director of Facilities. The original invoices, along with the receiving report, shall be forwarded to the Business Office for payment. The Facilities Office will retain a copy.

**Section IV – Change Orders and Close Out**

As the project progresses, any changes that need to be made to the purchase order(s) shall be submitted by the Construction Manager/General Contractor to the CPM with an explanation of the change. The CPM and the Director of Facilities will complete, approve, and submit a Request for Purchase Order Change form and forward it to the Purchasing Office.

When purchase orders need to be closed, the Construction Manager/General Contractor will submit a request to the CPM. The CPM will forward requests to close each purchase order to the Purchasing Department.

NOTE: Sample copies of forms and documents used to implement this procedure are available for review in the Purchasing Department and the Facilities Office. The College reserves the right to modify forms/documents as necessary or to accept alternatives.

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\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date





### **Sample 3**

(Company Letterhead including name, address, phone, fax)

(Date)

(Insert name)  
Construction Projects Manager  
College of Central Florida  
3001 SW College Road, Building 10  
Ocala, Florida 34474

Re: (Project Name)  
(Project Number)  
(Purchase Order Number)

Dear (Name):

Please consider this our request to increase Purchase Order # in the amount of (\$). This change is necessary due to (.....).

This increase will make the total amount of the Purchase Order (\$).

Material verified by: \_\_\_\_\_  
(Construction Manager)

If you have any questions, please call.

Sincerely,

(Construction Manager)

## **Sample 4**

(Company Letterhead including name, address, phone, fax)

(Date)

(Insert name)  
Construction Projects Manager  
College of Central Florida  
3001 SW College Road, Building 10  
Ocala, Florida 34478-1388

Re: (Project Name)  
(Project Number)  
(Purchase Order Number)

Dear (Name):

Please consider this our request to close out Purchase Order No. ( # ). Please decrease the original Purchase Order by (\$ ).

Original P.O. Amount \$

Decrease \$

Close Out P.O. Amount \$

If you have any questions, please call.

Sincerely,

(Construction Manager)



## COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

<b>Title: Construction Manager Contract Administration</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 5.16 and 5.17</b>
<b>Date Approved: 09/25/02</b> <b>Date Updated: 02/28/11</b>	<b>Division: Administration and Finance/Facilities</b>

### **Section I – General**

The College administration is required to develop procedures for administration of construction management contracts.

### **Section II – Pre-Construction Services Contract Negotiation and Preparation**

After the construction manager (CM) has been selected, the Office of Administration and Finance directs the CM to prepare a Proposal for Pre-Construction Services in accordance with the “Guidelines for Construction Managers for the Preparation of Pre-Construction Services”. The Senior Vice President, Administration and Finance, the Facilities Director, and the Project Manager meet with the Construction Manager to negotiate the pre-construction portion of the contract.

If negotiations with the first ranked firm are unsuccessful, the College may terminate negotiations with the first ranked firm and begin negotiations with the second ranked firm. If negotiations with the second ranked firm are unsuccessful, the College may terminate negotiations with the second ranked firm and begin negotiations with the third ranked firm. If negotiations with the third ranked firm are unsuccessful, the College may terminate negotiations with the third ranked firm and select additional firms from the original pool or re-advertise.

The Office of Administration and Finance prepares the Pre-Construction Agreement and transmits two originals to the Construction Manager for signature. After execution of the Agreement by the President of the College, the Office of Administration and Finance retains the original and the Project Manager and Business Office retain a copy. The Project Manager shall prepare a purchase requisition for the pre-construction services and forward it to the Purchasing Department for issuance of a purchase order.

### **Section III – Negotiation of Guaranteed Maximum Price (GMP)**

When it is time for the Construction Manager to develop the GMP proposal, the Office of Administration and Finance directs the Construction Manager to prepare it in accordance with the “Guidelines for Construction Managers for the Preparation of Guaranteed Maximum Price Proposals.”

The Senior Vice President, Administration and Finance, the Facilities Director, and the Project Manager meet with the Construction Manager to negotiate the GMP.

If negotiations with the first ranked firm are unsuccessful, the College may terminate negotiations with the first ranked firm and begin negotiations with the second ranked firm. If negotiations with the second ranked firm are unsuccessful, the College may terminate negotiations with the second ranked firm and begin negotiations with the third ranked firm. If negotiations with the third ranked firm are unsuccessful,

the College may terminate negotiations with the third ranked firm and select additional firms from the original pool or re-advertise.

The Office of Administration and Finance prepares the GMP Amendment - This Amendment establishes the GMP, the number of calendar days for completion and liquidated damages amount. The Office of Administration and Finance transmits two originals of the Amendment to the Construction Manager for signature. The Construction Manager shall return the signed originals for signature by the President. The Construction Manager shall also include the appropriate insurance certificates and payment and performance bonds.

The Project Manager shall prepare the Requisition for Purchase Order for the contract amount and any additional amounts. The Business Office shall return the purchase order to the Project Manager.

#### **Section IV – Insurance Certificates and Bonds**

Upon receipt of the signed Amendment from the Construction Manager, the required insurance certificates and bonds shall be reviewed by the Project Manager and Risk Manager for compliance with the specifications.

#### **Section V – GMP File**

After execution of the Agreement, the Office of Administration and Finance retains the original agreement with the insurance and bonds and a copy of the following is forwarded to the Project Manager: the GMP proposal, the GMP amendment, insurance certificate, payment and performance bond.

#### **Section VI – Bid Openings and Award Recommendations**

The Construction Manager shall develop procedures for pre-qualification of all trade contractors. While the bid openings are not required to be public, the Project Manager or another representative from the College must be present when bids received by the Construction Manager are opened by the Construction Manager.

The Project Manager instructs the Construction Manager to provide a letter of recommendation for award of each bid package, a copy of each bid proposal and the tabulation form. The Project Manager maintains this information in the file.

#### **Section VII – Requests for Self Performance**

If the Construction Manager makes a request to self perform any portion of the work, it must be as a result of being the low bidder or being the low proposed price (if three quotes were provided). These payments shall be in the same manner as for other subcontractors. If circumstances (scheduling, emergencies) are such that the CM is self-performing, the CM shall include the following documents with the pay application: 1) Labor shall be documented with weekly time records; and 2) Material purchases under \$19,999 shall be documented as a catalog purchase or a verbal price; purchases of \$20,000-64,999 require two written quotes; purchases \$65,000-\$194,999 require a minimum of three written quotes; any purchase over \$195,000 requires a formal bid.

#### **Section VIII – Payment**

Pre-construction phase fees are negotiated as a lump sum amount based on a deliverable. Upon approval of the deliverable, the CM may invoice the amount as agreed upon in the contract. If any

additional services have been approved, a copy of the authorization must be attached to the invoice. These invoices are sent directly to the College for payment. Construction Phase payments are paid

based on the percentage of construction completed as supported by the schedule of values. These payments are approved first by the Architect/Engineer and then by the College. The Construction Manager should submit three copies of each pay application.

Invoices and payment requisitions are approved by the Project Manager, Director of Facilities and the Senior Vice President, Administration and Finance. The application is then forwarded to the Business Office along with the signed receiving report approving payment.

As the project progresses, the Project Manager will assist the business office in projecting the amount of funds to request monthly from the Department of Education. The Project Manager will also reconcile funds monthly with the Business Office.

**Section VIII – Change Orders**

The Construction Manager shall request change orders that are either supported by bid or by unit prices.

**Section IX – Savings**

If a bid package exceeds a line item amount provided in the GMP, the entire cost is payable to the CM, provided the GMP is not exceeded. Savings in trade contracts accrue to the CM's contingency and shall be shown for each bid package on each payment requisition. General conditions and fees are line item budgets and are not interchangeable. Any change or increase in field staff or salaries must be approved by the College in writing.

**Section X – Project Closeout**

At the conclusion of the project, the Project Manager will assist the Business Office in final reporting, preparation of appropriate change orders for approval by the District Board of Trustees, adjustment of contract totals, and final reconciliation of records. The Project Manager will also submit a request to close each purchase order to the Business Office.

The Project Manager will be responsible for obtaining the Certificate of Substantial Completion, Certificate of Occupancy and Certificate of Contract Completion.

**Section XI – Records Retention**

Records retained by the Facilities Office shall include permits, correspondence, Submittals, Requests for Proposals, Requests for Information, Phase I, II and III Documents, Bid Documents, Record Drawings, Change Orders, and all final certificates.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Financing Short-Term and Long-Term Debt**

**Page 1 of 2**

**Implementing Procedure For Policy # 5.18**

**Date Approved: 02/17/09**

**Division: Administration and Finance/FISCAL**

**Debt Evaluation Guidelines for Florida College Direct Support Organizations**

**I. Introduction and Purpose**

The following guiding principles should be considered with regard to any debt issued by the College of Central Florida Foundation and the Appleton Cultural Center, Inc.:

1. The debt should be competitively bid
2. The use of the funds must serve the interest of the College
3. A DSO cannot pledge the endowment or restricted donor funds as collateral
4. The revenue stream pledged to repay the loan must be reasonably certain and able to cover the required annual payments

For purposes of these guidelines:

- a) "Debt" means bonds, loans, promissory notes, lease-purchase agreements, certificates of participation, installment sales, or any other financing mechanism or financial arrangement whether or not a debt for legal purposes, for financing or refinancing purposes including any related renewals, extensions and refunding, for or on behalf of a direct support organization for the acquisition of goods, materials, equipment and services.
- b) "Short-term debt" is defined for the purpose of these guidelines as any debt issued for a term of not more than five years.
- c) "Financing documents" means those documents and other agreements entered into by the DSO establishing the terms, conditions and requirements of the debt issuance.

**II. Issuance of Long-Term Debt**

The District Board of Trustees may not delegate the authority to authorize and approve any College of Central Florida Foundation and/or Appleton Cultural Center, Inc. debt issuance with a term of more than five years (long-term debt). The District Board of Trustees is responsible to evaluate all such debt in accordance with these guidelines. After completing an evaluation of a proposal for issuance of long-term debt, the District Board of Trustees must take formal action regarding the proposal.

**III. Submitting Proposal For Issuance of Debt**

The following information shall be submitted to the District Board of Trustees in support of a request for evaluation of any issuance of debt by the College of Central Florida Foundation and the Appleton Cultural Center, Inc. outside of any delegated authority in policy 5.18:

- a) A statement describing the purpose or use of the funds to be acquired through the debt issuance, and an explanation of how the project being proposed is consistent with the mission of the college.
- b) Evidence of competitive bidding process to support best proposal.
- c) A description of the contract terms in the loan agreement that specifies the collateral to the loan, security interests, and default conditions. The College of Central Florida Foundation or the Appleton Cultural Center, Inc. cannot pledge endowment or donor restricted assets as collateral.
- d) An analysis of the revenue stream to repay the loan and cover at least 130% of required annual payments. Exceptions to 130% coverage may be approved by the District Board of Trustees.
- e) The financial analysis supporting the debt must be reviewed and approved by both the College's President and Chief Business Officer before the College of Central Florida Foundation or Appleton Cultural Center, Inc. may submit the proposal to the District Board of Trustees.
- f) A form of a resolution to be adopted by the District Board of Trustees approving issuance of the debt.

**IV. Evaluation of Proposals for the Issuance of Debt**

The District Board of Trustees may engage underwriters, financial advisors and other professionals to assist in the evaluation of proposals for the issuance of debt by either the College of Central Florida Foundation or the Appleton Cultural Center, Inc. To assure fairness and objectivity in the selection of professionals and to help select the most qualified professional, the selection of underwriters and financial advisors should be consistent with State Statute governing procurement of such services.

**V. Effect**

The foregoing guidelines shall be effective immediately and may be modified from time to time by the Division of Florida Colleges as circumstances warrant. The guidelines are intended to apply prospectively to all College of Central Florida Foundation or Appleton Cultural Center, Inc. debt, and not affect adversely any College of Central Florida Foundation or Appleton Cultural Center, Inc. debt currently outstanding or projects approved by the District Board of Trustees prior to the implementation of these guidelines.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date



**Title: Incentives for Degree Attainment**

**Page 1 of 2**

**Implementing Procedure For Policy #: N/A**

**Date Approved: 08/24/06**

**Division: Administration and Finance**

**Date Revised: 06/10/07**

**Incentives for Degree Attainment**

Full-time employees who earn an associate's, bachelor's, master's, or doctoral degree after January 1, 2006, will be eligible to receive an incentive payment. The incentive payment does not become part of the employee's base pay. The incentive amounts by degree level are:

Associate's Degree	\$ 500
Bachelor's Degree	\$1,000
Master's Degree	\$1,500
Doctorate	\$2,000

A. The following guidelines apply to the incentive payment program:

1. The program applies to degrees earned after January 1, 2006, and the program is not retroactive.
2. The incentive may only be paid for earned degrees beyond degrees already attained. That is, an individual who already has a bachelor's degree would not receive an incentive for subsequently earning an associate's degree.
3. The incentive payment does not become part of the base pay.
4. The employee who earns a degree eligible for incentive payment is responsible for providing Human Resources with an official copy of a transcript indicating the degree earned.
5. The incentive program only applies to degrees earned at regionally accredited institutions.
6. The incentive award will be provided for no more than one degree per level.
7. Exception: Employees who earned any of the above degrees prior to January 1, 2006 and who subsequently earn another degree at the same level will be eligible for the incentive award (example: Employee 'X' currently holds an Associate in Arts degree earned in 2005 which did not qualify for an incentive award. Employee 'X' then earns an Associate in Science degree after January 1, 2006. Employee 'X' would receive the incentive award for the A. S. degree).
8. Incentive awards are for degrees earned after the individual has started full-time employment with the College.
9. This award will be treated as a "Special Payroll" and will be run for the award amount less FICA, Medicare, and withholding.

B. The following steps will need to be followed to process the Incentive for Degree Attainment:

1. Employee needs to provide Human Resources with an original transcript (must be in a sealed envelope).
2. Human Resources will receive and verify the original transcript and determine whether the employee qualifies for the award per the College guidelines for Incentives for Degree Attainment as stated in the College's Salary Manual (page 13) and this administrative procedure.
3. Human Resources will report qualified employees to the Senior Vice President, Administration and Finance for approval.
4. Via e-mail, the Senior Vice President, Administration and Finance will approve the award and

notify the Payroll Office and Human Resources.

- 5. The Payroll Office will enter the specific award to the payroll system as a “Special Payroll” using the employees department and general ledger code assigned.
- 6. The Payroll Office will adjust the benefits to reflect the withholding of FICA, Medicare, and federal taxes.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Employee Complaints</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure</b>
<b>Date Approved: 06/28/12</b>	<b>Division: Administration and Finance</b>

College of Central Florida is committed to the fair resolution of employee concerns. The purpose of this procedure is to outline the process for resolving issues of a general nature where an employee has a concern about the College and its operations.

Complaints related to discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability are addressed under the administrative procedure "Discrimination, Harassment and /or Sexual Harassment Complaint Procedure for Employees and Students."

**Definitions:**

*Complaint:* An employee complaint may be any concern an employee has about the college and its operations. A complaint is defined as a dissatisfaction that occurs when an employee believes that any decision, act or condition affecting the employee is illegal, unjust or creates unnecessary hardship. Complaints may concern, but are not limited to, working conditions.

*Complainant:* Any employee or applicant for employment who presents a complaint under this procedure.

*Respondent:* The person who is alleged to have caused the complaint by identifiable acts of omission or commission.

**Procedure:** An employee having a complaint shall follow the steps set forth below.

**Informal:** An employee who has a complaint should report, verbally or in writing, his or her concerns to the immediate supervisor within thirty (30) working days from the date the employee becomes aware of the act or omission giving rise to the complaint. If the nature of the concern involves the immediate supervisor, the employee should report his or her concern to the next level supervisor. The supervisor will attempt to resolve the complaint informally and may request the participation of other College personnel as appropriate in that informal resolution. If the complaint is resolved to mutual agreement of the supervisor, the employee and any other parties concerned, the matter will be considered settled. The informal process should be concluded within forty (40) working days or less of receipt of the complaint, whenever possible. The investigating supervisor will file a written report outlining the result of the informal complaint to all parties, the Equity Officer, and the President within ten (10) working days of the resolution of the complaint.

**Formal/Appeal:** If the complaint cannot be resolved informally, the employee may petition an appeal of the decision by submitting a formal written complaint with the Vice President or appropriate supervisor responsible for that department. The Vice President or appropriate supervisor will serve as the lead administrator to investigate the petition. In the event that the complaint is against the Vice President or appropriate administrator, the employee shall petition an appeal to an alternate Vice President designated by the President who will serve as the lead administrator to investigate the complaint. Written complaints must be filed within ten (10) working days after receipt of the informal report. The Vice President or appropriate administrator leading the investigation has sixty (60) working days to complete the investigation of the complaint.

Upon receipt of the formal petition, the lead administrator shall:

1. Notify the President and the appropriate department administrator of the formal complaint.
2. Conduct a prompt and thorough investigation to determine the facts of the complaint. The lead administrator may request the participation of any College personnel determined to be necessary to resolve the complaint.
3. Maintain a record of the investigation and store in a secure area apart from Human Resource files.
4. Meet individually with the parties involved to discuss the findings and provide a written summary of the overall findings.
5. File a written report with the President within ten (10) working days after investigation has been completed. The report shall (1) outline the investigative findings, and (2) indicate recommended resolution for the complaint.

The decision of the lead administrator shall be final.

**Retaliation**

It is a violation of College policy to retaliate or take reprisal against any person who has filed a complaint based on the fact that the person raised a complaint to any faculty, supervisor or manager of the College, to any Dean, Vice President, or administrator, to any other person, entity, or human rights agency.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**Title: Employment Procedure for Sexual Offenders or Sexual Predators**

**Page 1 of 2**

**Implementing Procedure For Policy # 6.00**

**Date Approved: 10/27/08**

**Division: Human Resources**

**Applicants**

The College has determined that the employment of persons officially designated as Sexual Predators would be disruptive to the orderly process of the College's programs and/or would interfere with the rights and privileges of other members of the College community. In accordance with §1001.64(46) Fla. Stats., the College may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct if determined to be in the best interest of the College.

- A. The College Director of Human Resources will check all job applicants granted interviews against the FDLE Web site of Florida Sexual Offenders and Predators.
- B. If an applicant is classified as a sexual predator, the Director of Human Resources will immediately send a certified letter, return receipt requested, to the applicant denying the application.
- C. If an applicant is classified as a sexual offender, the Director of Human resources will immediately send a certified letter, return receipt requested, to the individual and request submission of the following documents within ten business days of request:
  - (1) A letter of explanation from the offender explaining the criminal offense and subsequent rehabilitation.
  - (2) The following items from the Clerk of the Court where the offense occurred:
    - a. Arrest Affidavit
    - b. Information Sheet
    - c. Court Minutes
  - (3) Order terminating probation, if applicable.
  - (4) Other information which the Director of Human Resources determines to be necessary to render a decision.

If the documentation is not received timely, the application will be denied.

When the offender has provided all required documentation to the College, the Director of Human Resources will notify the offender of the time and place of an interview with a 3-member committee comprised of the Director of Human Resources and two others from among the Equity Officer, a College Administrator and a staff member. After the interview, the committee will recommend whether or not to allow the applicant to apply to the College and, if the applicant is permitted to apply, whether possible employment would be with or without restrictions. The recommendation will be submitted to the

President. The final decision will be communicated to the offender by certified mail, return receipt requested, from the President within three (3) business days after the meeting.

**Employees**

When the College Human Resources Director becomes aware that a current employee is added to the FDLE Web site of Florida Sexual Offenders and Predators, the Director will take the following actions:

- A. If the current employee is classified as a sexual predator, the Director of Human Resources will commence the termination procedure as set forth in Board Rule 6.11.
- B. If the current employee is classified as a sexual offender, the Director of Human Resources will follow the same procedures set forth above in Sections C1 through C4.

When the offender has provided all required explanations to the College, the Director of Human Resources will notify the offender of the time and place of an interview with a 3-member committee comprised of the Director of Human Resources and two others from among the Equity Officer, a College Administrator and a staff member. After the interview, the committee will recommend that (1) the President recommend termination of the employee to the District Board of Trustees or (2) that the current employee be permitted to continue employment at the College, with or without restrictions. The recommendation will be submitted to the President, and the President will notify the offender by certified mail, return receipt requested, within three (3) business days after the meeting as to whether or not he is recommending termination to the District Board of Trustees or whether he has agreed to permit the offender to continue employment at the College, without or without restrictions and, if with restrictions, the nature of those restrictions.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date





# COLLEGE of CENTRAL FLORIDA

## ADMINISTRATIVE PROCEDURE

<b>Title: Hiring</b>	
<b>Page 1 of 6</b>	<b>Implementing Procedure For Policy # 6.00</b>
<b>Date Approved: 04/15/02</b> <b>Date Revised: 09/15/03</b> <b>Date Revised: 11/04/05</b> <b>Date Revised: 07/24/06</b> <b>Date Revised: 06/18/08</b> <b>Date Revised: 02/14/11</b>	<b>Division: Administration &amp; Finance/Human Resources</b>

The following principles guide these hiring procedures:

- Each position which becomes vacant is an opportunity for the College to assure that its human resources support College priorities, especially the improvement of student learning.
- Each hiring opportunity should reflect the college's priorities of continual improvement and student learning.
- The hiring process is an opportunity to improve the College and provide a positive image of the College.
- The hiring process provides an opportunity for the College to move toward meeting/exceeding its diversity initiative goals.
- The hiring procedure must be, in fact and in perception, absolutely fair.
- The hiring procedure provides an opportunity for advancement for current CF employees.
- The hiring procedure should be as efficient and timely as possible so that College operations and personnel needs can be addressed in a timely manner.

### 1. **INTRODUCTION**

This procedure is designed to address hiring full-time College employees. In hiring part-time employees, the hiring supervisor will follow the same principles enumerated in this procedure.

### 2. **RESPONSES TO A VACANCY**

When a full-time vacancy occurs, the hiring supervisor consults with the appropriate vice president to determine what recommendation should be made to the President:

#### 2.1 Possible actions include:

- 2.1.1 Eliminate the position,
- 2.1.2 Change the position,
- 2.1.3 Leave the position temporarily unfilled, or
- 2.1.4 Fill the position as it is.

2.2 If the position is recommended for change, a new or revised job description must be prepared and accompany the Position Vacancy Action Request form. (A Job Description Change Form, available on Intranet, should accompany the new or revised job description and the Position Vacancy Action Request form). Human Resources will post the new/revised job description on the intranet.

2.3. The hiring supervisor initiates a Position Vacancy Action Request, which is routed through the approval process. (The Position/Job Description form found on the intranet must be active or approved prior to submission of this document).

### 3. **STARTING THE HIRING PROCESS**

3.1 When the President approves filling the vacant position (on a Position Vacancy Action Request), the Human Resources Office prepares the vacancy announcement in compliance with the required advertisement dates outlined in policy. The hiring supervisor may provide a beginning screening date (outside the outlined 10 or 20-day period according to policy & position pay grade) and suggestions for the search committee membership and chair.

### 4. **ADVERTISING**

4.1 Announcements of vacancies and advertisements are created by Human Resources from the approved position descriptions.

4.2 The Human Resources Office prepares a written advertisement and an Announcement of Vacancy for review and approval by the hiring supervisor and appropriate vice president.

- 4.3 All announcements of vacancy and advertisements must indicate either a specific closing date for receiving applications or the statement “open until filled.” If “open until filled” is used, a date when applicant screening begins will be included. Announcements of vacancy may also include a desired starting date.
- 4.4 Faculty and Administrative positions will be posted for a minimum of 20 workdays and Career and Professional positions will be posted for a minimum of 10 workdays.
- 4.5 Announcements will be prepared in a standard format. Changes in format must be approved by the President.
- 4.6 All announcements of vacancy for faculty must contain the following phrases:
  - 4.6.1 *“Experience working with diverse populations in a college setting preferred.”*
- 4.7 All announcements for vacancy must include the standard equity and non-discrimination statements.
- 4.8 Upon receiving the approved vacancy notices and advertisements, the Human Resources Office distributes the Announcement of Vacancy throughout the College, on the College web page, and to other Florida colleges and places the advertisement in appropriate media outlets.
  - 4.8.1 Faculty positions will be advertised:
    - 4.8.1.1 Internally through posting of the Announcement of Vacancy on-line,
    - 4.8.1.2 To other Florida colleges and universities,
    - 4.8.1.3 Locally in Citrus, Levy and Marion County media, (one insertion each), on-line job opportunities
    - 4.8.1.4 Nationally in the Chronicle of Higher Education (one insertion),
    - 4.8.1.5 In professional publications identified by the Human Resources Office as serving predominately minority populations (one insertion each), and
    - 4.8.1.6 In specialized publications serving specific disciplines, which may be suggested by the hiring supervisor.
  - 4.8.2 Administrative positions will be advertised:
    - 4.8.2.1 Internally through posting of the Announcement of Vacancy on-line,
    - 4.8.2.2 To other Florida colleges and universities,
    - 4.8.2.3 Locally in the Citrus, Levy and Marion County media, (one insertion each),
    - 4.8.2.4 Nationally in The Chronicle of Higher Education (one insertion),
    - 4.8.2.5 In professional publications identified by the Human Resources Office as serving predominately minority populations (one insertion each), and
    - 4.8.2.6 In special publications when recommended by the hiring supervisor and the appropriate vice president.
  - 4.8.3 Career and Professional employee positions will be advertised:
    - 4.8.3.1 Internally through posting of the Announcement of Vacancy,
    - 4.8.3.2 In the Ocala Star Banner and the Citrus County Chronicle, or The Chiefland Citizen, (dependent on the location of the vacancy, one insertion),
    - 4.8.3.3 To other Florida colleges, where the local applicant pool is expected to be limited because of specific training and experience requirements,
    - 4.8.3.4 In specialized trade journals or publications when suggested by the hiring supervisor, and
    - 4.8.3.5 In newspapers in nearby metropolitan centers (one insertion).
- 4.9 Waivers of advertisement and recruitment processes may only be granted by the President. The following are typical of types or waivers that might be granted:
  - 4.9.1 A pool of candidates exists from recruitment efforts conducted no more than three months prior to the request to hire and the recommended candidate was in the applicant pool for the previous position.
  - 4.9.2 An “open” pool of applicants is available by departments as needed and for adjunct faculty positions. (NOTE: Such pools are maintained by the Human Resources Office and have prior approval to waive advertising. Adjunct pools are maintained by the instructional department).
  - 4.9.3 The President determines that an emergency exists and a vacancy must be filled immediately.
  - 4.9.4 The President approves an employee transfer from another position within the College.

## 5. APPLICATIONS

- 5.1 Applicants, including current employees of the College, must submit a completed on-line College of Central Florida application by the published deadline date.
- 5.2 The Human Resources Office:
  - 5.2.1 Sends a letter (or electronic communication) to the applicant within three (3) working days of receipt of the application acknowledging receipt of the application materials (*reversed with 5.2.2*)

- 5.2.2 Notifies the chair of the search committee via electronic mail (see section 7 for information about committee and chair) or hiring supervisor that a position has closed,
- 5.2.3 Includes in the letter an explanation of the next steps in the process,
- 5.2.4 Answers requests for additional information about the vacancy, and
- 5.2.5 Advises applicants of the minimum qualifications for the position.

5.3 Receipt of applications:

- 5.3.1 On-line applications are accepted by the Human Resources Office through the deadline date.

**6. APPLICANT POOL AND EQUITY**

- 6.1 For all advertised positions, the applicant pool is reviewed for compliance with equity guidelines.
  - 6.1.1 Within two (2) working days after the position closes, the Human Resources Office provides the statistical data sheets submitted by applicants to the College's equity officer.
  - 6.1.2 The equity officer may determine that the hiring process be continued or canceled. The reviewer may also recommend re-advertising the vacancy, extending the application deadline, or encouraging applicants with incomplete application files to submit the necessary, additional information. A written report of the equity officer's review should be forwarded to the Human Resources Office within three (3) working days after receiving the statistical data sheets.
  - 6.1.3 If the equity officer determines that additional steps be taken prior to screening applications, the Human Resources Office will initiate those steps and notify the hiring supervisor of the changes in deadlines.
  - 6.1.4 When the equity officer determines that an equitable pool exists, the application materials for all applicants are forwarded to the search committee chair.
- 6.2 For all faculty positions, the applicant pool is reviewed by the Dean or Vice President for Instructional Affairs to ensure minimum qualifications have been met.

**7. SEARCH COMMITTEES**

- 7.1 Search committees are required for filling all vacancies for full-time faculty and administrative and professional employees and for all career employee positions classified as C-6 or higher on the salary schedule. (Search committees are not mandatory for positions classified below C-6. The role of the search committee is a voluntary service to screen the applicants and to narrow the pool of applicants to a non-prioritized list of preferably three (3) to five (5) applicants. The committee understands that no ranking by use of numbers or letters are used during the application review or interview process.
- 7.2 Composition of search committees:
  - 7.2.1 Committees should be diverse in ethnicity and gender.
  - 7.2.2 At least one member of each search committee will be from outside the hiring department.
  - 7.2.3 The number of members appointed to a search committee will be dependent on the type of position being filled.
    - 7.2.3.1 Faculty search committees should have at least five (5) members. A majority of the committee shall be faculty members. Two members of the committee must be from the department filling the vacancy, one faculty member from outside the department.
    - 7.2.3.2 Career and Professional employee search committees should have at least three (3) members.
    - 7.2.3.3 Administrative search committees should have at least five (5) members. Employees from the department or division for which an administrator is being hired should be represented on the search committee.
  - 7.2.4 The President may appoint non-employees to search committees for specific faculty or administrative positions to assure that the committee has an adequate technical background in the area of the vacancy.
- 7.3 The Director of Human Resources reviews and approves the suggestions of the hiring supervisor for search committee members to determine diversity and balanced representation.
- 7.4 The hiring supervisor may serve as chair of the search committee or may recommend another chair.
  - 7.4.1 The Human Resources Office provides training to the committee chair. The committee chair and members are to view the search committee presentation on the intranet for instruction. The committee chair is charged with instructing the committee members regarding the duties of the position and providing details regarding the structure of the hiring department. The committee is charged with reviewing and evaluating each application and candidate (internal and external) in a fair and professional manner.
  - 7.4.2 The Human Resources Office may assist the committee in developing a screening instrument unique for the position,

- 7.4.3 The Human Resources Office reviews the questions to assure that none will violate equity rules and applicants' rights, and
- 7.4.4 The Human Resources Office will provide guidelines to the committee about EA/EO issues pertinent to the search.
- 7.5 In faculty searches, the hiring supervisor will meet with the entire search committee to review position requirements.

**8. DUTIES OF THE SEARCH COMMITTEE**

- 8.1 Screening applications: Following the training session, the committee chair convenes the search committee to screen applications to identify the most appropriate candidates for interviewing. It is the responsibility of the search committee chair to inform all search committee members of the essential functions and responsibilities/duties that are required of the candidate for the position.
  - 8.1.1 Each member of the committee reads all applications. The committee members recommend applicants to be interviewed to the committee chair.
  - 8.1.2 The search committee and chair create interview questions for the applicants that will be interviewed. Interview questions must address the duties and essential functions of the job and be in EEO/Legal compliance. Recommended interview questions are to be sent via electronic mail to Human Resources for review and approval prior to interviews being conducted.
  - 8.1.3 If the screened pool of application is unacceptable or an insufficient pool, the search committee may suggest to extend the applicant pool for more viable applicants and/or re-advertising the vacancy.
  - 8.1.4 The College is required by statute to give "preference" to veterans in employment in all Career Service System position under the Florida College System. Usually the preference standard is met if veterans who meet the minimum qualifications for the position are interviewed and if the person selected as most qualified for the position is a veteran. Preference does not require the employment of a veteran over a better-qualified applicant.

Applicants claiming Veteran's Preference must submit appropriate documentation (DD Forms 214) if they want to request veteran's preference.

Only those positions listed in F.A.C. Rule 55A-7.005 are considered for veteran's preference. Human Resources will identify the Veteran Covered Positions. (*Faculty & Administrative positions are exempt*).

When the chair of the search committee or the hiring administrator recommends a non-veteran, the memo must document the reason for not selecting interviewed veterans. (NOTE: The decision is subject to the review by the Department of Veterans' Affairs and by the Public Employees Relations Commission.) For additional information about veteran's preference, consult the Human Resources Office.

- 8.2 Interviewing applicants
  - 8.2.1 A majority of committee members must be present during each step of the interview process including the selection meeting and initial interviews with selected applicants. (The committee membership must meet Gender/Ethnicity requirements at all times. Gender meaning not all the same sex. Ethnicity meaning not all the same race).
  - 8.2.2 The search committee chooses candidates to be interviewed. All internal candidates who meet or exceed the minimum requirements for the position must be invited to interview. All currently employed adjunct faculty qualified for the advertised faculty position will be granted an interview. The search committee chair contacts human resources (via electronic mail) with the selected interview candidate names for review and approval (prior to contacting the candidate). The search committee chair will send (via electronic mail) the list of interview questions for review and approval to human resources.
  - 8.2.3 The search committee chair contacts the candidates to invite them to interview. If time permits, the chair sends a letter or electronic mail, to each candidate confirming the invitation, the date and the time of the interview.
  - 8.2.4 During the initial contact, the chair must ask if the applicant requires any "reasonable accommodations to participate in the interview process." If the applicant indicates a specific accommodation is needed, the chair should notify the college Equity Officer who will arrange the accommodations. Examples of reasonable accommodations include an interpreter for a hearing-impaired applicant or a wheelchair accessible interview room.
  - 8.2.5 Candidates are responsible for all expenses associated with their interviews. (Exceptions may be approved by the President.)
  - 8.2.6 Telephone interviews are permissible. Generally, telephone interviews should only be used at the initial interview level. Final interviews must be "face-to-face."
  - 8.2.7 The search committee may require candidates to complete a work-performance demonstration prior to or during the interview. The activity shall be job related and provide evidence of the candidate's ability to perform the tasks required in the position. Applicants for faculty positions must be asked to demonstrate teaching a specific concept or skill using a standard procedure for the demonstration.

- 8.2.8 The search committee's task in the interview is to assess the probability of an applicant's potential success as an employee of the College in the position.
- 8.2.9 Interview questions
  - 8.2.9.1 Questions must not address the following areas (i.e., race, sex, marital status, gender, age, religion, national origin, number and ages of children or sexual orientation).
  - 8.2.9.2 Suggested questions are provided during the training session.
  - 8.2.9.3 Additional questions that are pertinent to specific skills or knowledge are appropriate.
  - 8.2.9.4 All applicants should be asked the same set of questions.
- 8.2.10 Interviews should provide an opportunity for the applicant to ask questions.
- 8.2.11 A summary sheet, provided by Human Resources, detailing the College benefits package will be given by the screening committee chair to each candidate interviewed at the time of the interview. (For full-time positions only).

**9. SELECTION**

- 9.1 Following the interviews, the search committee selects preferably three (3) to five (5) candidates for consideration by the hiring supervisor. Search committees will not rank order candidates.
- 9.2 The hiring supervisor contacts listed employment references and other references about the listed candidates. Former supervisors should be contacted, if possible, to discuss skills, work habits, attitudes and re-employability.
- 9.3 From the list of nominated candidates, the hiring supervisor selects one person as the preferred candidate. (NOTE: The hiring supervisor has the option of interviewing the nominated candidate(s) prior to making a final selection).
  - 9.3.1 The hiring supervisor submits the recommendation to the appropriate vice president to hire or to re-advertise the position. (The 'Position Vacancy Announcement Change Request' form must be submitted. The form is available on the intranet).
  - 9.3.2 Pre-employment checks, as specified below, will be required for applicants recommended by the hiring supervisor to fill positions in the following areas:
    - Appleton Museum – background check (fingerprinting optional)
    - Business Office – background, and fingerprinting – national check
    - Child Care – background and fingerprinting - national check
    - Conference Services (Cashier) – background check (fingerprinting optional)
    - Criminal Justice – background and fingerprinting - national check
    - Human Resources – background check (fingerprinting optional)
    - Information Technology – background check (fingerprinting optional)
    - Plant Operations – background check (fingerprinting optional)
    - Public Safety – background check (fingerprinting optional)
    - Purchasing Department – background check (fingerprinting optional)
    - Student and Enrollment Services College wide – background check (fingerprinting optional)

All offers of employment are contingent upon a successful background check for the areas listed above.

**10. RECOMMENDATION**

The recommendation and justification memo for salary should be submitted directly to the Director of Human Resources for review and preparation.

- 10.1 The proposed salary, which has been determined through consultation between the Director of Human Resources and the appropriate Vice President must be included in the recommendation.
- 10.2 The information packet about the recommended candidate is submitted to the appropriate vice president for review and approval. If the vice president concurs with the recommendation of the hiring supervisor, as shown on the Personnel Action Form (PAF), the form will be signed and forwarded to the Business Office for signature. The Business Office will then forward the form to the Human Resources Office for signature. Once all appropriate signatures have been obtained, the candidate's information packet is forwarded to the President for review and approval and subsequent recommendation to the District Board of Trustees.
- 10.3 Following the approval of the President, the office of Human Resources e-mails the department hiring supervisor or authorized college staff to make the official offer of employment.
  - 10.3.1 The hiring supervisor or appropriate Vice President makes the official offer of employment to the candidate or arranges for a division representative to do so.
  - 10.3.2 The chair of the search committee, hiring supervisor or appropriate Vice President creates the formal, written or electronic offer of employment. The letter should include the start date, official job title, approved salary and any requirements that are noted to address any specific areas of concern identified by the hiring supervisor or the vice president.

- 10.4 When a candidate accepts the position in writing or electronically, a recommendation for appointment is forwarded to the District Board of Trustees. (A verbal approval is acceptable for Career and Professional positions however; a follow-up confirmation should be forwarded as a courtesy to the candidate. Administrative and Faculty or contractual positions require a formal or e-mail confirmation from the candidate.)
- 10.5 Within five working days of the acceptance, the chair of the search committee or Human Resources shall send a letter (or electronic communication) to all finalists who were interviewed, thanking them for their application and notifying them that the position has been filled. Human Resources will notify all other applicants of the status of their application unless the chair of the screening committee or the hiring supervisor prefers to do so.
- 10.6 All application materials are kept on file for four years in the Human Resources Office in accordance with the retention schedule current at that time. Files must include all ORIGINAL documents applications, correspondence to applicants, correspondence to the search committee, interview reports, all hand written notes, equity reports, and recommendation letters. The chair of the screening committee must destroy any COPIES of applications, resumes, or other material made during the interview process.

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**Vice President, Administration and Finance**

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Date

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**Approved by President**

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Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Hiring/Reinstatement of Part-Time Hourly Instructors</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 6.00</b>
<b>Date Approved: 03/04/03</b>	<b>Division: Human Resources</b>

Purpose: To implement procedures for hiring/reinstating part-time hourly instructors.

1. Hiring new instructors: (Never taught or has not taught during the previous two years.):
  - A. Complete application package - must include I-9 with proper identification, Drug Statement, and W-4.
  - B. Personnel Action Form.
  
2. Reinstatement:(Instructor who has taught for us during the previous two years but has been terminated):
  - A. Personnel Action Form required.
  - B. Address Change – Personal Change Form required.
  - C. Name Change –
    - Personal Change Form required with copy of new Social Security Card attached.
    - New I-9 with proper identification attached (see back of I-9 form)
  - D. W-4 required to change the number of exemptions or marital status.

Spreadsheets will no longer be required each semester, and there will be no contracts issued for part-time hourly instructors. When a part-time instructor is hired, he or she will be input to the computer system and will remain on the system until the originator terminates or deletes the instructor from his or her budget.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

— **TEMPORARY PROCEDURE** —

<b>Title: Process For Reviewing Vacancies</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy 6.00</b>
<b>Date Approved: 01/15/02</b>	<b>Division: Administration and Finance</b>

**DEFINITION:**

- A vacancy is a regularly established position from which a full-time, regular employee has resigned, been terminated or retired.
- A vacancy may be a new position, requested and approved for the current fiscal year, which has not been filled.
- A vacancy is a budgeted, “regular” part-time position from which an employee has resigned.
- Adjunct instructors, temporary employees and student employees are not included in this process.

**PROCESS:**

- An employee notifies the department supervisor that they are resigning or retiring or the supervisor notifies an employee that their employment at the College has ended.
- The immediate supervisor advises the vice president supervising the department or division of the vacancy.
- The vice president and the supervisor review the departmental needs to determine if the position should be filled, modified, transferred to another department under the administration of the vice president, or eliminated.
  - If the vice president determines that the replacement of the position is the highest priority for his/her division, a Request to Fill a Vacancy form is completed and sent to the Human Resources Office. That form should be signed by the department supervisor and endorsed by the vice president. The signed and endorsed form is sent to the Human Resources Office for further processing. The supervisor must attach a justification statement to the Request describing the reasons that the position is “mission critical” and also describing the alternatives that were considered in the review.
  - If the vice president wishes to transfer the vacant position to another department in their division, the vice president completes the Request to Fill a Vacancy and shows and describes the proposed transfer on that form. The form should be sent to the Human Resources Office for further processing. The vice president must attach a justification statement to the Request describing the reasons that the position transfer is “mission critical” and also describing the alternatives that were considered in the review.
  - If the vice president determines that the position should remain vacant, a memo should be sent to the President with that recommendation and copies of the memorandum sent to the Human Resources Office and the Comptroller.
- The Chief Fiscal Officer will review the recommendations with the President on a weekly basis.



**Process For Reviewing Vacancies – Page 2**

- The President has the option of accepting the recommendation of the supervisor and vice president or discussing the recommendation with the President's Staff.
- Where the President determines that a position is mission critical, approval will be given to proceed with advertisement of the vacancy.
- The President may refer the request to the President's Staff for discussion and a recommendation. The President's Staff may recommend hiring a new employee to fill the position, allowing the position to remain vacant for a specific time, transferring the position in accordance with the request of the Vice President, transferring the position to another division of the College, or eliminating the position.
- The President will consider the recommendation of the Staff in making the final decision on the request.
- Once the Request to Fill A Vacancy is approved, the regular process for advertising and screening applicants is followed.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Reinstatement of Part-Time/Adjunct Instructors</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 6.00</b>
<b>Date Approved: 12/15/01</b>	<b>Division: Human Resources</b>

Purpose: To implement procedures for reinstatement of Part-Time/Adjunct instructors.

1. If an instructor has worked for the College within the past two years, he/she may be reinstated on a term-by-term basis using the spreadsheet method. No Personnel Action Form (PAF) will be required.
  - a. The Personal Change Form will need to be completed if there is an address change/name change for the instructor.
  - b. The W-4 form will need to be completed if the instructor needs to change the number of exemptions for tax purposes.
  
2. If an instructor has not taught during the previous two (2) years then a Personnel Action Form (PAF) will be required.
  - a. Rate of Pay: The instructor will be reinstated using the rate of pay he/she received during the last appointment.
  
3. If an instructor has not taught for CF during the previous two (2) years and is being reinstated and/or the instructor has obtained additional degrees, certifications, or work experience that will affect the rate of pay, the following steps are necessary:
  - a. A Personnel Action Form (PAF) and new application form will need to be completed.
  - b. An updated I-9, with proper identification attached, will need to be completed and filed with Human Resources if the instructor is not a U.S. citizen.
  - c. The instructor will need to verify with Human Resources that all other required documents are in his/her personnel file. (Example: Drug statement, verification of employment forms, transcripts, etc.)

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Outside Employment and Consulting Services</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 6.03</b>
<b>Date Approved: 02/16/05</b> Date Updated: 02/28/11	<b>Division: Administration &amp; Finance</b>

Realizing that the success of the College is to a great extent dependent upon the good will, support, and respect of the community and that all contacts between the community and College employees affect public opinion of the College, employees must conscientiously evaluate outside employment, including opportunities with regard to professional and ethical propriety. (Board Policy 6.03)

Full-time College employees are expected to devote their best efforts to the performance of their job responsibilities at the College. Outside, full-time employment is not permitted; but even part-time employment may present a conflict of interest or negatively impact the employee's ability to perform his or her duties. "Outside employment" includes holding public office, regardless of whether the office is elective or appointive, paid or non-paid.

College employees may provide outside consulting services for compensation as long as the outside consulting services do not involve processes or documents which were developed in the course of performing their duties and responsibilities at the College and which might reasonably be considered as property of the College. Consulting for fees must be performed outside the normal College duty hours or by using either vacation or personal leave. Consultation with accrediting associations, visits to other institutions as a team member representing the accrediting association, and consulting services related to the employee's position at the College that result in reimbursement of expenses are permissible and may be performed while the employee is on temporary leave, provided that the employee obtains approval from his/her immediate supervisor. (Board Policy 6.03)

Full-time employees who wish to consult or be employed beyond their college assignment must file a Notification of Engagement in Outside Employment and Consulting Services, as follows:

1. File form with immediate supervisory Vice President or Provost before accepting outside employment or consulting services.
2. Amend form when outside employment status changes.
3. The Vice President or Provost shall confer with employee, if necessary, in order to certify that no conflict with College employment exists, signs form and forwards to the Human Resource office to be included into the employee's personnel file.
4. The employee may appeal any disapproval of outside employment or consulting services to the President.
5. This procedure applies to employment and consulting services other than College-related activities such as teaching in the Continuing Education program or other supplemental assignment authorized by the College.

Forms for NOTIFICATION OF ENGAGEMENT IN OUTSIDE EMPLOYMENT AND CONSULTING SERVICES are available on the Intranet under “Forms”, Human Resources.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Professor Emeritus Selection</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 6.08</b>
<b>Date Approved: 04/04/06</b> <b>Date Revised: 06/28/06</b>	<b>Division: Instructional Affairs</b>

Faculty may not apply for this rank. Candidates must be nominated by their department in accordance with the Professor Emeritus Selection Procedures outlined below:

**Professor Emeritus Selection Procedures**

1. By August 1<sup>st</sup> of each year, the Vice President for Instructional Affairs will notify the deans of faculty who will be retiring during the upcoming academic year.
2. By January 1<sup>st</sup> and September 1<sup>st</sup> of each year, the Instructional dean for the area will seek notification from the program facilitator, instructional manager or associate dean of department nominations for Professor Emeritus.
3. At the beginning of the term in which a faculty member retires, a member of the department may nominate a retiree for Professor Emeritus. The nomination *must include the following documentation*:
  - a. A brief letter from the nominee stating that he or she will accept the title if awarded.
  - b. The nominee's curriculum vita.
  - c. *Optional* materials that illustrate the nominee's excellence in fulfilling the CF Faculty Roles and Responsibilities of: Teaching Effectiveness, Professional Development, Service to the College, Service to Students, and Public Service *may be included* with the nomination. These materials may include but are not limited to:
    - i. Testimonial letters from colleagues and students
    - ii. Student evaluations
    - iii. Samples of published works
    - iv. An electronic portfolio
    - v. Other appropriate materials
4. The responsibility to gather and submit supporting documentation for the nominee belongs to the nominating department.

**Professor Emeritus Selection Procedures – Page 2**

5. The nomination is submitted to the program facilitator, or in the absence of the program facilitator, the instructional manager, associate dean or dean, with the department voting on the nomination. The nomination must be approved by a majority of the full-time faculty members in the department.
6. Approved nominations must be submitted to the Dean for the area prior to the end of the fourth week of the semester in which the candidate is scheduled to retire.
7. Nominations approved by the Dean are forwarded to the Vice President for Instructional Affairs for review. Upon approval, the Vice President for Instructional Affairs forwards the recommendation to the President for approval.
8. Upon approval by the President, the Vice President for Instructional Affairs will inform the dean for the area, the nominee, and the Office for Human Resources that the faculty member has attained Emeritus status.

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Vice President, Instructional Affairs

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Professorial Rank</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy 6.08</b>
<b>Effective Date: 09/13/04</b>	<b>Division: Instructional Affairs</b>
<b>Revised Date: 10/15/04</b>	
<b>Revised Date: 11/04/07</b>	

All fulltime faculty hired will be assigned a professional rank at the time they are hired, based on criteria in the Salary Schedule and using the “Candidate Salary and Rank Evaluation – Faculty” form completed by the Dean/Provost/Director, reviewed by the Director for Human Resources, and approved by the Chief Academic Officer. New faculty will not be hired above the rank of Associate Professor.

The procedures for achieving professorial rank and promotion are outlined in “Procedures for the Development and Submission of a Portfolio to Support Promotion in Rank.” Procedures are maintained by the Chief Academic Officer, and changes to this document must be approved by the President. This document is distributed to faculty who are eligible to apply for promotion in rank. Faculty applying for promotion in rank must have received continuing contract.

Length of time in rank before faculty is eligible to apply for promotion in rank:

Instructor	4 years
Assistant Professor	5 years
Associate Professor	7 years
Professor	8 years
Senior Professor	

**NOTE:**

“Grandfather Clause” – Faculty approved for a graduate degree program prior to June 30, 2002 will receive a salary increase as per previous policy, or as per the new policy, whichever is to their advantage. If a faculty member chooses to receive a salary increase as per the previous policy, he or she shall not be eligible for promotion in rank consideration for a minimum of five (5) years after the salary increase is given. Faculty choosing a salary increase per the previous policy will sign a memo indicating agreement with eligibility for promotion in rank. The Chief Academic Officer will notify the President of faculty selecting this option.

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Vice President of Instructional Affairs

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Date

Approved by:

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President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Employee Records</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 6.09</b>
<b>Date Approved: 02/16/05</b>	<b>Division: Administration &amp; Finance</b>

The President has designated that the Records Management Liaison Officer shall be the custodian of the official personnel records for all College employees. Records shall be kept in locked containers.

**CONTENT**

Records must contain information for efficient personnel administration, including, but not limited to:

1. Original application for employment
2. Work experience verification
3. References
4. W-4 Form
5. Loyalty Oath
6. Official transcripts if required for the position
7. Choice of insurance programs
8. Contract(s) for employment
9. Dates of appointment
10. Employment Period
11. Contract Status
12. Duties performed
13. Evidence of factors used to calculate salary
14. Performance Evaluations

**INSPECTION**

Records of performance will be released only according to Section 1012.81, Florida Statutes.

Employee records, excluding performance records, may be inspected by individuals other than the employee with supervision by College officials according to Section 1012.81, Florida Statutes. The requesting party must: (1) make an appointment with the records custodian or a designee in the Human Resources Office; (2) complete a Personnel File Request Form. Viewing of the personnel file must be done in the presence of the records custodian or a designee in the Human Resources Office.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date





COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

**Title: Suspension, Termination, & Resignation**

**Page 1 of 4**

**Implementing Procedure For Policy # 6.11**

**Date Approved: 05/11/04**

**Division: Human Resources**

**Date Revised: 10/20/04**

**Date Revised: 05/30/07**

Pursuant to the Florida Board of Education Rules and the Florida Statutes, the purpose of this procedure is to establish guidelines for: (1) suspension of employees; (2) resignation of employees; and (3) termination of employees.

**Instructional and Administrative Employees and  
Other Employees with Contracts**

“Contract Employees” include employees categorized as full-time instructional faculty non-instructional faculty (librarians, counselors), and administrators.

**Suspension**

Suspension if charges for termination are pending: Whenever charges for termination are made against an employee, the President shall have the right to suspend the employee with or without pay until the next meeting of the District Board of Trustees, but in no case shall the employee be suspended without pay longer than thirty (30) days without action by the District Board of Trustees. If the Board, at its meeting, finds probable cause for termination, the Board may suspend the employee with or without pay until a final determination is made by the Board pursuant to Policy 6.11.

Suspension unrelated to charges for termination: The President shall have the right to suspend an employee wholly or partially without pay or with pay for a period not to exceed thirty (30) days as part of the disciplinary procedures promulgated pursuant to policy.

**Termination**

If the President determines that contractual employee should be dismissed during the contract year, then he/she will cause a petition, conforming to the requirements of Model Rules of Procedure, Fla. Admin. Code Chapter 28, specifying the charges and notifying the employee of his or her hearing rights, to be delivered to the District Board of Trustees (Trustees) and a copy served upon the employee by certified mail, return receipt requested. The President may suspend the employee with or without pay pending the Trustees’ action or a hearing but, if the charges are not sustained, the employee shall immediately be reinstated and his or her back salary shall be paid. If an employee wishes to contest the charges, the employee must, within twenty-one (21) calendar days after receipt of the written petition, submit a written request for a hearing to the Trustees. Such hearings shall be conducted at the employee’s election in accordance with one of the following procedures:

1. A direct hearing conducted by the District Board of Trustees within sixty (60) calendar days after its receipt of the written request. The hearing shall be conducted in accordance with the provisions of Chapter 120, Fla. Stat. (2005). A majority vote of the membership of the District Board of Trustees shall be required to sustain the President's recommendation. The determination of the District Board of Trustees shall be final as to the sufficiency or insufficiency of the grounds for termination of employment or;
2. A hearing may be conducted by an Administrative Law Judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within sixty (60) calendar days after its receipt of the written petition in accordance with Chapter 120, Fla. Stat. (2005). The recommendation of the Administrative Law Judge shall be made to the District Board of Trustees. A majority vote of the membership of the District Board of Trustees shall be required to sustain or change the Administrative Law Judge's recommendation. The determination of the District Board of Trustees shall be final as to the sufficiency or insufficiency of the grounds for termination of employment.
3. The District Board of Trustees shall be required to sustain or change the administrative law judge's recommendation. The determination of the District Board of Trustees shall be final as to the sufficiency or insufficiency of the grounds for termination of employment.
4. Any such decision adverse to the employee may be appealed by the employee pursuant to Section 120.68, Fla. Stat. (2005) provided such appeal is filed within thirty (30) days after the decision of the District Board of Trustees.

### **Resignation**

A contract employee who elects to voluntarily terminate employment shall provide 20 working days written notice of his or her intention to resign to his or her supervisor. A standard resignation form is available on the College Intranet. Upon receipt of a notice to resign, the employee's supervisor shall notify Human Resources of the employee's intent to resign.

### **Career Service and Professional Employees and other employees without contracts**

"Non-contractual employees" include employees categorized as regular full-time, professional/ career, other personnel services (including, but not limited to, part-time employees, temporary employees, student assistants, and other classifications not specifically defined in Board Policy 6.01.

### **Suspension**

The supervisor seeking to suspend an employee shall contact Human Resources which shall assist the supervisor in assessing the need to suspend. The supervisor must have the consent of the appropriate Vice President, Provost, or Director and approval of the President. The supervisor shall notify the employee in writing of the intent to suspend. The writing shall include the following: reasons for the suspension, length of the suspension, and whether the suspension is with or without pay depending on the severity of the employee's action. The notification shall become part of the employee's personnel file.

### **Termination**

The supervisor of a non-contractual employee shall contact Human Resources which will assist in assessing the need to terminate. The supervisor must have consent of the appropriate Vice President,

Provost, or Director and the President. An employee may or may not be permitted by the President or the President's designee to resign by submitting a letter of resignation prior to termination.

The President or the President's designee will deliver a written letter of termination to the employee with a representative of the Human Resources Department present. At that time, the representative of the Human Resources Department will collect any College property.

Reasons for suspending or terminating non-contract employees include, but are not limited to, the following:

1. Temporary employment where regular employee returns from leave
2. End of work load or assignment
3. Position discontinued
4. Consolidation, reorganization or reduction of the College program which necessitates a decrease in the number of employees or change in job description or qualifications
5. Lack of funds and /or students
6. Mandatory retirement
7. Unsatisfactory performance or conduct
8. Theft or inappropriate removal or possession of property
9. Falsification of records, files, or any College documents
10. Illegal use of alcohol or drugs
11. Illegal possession, distribution, sale, transfer, or use of alcohol or drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
12. Fighting or threatening violence in the workplace
13. Boisterous or disruptive activity in the workplace
14. Negligence or improper conduct leading to damage of employer-owned or customer- owned property
15. Insubordination or other disrespectful conduct
16. Violation of safety or health rules
17. Smoking in prohibited areas
18. Sexual or other unlawful or unwelcome harassment
19. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
20. Excessive absenteeism or any absence without notice; or excessive tardiness.
21. Unauthorized absence from work station during the workday
22. Unauthorized use of telephones, mail system, or other employer-owned equipment
23. Unauthorized disclosure of business "secrets" or confidential information
24. Violation of College policies and procedures
25. Refusal to perform job duties
26. Sleeping on the job
27. Cash shortage of funds for which the employee has responsibility

### **Resignation**

A non-contractual employee who elects to voluntarily terminate employment shall provide ten (10) working days written notice of his or her intention to resign to his or her immediate superior. A standard resignation form is available on the College Intranet. Upon receipt of a notice to resign, the employee's supervisor shall notify Human Resources of the employee's intent to resign.

The President accepts resignations and reports resignations to the District Board of Trustees at its next regular meeting.

**Suspension, Termination, & Resignation – Page 4**

Prior to departure, the employee shall participate in an exit interview to discuss the reasons for resignation and the effect of resignation on benefits. At the conclusion of the interview, keys and other College property in the employee's possession shall be returned to the College.

Once given, a resignation may not be rescinded after the twenty-four hours or District Board of Trustee action, whichever occurs first.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Court-Related Leave**

**Page 1 of 1**

**Implementing Procedure For Policy # 6.14**

**Date Approved: 02/02/04**

**Division: Administration and Finance/Human Resources**

**Date Revised: 04/09/08**

An employee may be granted administrative leave or temporary duty leave, as appropriate, for jury duty, court appearances or administrative hearings. College employees do not have statutory exemption from jury duty and should report to the court as prescribed by the summons. Any effort to be excused from jury duty is the personal responsibility of the employee. The Leave Request and Authorization Form must be completed in advance by the employee.

**A. Definition: Leave for Court or Hearing Appearances**

1. Court-Related Leave with pay is granted to an employee who is summoned as a member of a jury panel. Jury fees shall be retained by the employee. The College shall not reimburse the employee for meals, lodging and travel expenses incurred while serving as a juror. An employee summoned to serve as a juror during a session of the court and placed in an ON CALL status for pre-scheduled jury service will be granted Court-Related Leave with pay only. For those specific days which the employee is not required to appear for court sessions, the employee will report for duty at the College.
2. Court-Related Leave with pay is granted to an employee who is subpoenaed as a witness in a case not involving litigation in which he/she is a principal. The employee may retain the witness fee and the College shall not reimburse the employee for meals, lodging and travel expenses incurred while serving as a witness.
3. Temporary Duty Leave shall be granted to an employee subpoenaed to represent the College as a witness or a defendant. The employee's appearance in such cases shall be considered a part of the job assignment.
4. Employees engaged in personal litigation, in which the employee is a principal and has to attend a court or hearing, may be granted vacation, personal or emergency leave (chargeable to sick leave), leave with out pay or a non-duty day.
5. An employee who is involved in litigation as a result of action related to carrying out official college duties and responsibilities may be granted administrative leave with pay for court attendance.
6. An employee subpoenaed by an organization or individual to testify in opposition to the District Board of Trustees or in support of an outside organization taking issue with the District Board of Trustees may be authorized leave for personal reasons with pay (sick leave), if eligible, or personal leave without pay. The employee may request vacation leave if eligible.

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Vice President, Administration & Finance

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Date

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Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Family and Medical Leave Act</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 6.14</b>
<b>Date Approved: 02/02/04</b> <b>Date Revised: 07/25/06</b> <b>Date Revised: 08/07/09</b>	<b>Division: Administration and Finance/Human Resources</b>

**Family and Medical Leave Act, (FMLA).** Congress enacted the FMLA in 1993, with final regulations becoming available in 1995. The law was further revised 01/16/2009. This revision implements two (2) important military family leave entitlements for eligible specified family members. Under this federal law, eligible employees (those with 12 months of cumulative service and has worked at least 1,250 hours at the College during the 12 month period preceding the date the FML begins) are entitled upon request to a total entitlement (not per event) of 12 workweeks of leave without pay in a 12-month period when an employee becomes a biological parent; when a child is placed in his or her home pending adoption; for foster-care purposes; when an employee needs to care for his or her parent, spouse, or child (who is either under age 18, or age 18 or older and incapable of self-care because of a documented mental or physical disability) with a serious health condition; and/or when the employee has a serious health condition. The Rolling Look-Back year (a period of 12 months measured backward from the date the proposed leave is to begin) is considered the leave year.

Leave may be taken **intermittently** (such as for periodic medical treatments like chemotherapy) **or in a block of time** or if the employer agrees, **by working part time** (such as just after a child's birth or while recovering from a serious health condition). In any case, the employee must submit leave forms indicating FMLA leave for the time taken, and the FMLA leave will run concurrently with paid Sick Leave and/or Vacation Leave.

Once it has been determined that the employee is in need of FMLA leave he/she should do the following:

1. Give CF (Supervisor and Human Resources) 30 days' notice of intent to take leave when you know in advance that you'll need it, or as much notice as possible when you need leave for an unforeseen reason. Contact Human Resources to notify of the need and request the necessary paperwork.
2. Complete the Employee Sections of the Leave Request Form under FMLA, have his/her supervisor complete the Supervisor section, and return the document to Human Resources.
3. Take the Certification of Health Care Provider (Form WH-380-E [self] or, WH-380-F [family member]) to the physician or other health care provider for completion. This form must be completed and returned to Human Resources within 15 days.
4. Upon receipt of the Leave Request Form under FMLA, Human Resources will complete the Designation Notice Form WH-382 and return it to the employee authorizing the leave within 5 days of receiving the request for leave.
5. During FMLA that is taken in a block of 12 weeks, the employee will be required to return a Status Reporting Form to Human Resources at least once a month.
6. Once the reason for FMLA leave ceases, the employee is required to return to work under the FML law.
7. During your leave, CF will continue to pay for 60 days, two (2) months of insurance coverage for you. If you have family coverage, you will have to make arrangements with payroll to cover those insurance premiums. If you fail to make a payment or if a payment is more than 30 days late, your health plan will be dropped while you are on leave. Upon your return to work, the coverage will be reinstated, provided there is not a 63-day break in coverage. (This can and does happen occasionally when the 60 days of leave is

spread over 3 months). If your coverage is terminated due to non-payment, you will receive a COBRA election form to elect coverage.

- 8. If you are absent on sick leave for 3 or more days, you will be put on FMLA as of the fourth (4<sup>th</sup>) day to run concurrently with the sick leave. Notification to Human Resources should be provided by you, your representative, or your supervisor.
- 9. While you are on FMLA **running concurrently** with Sick and/or Vacation Leave, you will continue to accrue sick and vacation time. Once you are on **unpaid time**, there will be no accrual of sick or vacation leave.
- 10. Section 585(a) of the National Defense Authorization Act amended the FMLA to provide two additional leave entitlements:
  - a. **Military Caregiver Leave (also known as Covered Servicemember Leave):** Under the first of these additional military family leave entitlements, eligible employees who are family members of covered servicemembers will be able to take up to 26 workweeks of leave in a “single 12-month period” to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. This 26 workweek entitlement is a special provision that extends FMLA job-protected leave beyond the normal 12 weeks of FMLA leave. This provision also extends FMLA protection to additional family members (i.e., next of kin) beyond those who may take FMLA leave for other qualifying reasons.
  - b. **Qualifying Exigency Leave:** The second additional military leave entitlement helps families of members of the National Guard and Reserves manage their affairs while the member is on active duty in support of a contingency operation. This provision makes the normal 12 workweeks of FMLA job-protected leave available to eligible employees with a covered military member serving in the National Guard or Reserves to use for “any qualifying exigency” arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. The Department’s final rule defines qualifying exigency by referring to a number of broad categories for which employees can use FMLA leave: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.
  - c. The final rule also includes two new Department of Labor certification forms that may be used by employees and employers to facilitate the certification requirements for the use of military family leave.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Four-Day Work Week – Summer Work Hours**

**Page 1 of 2**

**Implementing Procedure For Policy # 6.14**

**Date Approved: 05/07/08**

**Division: Administration & Finance**

The College implements a 36-hour work week for the summer months. In order to allow more accessibility to the College, the daily work hours for the summer are from 7:30 a.m. to 5:30 p.m., Monday through Thursday. This schedule allows for a required one-hour lunch break. College offices will be open between those times. Exceptions will apply in areas such as Enrollment Services, the Cashiers' Office, and the Information Center. These specific areas will open at 7:30 a.m. and will close at their regularly scheduled times.

The number of 36 hour work weeks will be determined and announced annually.

**Note for Faculty**

Faculty working during the four-day summer work week should plan accordingly.

**Note for Career, Professional & Administrative Staff**

Employee leave allocation and usage will be handled in the same manner each summer. Since leave is tracked on an hourly basis, the following will apply:

- If an employee takes one entire day off, nine (9) hours will be deducted
- If an employee takes a partial day off, the actual number of hours off will be deducted
- If an employee takes an entire week off, thirty-six (36) hours will be deducted
- Each employee's leave will continue to be earned using the same formula as during the regular work year

**Note for Counselors & Librarians**

Employees who work less than twelve months on a variable duty schedule will need to make adjustments in order to adapt to the four-day schedule.

There are a couple of ways employees can adjust their schedule to the 36-hour work week. These suggestions are based on the premise that your original schedule was developed using a 7.5-hour workday and built around a 37.5-hour work week.

First, your new schedule should reflect a total of 36 hours. For example, if you were scheduled to take off a Friday (7.5 hours) during the summer, you were scheduled to work 30 hours during the remaining days of the week. Given the change to a 36-hour work week and assuming that you reschedule the day off to another day of the week, you should plan to work 28.5 hours (36 hours minus 7.5 hours) during the rest of the week. The work day for the three days should be for 9.5 hours per day or some variation thereof that totals 28.5 hours.

If you choose to work the full 36 hours (four 9-hour days) during a week in which you had planned to take off Friday, you save 7.5 hours to take off during another week.



If you have been scheduled to take off an entire week, there is no adjustment necessary.

There may be other scenarios that could be mutually agreeable to the employee and their supervisor. Please remember that all modifications of variable duty schedules should be made in consultation with your supervisor and must be approved by the administrator prior to the end of the spring semester. The revised schedules should be forwarded to the Human Resources Office. Also, please remember that the summer work schedule will impact on the way you plan your schedule for each fiscal year.

**Note for Appleton Museum of Art**

Employees at the Appleton Museum of Art will work the same 36 hours per week during the summer, but due to the hours and days of operation of the museum, employees will work individually assigned schedules approved by the Director.

**Note for Part-Time Employees**

Your work schedule may be adjusted by your supervisor in order to allow you to continue to work the number of hours you are currently scheduled or may be adjusted by eliminating Friday hours.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Military Leave</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 6.14</b>
<b>Date Approved: 02/02/04</b>	<b>Division: Administration and Finance/Human Resources</b>

All full-time employees who are members of the Reserves and the U.S. Armed Forces or the National Guard, ordered to temporary active duty for training, shall be granted military leave up to 17 days annually during any contract/fiscal year. Leave granted to employees for extended active military service shall be according to Sections 115.09, 115.14, and 295.09, Florida Statutes.

**A. Military Leave for Training:**

The training period will normally be less than ninety (90) days. The first seventeen (17) days of military leave per year shall be with pay. Leave beyond the seventeen (17) days shall be without pay.

1. The Leave Request and Authorization Form must be forwarded through administrative channels through the Director of Human Resources to the Payroll department prior to the beginning date of the leave.
2. Military training orders must be attached to the Leave Request and Authorization Forms.
3. Instructional personnel should plan military training during a time when classes are not in session. Administrative, Professional and Career Staff personnel should schedule military training during a time that would not unduly affect the operation of the College.

**B. Military Leave for an Extended Period of Time**

All full-time employees who enter the Armed Forces may be granted military leave for their initial period of active duty. The Leave Request and Authorization Form must be forwarded through administrative channels to the Director of Human Resources for submission to the President and District Board of Trustees for approval. Military active duty orders must be attached to the leave form.

1. A regular employee who resigns for the purpose of entering the Armed Forces of the United States, state service as a member of the National Guard or any of the reserve components of the Armed Forces of the United States will, if discharged, separated or released from such active military service under honorable conditions within five years from the date of enlistment or call to active service, be restored to the same position held at the time of induction or to a position of like seniority, status and pay if still physically and mentally qualified to perform the duties of such position.

- 2. An employee who is restored to such a position shall be considered as having been on leave of absence without pay. Only time spent in active service will be counted for purposes of vacation and longevity pay entitlements. The employee will be entitled to participate in all benefits to which an employee of the College may be entitled and will not be discharged from such position without cause within one year after restoration.
- 3. A regular employee eligible for restoration to employment should make written application for such restoration within ninety (90) days after discharge and should attach evidence of discharge or release from military service under honorable conditions.

**C. Insurance Options While on Active Duty.** A regular employee who enters active duty may:

- 1. Retain insurance coverages in force at the time he/she entered active duty, subject to payment of the due premiums without premium sharing contributions;
- 2. Drop coverages in force and re-enroll in those coverages within thirty (30) days after reinstatement with waiver of evidence of insurability and preexisting conditions which may be applicable to newly eligible employees and(or dependents; or
- 3. Drop personal coverage and retain coverage for spouse and dependents subject to payment of the due premiums without premium sharing contributions.

Such coverages may continue for the duration of the employee’s active duty and until the employee returns to work, provided the employee returns to work within the 90-day period.

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Vice President, Administration and Finance

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Date

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Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
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FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Personal Leave</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 6.14</b>
<b>Date Approved: 02/02/04</b>	<b>Division: Administration and Finance/Human Resources</b>

A full-time employee may be granted four (4) days (not to exceed 30 hours) leave per fiscal year for personal reasons, including emergencies. Refer to Board Rule Policy 6.14. Leave for personal/emergency reasons are charged against sick leave and are non-cumulative.

Personal Leave:

1. A maximum of four days per fiscal year may be charged to accrued sick leave for personal (non-sick) reasons. Leave for personal reasons shall be non-cumulative.
2. Personal leave requires completion of a Leave Request and Authorization form and should be approved in advance by the appropriate supervisor. Faculty members should make arrangements for class substitutes prior to taking leave.
3. If an unforeseen emergency prevents an employee from requesting leave in advance, the employee should notify the supervisor as soon as possible.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Sabbatical Leave**

**Page 1 of 2**

**Implementing Procedure For Policy # 6.14**

**Date Approved: 11/06/01**

**Division: Instructional Affairs**

**PURPOSE:**

Sabbatical leave is designed to provide full-time instructional, administrative and other professional personnel with opportunities for long term professional growth and development. The sabbatical may be awarded for, but is not limited to, a program of study or writing. The sabbatical may vary in length from short term (six weeks) to one full contract year.

**ELIGIBILITY:**

Any full-time instructional, administrative or other professional personnel member who has completed a minimum of five years of service to the College, and has not been awarded a sabbatical during the last five years, shall be eligible to apply.

To be fully eligible for a sabbatical, the ***APPLICATION FOR SABBATICAL LEAVE*** must be completed and submitted to the Office of the President during the once a year Call for Applications. The "Call" shall be sent in January to allow time for proposal review. Once selected the application remains a part of the individual's personnel file. Applications are available in the office of the Chief Academic Officer.

**PROPOSAL REVIEW PROCESS:**

The Sabbatical Review Committee will review all applications. This committee will consist of three faculty members appointed by the Faculty Senate President and two members appointed by the College President. Membership is limited to two years and no more than two members may be from the same department or division. Membership on this committee precludes award of a sabbatical during the year(s) of committee membership. Recommendations of this committee will be forwarded to the College President for approval and submission to the District Board of Trustees.

**SELECTION CRITERIA:**

Criteria for the award of the sabbatical shall include:

- ◆ Consistency of sabbatical with the College vision/mission statement and priority objectives
- ◆ Benefit to College
- ◆ Relationship of the sabbatical to the applicant's position
- ◆ Objective(s) of the sabbatical
- ◆ Length of service with the College
- ◆ Support of immediate supervisor, dean and campus provost/director as indicated by signatures on the application form

**PAYBACK PROCEDURES:**

Individuals accepting a sabbatical shall agree, in writing, to return full-time for the school year following the expiration of their leave.

Should the individual's full-time employment with the College be terminated at the initiation of the College prior to the completion of the payback period, any remaining days owed to the College shall be cancelled effective as of the date of the individual's termination. Should the individual's full-time employment with the College be terminated for cause or at the initiation of the employee prior to completion of the payback period, payment on a pro rata basis of salaries received during the sabbatical period shall be recovered as a debt and shall be withheld from the individual's final pay document. Should the final pay be insufficient to cover the amount of the debt, the individual shall remain obligated to the College for payment of the outstanding balance. Should the individual not render payment to the College for this amount, the College shall initiate appropriate collection procedures allowable under the law.

Should the individual request termination of the sabbatical before its completion or if the approved sabbatical plan is violated, the College will discontinue salary payment and calculate any over payments.

When the recipient of a sabbatical returns to the College, they will maintain the same level of salary they received prior to the sabbatical. If the College has distributed a pay raise and/or stipend, the returnee will be entitled to that increase. If the sabbatical results in the individual being awarded a higher degree and/or meeting the 36 plus hours, the returnee will receive the appropriate increase as determined by the current Salary Schedule & Related Personnel Policies manual.

An employee on sabbatical leave shall not accrue sick leave or vacation leave during the sabbatical. The sabbatical period shall count as regular service for purposes of retirement and contributions to a retirement plan shall continue.

**OTHER EMPLOYMENT DURING SABBATICAL:**

Individuals receiving a sabbatical shall not become a full-time employee of another institution, agency or business during the period of the sabbatical.

**EVALUATION PROCEDURE:**

Following completion of the sabbatical, a written report that includes evaluation of the sabbatical in terms of the objectives stated in the application must be completed. This report shall be submitted to the Chief Academic Officer within eight weeks after completion of the sabbatical. This written report will become part of the individual's personnel file and submitted to the College President for review.

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Vice President for Instructional Affairs

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Sick Leave</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 6.14</b>
<b>Date Approved: 02/02/04</b> <b>Date Revised: 07/25/06</b> <b>Date Revised: 12/03/08</b>	<b>Division: Administration and Finance/Human Resources</b>

Any College employee who finds it necessary to be absent from his or her position because of illness or emergency shall notify his or her immediate supervisor, if possible, before the opening of the day's work on the day the absence. Upon the employee's return to work, he or she shall immediately file the Leave Request and Authorization form.

**A. Sick Leave With Pay**

1. Illness or injury of the employee.
  - a. May be taken at the discretion of the employee.
  - b. A doctor's statement may be required.
2. Pre-scheduled medical exams or doctor appointments. Request should be made at least twenty-four (24) hours in advance.
3. Illness or death in the family (spouse, son, daughter, mother, father, sister, brother, or other close relative or member of the employee's household). In the case of bereavement it is suggested that a maximum of four (4) days sick leave be granted. Refer to Personal Leave procedures.

**B. Sick Leave Without Pay**

An employee who is ill or injured and has exhausted all accrued sick leave may utilize accrued vacation at his/her discretion or may apply for personal leave without pay. Extended sick leave without pay shall be approved in advance. Sick leave without pay for employees receiving Worker's Compensation will be computed by prorating the amount of compensation paid under Worker's Compensation Law into the daily rate or a portion of the daily rate. The employee will be charged leave without pay for the difference between the employee's daily rate of pay and the amount of compensation received.

1. The President may approve sick leave without pay not to exceed a period of 30 consecutive calendar days. For requests of three days or less, authority is delegated to the supervisor for approval.
2. Sick leave without pay in excess of 30 calendar days requires advance approval of the District Board of Trustees. Requests for sick leave without pay should be in the Payroll office a minimum of 12 working days prior to the date of the next regularly scheduled meeting of the District Board of Trustees to meet the advance approval requirement.

3. In extenuating circumstances in which advance approval cannot be obtained, sick leave without pay may be granted and reported to the Board at its next regularly scheduled meeting.

**C. Notification of Intent to Take Sick Leave**

It is the employee's responsibility to personally request sick leave through his or her supervisor, or a person designated authority to approve sick leave. Notification shall be provided prior to, or at the start of the workday/shift, but no later than one (1) hour after the start of the employee's workday/shift. When it is critical to the operation of the department or work unit, a department manager may require an employee to provide notification of absence prior to the start of the work shift. In such cases, special reporting instructions must be given in writing and posted conspicuously in the work area.

Absenteeism for sick leave (with or without pay) shall be reported on a daily basis by the employee except when the employee is relieved of this responsibility by his/her supervisor due to the seriousness of the illness or injury, or such cases where a lengthy hospital confinement or absence from work is required.

**D. Documentation of Illness**

Documentation in the form of a statement of verification of illness from a physician will be required prior to the payment of sick leave or the approval of extended sick leave without pay in the event of:

1. Absences of more than ten (10) consecutive workdays charged to sick leave with or without pay or vacation leave taken in lieu of sick leave.
2. The necessity to ensure health, safety and physical fitness of the employee to perform job requirements following sick leave taken for the employee's personal illness or injury.

**E. Sick Leave Scheduled in Advance**

An employee scheduled for a planned hospital confinement or advised to be away from work for medical reasons for an undetermined period of time must follow the Family Leave Act Policy/Procedures. When requesting planned sick leave, with or without pay, the employee shall provide the College with a physician's statement designating the period of the anticipated leave time required and verifying that the employee's health and safety are not in jeopardy during the work period immediately prior to the start of the scheduled leave.

**F. Sick Leave Records**

The Payroll Department updates an employee's sick leave accruals monthly. Reduction in sick leave balances are made each pay period based upon leave reporting for the payroll reporting period.

1. Sick leave balances are reported individually on each payroll check stub.



2. Sick leave usage is reported on the check stub reflecting the payroll reporting period in which sick leave was used.

**G. Discrepancies in Sick Leave Balances**

Discrepancies in sick leave balances should be reported immediately to the Payroll office.

1. The supervisor/employee should report alleged discrepancies immediately to the Payroll office.
2. The pay period in which the discrepancy first occurred should be identified by the supervisor/employee.
3. The Payroll office will resolve the discrepancy and take appropriate actions to correct the error.
4. The College will make every effort to resolve discrepancies. The College assumes no responsibility for discrepancies not reported within 90 days and for which no substantive or factual support can be located.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



COLLEGE of  
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FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Temporary Duty Leave</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 6.14</b>
<b>Date Approved: 02/02/04</b>	<b>Division: Administration and Finance/Human Resources</b>

Temporary duty leave request for workshops, seminars, and conventions must be approved by the President or the President's designee. The request should be forwarded through administrative channels for processing before the leave is to commence. Request for temporary duty leave are submitted on the Travel Approval and Reimbursement Request form.

1. The Travel Approval and Reimbursement Request for workshops, seminars, and conventions etc. should be forwarded through administrative channels to the Business Office for processing at least two (2) weeks before the leave is to commence. When total estimated expenses are over \$1,500, the College President or the President's designee approval is required two (2) weeks before the leave is to commence.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



<b>Title: Vacation Leave</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 6.14</b>
<b>Date Approved: 02/02/04</b>	<b>Division: Administration and Finance/Human Resources</b>
<b>Date Revised: 09/30/04</b>	

Full-time personnel on the Administrative, Professional or Career Staff salary schedules shall accrue vacation leave as stated in the Board Rule Policy 6.14.

**A. Vacation Leave Accrual**

1. Personnel in a pay status for the calendar month or the major portion of a calendar month (major portion is defined as eleven (11) workdays) will have accrued vacation leave credited to their record by the Payroll Department. The first of each month employees are credited with vacation leave earned the preceding month.
2. Vacation leave may not be advanced.
3. Employees will receive service credit toward vacation accrual for prior full time employment in another Florida public college.

**B. Vacation Leave at Termination**

1. The supervisor may require an employee to take accrued vacation leave prior to his/her termination date.
2. Final salary payment shall be made on the regularly scheduled pay date following the date of termination.

**C. Vacation Leave Request**

Requests for Leave of Absence should be utilized for the request of vacation leave. Vacation leave must be requested sufficiently in advance to permit workload planning by the department supervisor.

1. Vacation leave requests not submitted in advance to permit workload adjustment may or may not be approved subject to the discretion of the supervisor.

**D. Utilization of Sick Leave in lieu of Vacation Leave**

1. Personnel who become ill or are injured while on vacation leave may request that vacation leave be canceled and substituted by sick leave. This substitution may not be granted retroactively unless circumstances beyond the reasonable control of the employee prohibited immediate notification of the illness or injury to the supervisor.
  - a. The employee must provide reasonable documentation of the illness or injury upon return to work.
  - b. The supervisor may initiate the request for sick leave in behalf of the employee.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



COLLEGE of  
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**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Terminal Pay</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy #6.15</b>
<b>Date Approved: 05/29/02</b>	<b>Division: Administration and Finance</b>

The forms, identified below, are used exclusively by the Payroll Office to determine final pay calculations as defined in Board Policy #6.38 – Terminal Pay. The Excel forms are employee-class specific and contain formulas that calculate last pay, vacation pay, and sick pay.

- Career Service, Professional and Administrative – Final Pay Calculations
- Faculty – Final Pay Calculations
- Executive Management – Final Pay Calculations

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



COLLEGE of  
CENTRAL  
FLORIDA

COLLEGE of CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE

<b>Title: Travel by Authorized Personnel</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 6.16</b>
<b>Date Approved: 08/31/10</b>	<b>Division: Personnel</b>

The district that comprises the College of Central Florida is Citrus, Levy, and Marion Counties.

**Travel Approvals**

Approval for travel to attend a convention or conference, to represent the College at a business or professional meeting, to transact official business of the College, or to carry out professional responsibilities is attained by forwarding through regular channels for approval the "Travel Approval and Reimbursement Request" form.

**All travel requests and expenses shall be approved prior to any commitment.**

**No commitments, bookings, reservation, registration fees, rental car agreements, etc are allowable until confirmation is received that the Travel Approval and Reimbursement Request form have been fully approved and budgeted funds are available.**

Person authorized to travel:

1. Any employee of the College of Central Florida
2. Students of the College of Central Florida
3. Members of the District Board of Trustees
4. Others as authorized by the District Board of Trustees, the President or designee.

All persons traveling must complete and submit a CF Travel Approval and Reimbursement Request form.

The Travel Approval and Reimbursement Request (TARR) form is accessible through CF's Intranet (see travel section of office reference handbook for specific instructions) and is designed to be completed electronically. Specific instructions for completing the form are addressed with the form.

**TRAVEL REIMBURSEMENT IS PERMITTED FOR**

1. Tourist flight or other common carrier. Travel shall be reimbursed via the most efficient and economical means. Airlines or other common carrier tickets shall not be booked until confirmation is received that travel is approved and budgeted funds are available.
2. Hotel/motel bills; taxi and limousine fare; ferry, bridge, road and tunnel tolls, storage and parking fees, and communication expenses not to include reimbursement for personal cellular phone charges. Receipts are required.
3. The use of a personal automobile, requiring joint travel by personnel in a single vehicle whenever feasible, using state map mileage and vicinity mileage related to the specific

purpose of the trip. Reimbursement shall be at the rate established by the District Board of Trustees within the limits prescribed by Florida Statutes.

4. Travel reimbursement is not permitted for state sales tax, valet service, special entertainment, tips, or any item of a personal nature.
5. The registration fee of a convention, conference, or meeting may be allowed if an official receipt is attached to the request for reimbursement. A registration fee may be pre-paid when submitted on an approved general requisition form or paid with a procurement card after travel has been approved.
6. When a meal or meals is included as a part of the registration fee or conference program, the meal allowance authorized will be deducted from the total reimbursement.

**In-District Travel:**

1. In-District travel is defined within Citrus, Levy, and Marion counties.
2. Records of each trip on college business must be maintained by each employee authorized to claim local mileage allowance. An accurate report must be filed periodically and within the fiscal year in which the travel was commenced on the "Travel In-District" form. An employee required to use his or her personal automobile for college business is authorized to claim local mileage.
3. Reimbursement for local mileage allowance shall be paid in accordance with the limits prescribed by college policy 6.16.
4. The employee's immediate supervisor or supervisor's designee shall approve the in-district mileage request.
5. Student Travel:
  - a. All authorized student travel will be budget and charged to the appropriate budget. Travel for advisors accompanying any such group will be charged to the same budget.

**PLEASE REFER TO COLLEGE POLICY MANUAL RULE 6.16, TRAVEL BY AUTHORIZED PERSONNEL, FOR ADDITIONAL INFORMATION.**

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Vice President, Administration and Finance

\_\_\_\_\_  
Date

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Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Travel – Student Activities</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 6.16</b>
<b>Date Approved: 07/31/01</b> Date Revised: 05/12/11	<b>Division: Student Affairs</b>

**STUDENT ACTIVITY TRAVEL**

The College requires that the following procedures and guidelines be followed when participating in sanctioned travel by a student organization or club.

A. Guidelines:

- A list of students who plan to participate and an itinerary must be submitted to the Office of Student Life outlining the dates, destination, cost, and other travel requirements. (This should be included in the travel information and forms.)
- No student may participate in a College sanctioned and financially supported activity/event unless accompanied by a member of the faculty, staff or administration (advisor). An exception to this guideline will be allowed when a student is elected or appointed as an officer of a state or national board. In this case, the student may travel without College supervision to any meetings or workshop scheduled for the board and the College may reimburse the student for travel expenses.
- It is not expected that the advisor pay the cost of his/her trip. If the organization decides to pay the expenses of the advisor, this agreement should be placed in writing (minutes from a club meeting are preferred). The agreement should be signed by both parties and be on file in the Office of Student Life. Should club funds not cover the advisor's cost of the trip, a request for funds may be made from the Director of Student Life (please call and submit a written request).
- Students must complete a *Consent and Release for Off-Campus College Student Activity* and the *Code of the Road* if they attend an off campus function. The club advisor must complete the *Travel Approval and Reimbursement Request and the Off-Campus Field Trip and Student Activity Request* form and submit names of all students with appropriate travel forms. It is the responsibility of the club/organization advisor to maintain a record of the *Consent and Release for Off-Campus College Student Activity* and the *Code of the Road*. Paperwork for student activity travel requests must be submitted to the appropriate administrators for approval a minimum of four weeks in advance of the trip in accordance with Office of Student Life procedures (*Club and Organization Travel Guidelines*). If a student has not turned in these forms, he/she will not be permitted to travel.

- Method of travel to a College sponsored activity will be determined by the club/organization advisor with approval by the appropriate Vice President and the Vice President for Student Affairs. The advisor may choose to reserve a College vehicle, rent a vehicle from a commercial agency, and/or allow student(s) to drive personal vehicles. Club funds may be expended for College vehicles, vehicles from commercial agencies, and College employees' personal vehicles. No gas mileage reimbursement will be provided to students driving personal vehicles. Employees may be hired by the College to drive College vehicles and/or vehicles from commercial agencies. (NOTE: In the event a rental vehicle is engaged to transport students, all available insurance must be purchased.) Only College employees, including student employees, will be permitted to drive College-owned, rented or leased vehicles.
- If College faculty, staff or administration and authorized persons who choose to drive a personal vehicle, it is with the clear understanding that in case of an accident, the owner's insurance is primary. Only College employees, including persons hired by the College to drive vehicles, may drive a College owned or rented vehicle.
- Attendance at authorized off-campus student activities (such as student organization meetings or athletic events) is permitted to count towards class attendance or approved absence on the instructor's class records.
- Students must give advance notice of the intended absence, within guidelines set by the individual instructor, in order to have the opportunity to prepare assignments and make up or avoid missing tests.
- Faculty members are expected to establish non-punitive policies toward attendance at such College-sponsored off-campus student activities such as student organization meetings or athletic events.

#### B. Procedures

To complete the *Off-Campus Field Trip and Student Activity Request* form, follow the step-by-step instructions below:

##### General Trip Information

- Date the request
- Provide the name of advisor/sponsor (NOTE: A separate *Travel Approval and Reimbursement Request* form is required for each advisor accompanying the group.)
- Identify the group traveling.
- Provide the date(s) of the trip.
- Indicate estimated departure time from campus.
- Indicate estimated return time to campus.
- Briefly describe the purpose of the trip.
- Indicate if College transportation is requested (A *Vehicle Reservation* form is required for each College vehicle being used.)
- Provide location of completed, filed release forms (name of department).
- Indicate total number of students traveling.



List Name(s) of Participating Student(s) Below

- Provide name(s) of student(s) participating in the student activity in the space provided or attach a separate list.

Request Approvals

1. Off-Campus Field Trip and Student Activity Forms: **(Intercollegiate sports teams are exempt from this procedure).**

- a. Have club advisor sign and date the form and forward to appropriate department supervisor (if applicable) for approval.
- b. Have appropriate department supervisor sign and date the form (if applicable) and forward to the Director of Student Life.
- d. Forward to Vice President for Student Affairs for final approval.

NOTE: The *Off-Campus Field Trip and Student Activity Request* form must accompany the *Travel Approval and Reimbursement Request* form (see below).

2. Travel Approval and Reimbursement Request Forms: Complete as required by the travel department, including Request for Payment forms for any items to prepaid (transportation, meals, lodging, registration, etc.):

- a. Have club advisor sign and date the form and forward to appropriate department and/or division supervisor for approval. All advisors traveling must complete the Travel Approval and Reimbursement Request forms and submit as a complete travel packet.
- b. Have appropriate department supervisor sign and date the form (if applicable) and forward to the Director of Student Life.
- d. The Director of Student Life will sign and forward to the Vice President for Student Affairs for final approval.
- e. The Vice President for Student Affairs will indicate final approval by signing and dating the form and forwarding to the Business Office for processing.

NOTE: The Business Office will maintain approved copies of form.

\_\_\_\_\_  
Vice President, Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Flexible Scheduling**

**Page 1 of 3**

**Implementing Procedure For Policy # 6.17**

**Date Approved: 02/26/01**

**Division: Administration and Finance**

**Date Revised: 09/23/08**

Flexible scheduling is the temporary rearranging of an employee's work schedule to accommodate needs in the department.

1. Either the supervisor or the employee may initiate a flexible schedule.
2. Scheduling an employee for a flexible work week must be done in advance. The change in schedule must accommodate the needs of the department. The employee must agree to work the changed hours.
3. The schedule must not exceed 37.5 work hours during a calendar week unless the supervisor has requested and received approval from the president for overtime pay for the additional hours.
4. If the employee is scheduled to be off from work during the early part of the week and is not able to work the "make-up" hours during the latter part of the week, the employee must take leave for the hours not worked during the week.
5. Approval of the president is not required for flexible scheduling that does not exceed 37.5 hours.
6. In the event a paid college holiday falls during a work week, the staff member on a flexible schedule will receive 7.5 hours per holiday. The employee is responsible to work the remaining required hours that week. Example: If an employee is on a flexible schedule and is scheduled to work 9.5 hours on a Monday and Monday is a paid college holiday, the employee is entitled to 7.5 hours of paid holiday leave, not 9.5 hours. In this case, the employee must still work 30 hours the remainder of the week. The employee may choose to take 2 hours vacation leave or reschedule the 2 hours sometime during that specific week with the approval of his/her supervisor.
7. In the event a paid college holiday falls on a work day that the employee who is on a flexible schedule is not scheduled to work, the employee does get the 7.5 hours per college holiday off and is required to work the remaining hours that week.

8. When an employee who is on a flexible schedule requests either vacation time or sick leave, they are to be charged the number of hours that their flexible schedule requires. An example is as follows: if an employee requests a vacation day for Wednesday and the employee is scheduled to work 9.5 hours that day, 9.5 hours will be charged to vacation leave.
9. Employees are not permitted to switch back to a regular schedule to accommodate sick leave or vacation requests. A flexible schedule form will be completed and signed by all parties. The flexible schedule must be signed by the employee, the supervisor, and the area vice president and maintained in the department.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date

### Flexible Schedule

I have read and understand the administrative procedures regarding flexible scheduling.

Employee Name: \_\_\_\_\_  
Print Name

The following flexible work-schedule will be effective: \_\_\_\_\_  
Date

Work Week Schedule:

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

Per College policy, a one-hour lunch break is required.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Requesting Overtime**

**Page 1 of 2**

**Implementing Procedure For Policy # 6.17**

**Date Approved: 02/26/01**

**Division: Administration and Finance**

**Date Revised: 09/16/08**

1. General information

- Definition of a workweek — College policy defines the standard workweek for non-exempt employees as 37.5 hours during a calendar week. The calendar week begins at 12:01 a.m. Sunday and ends at midnight on Saturday.
- Definition of overtime — For purposes of this procedure, overtime is defined as any work scheduled in excess of the standard workweek.
- Premium pay — Pay calculated at 1.5 times the regular rate of pay for the employee. Federal guidelines require premium pay for time worked above 40 hours during the standard workweek.
- Eligibility — Only employees classified as non-exempt according to the Federal guidelines are eligible for overtime. Each position in the College has been designated as exempt or non-exempt.
- Overtime calculation — CF calculates the first 2.5 hours of additional time at the employee's regular hourly rate. Hours worked above 40 earn premium pay (time-and-a-half).

2. Approval for overtime pay

- All overtime must be approved in advance by the President. The department supervisor requests permission to schedule an employee to work more than the regularly scheduled 37.5 hour workweek. For convenience, the request may be made using e-mail.
- The request is submitted to the supervisor's vice president. If the vice president agrees with the request, it is forwarded to the president.
- The President may approve or deny the request.
  - If approved, the President sends a copy of the approved request to the Chief Financial Officer. The Chief Financial Officer will send copies to the requesting supervisor, the approving vice president and to the Payroll office to support the pay request when it is submitted for payment.
  - If denied, the President returns the request to the requesting supervisor and vice president for information.

3. Submittal of overtime pay requests — Hours worked beyond 37.5 are to be reported on a form available from the Payroll office. The supervisor must sign the form to verify that the hours were worked and attach the form to the payroll certifier. A note should be written on the certifier to indicate the employee worked overtime during the pay period.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE OF CENTRAL FLORIDA  
ADMINISTRATIVE PROCEDURE**

**Title: Sick Leave Pool**

**Page 1 of 2**

**Implementing Procedure For Policy # 6.19**

**Date Approved: 04/26/02**

**Department: Human Resources**

**Revised Date: 06/17/10**

Purpose: To help protect the employee from loss of income due to a catastrophic illness or injury. All full-time employees earn sick leave credit, which in most cases should be sufficient for their needs. The sick leave pool provides a method for the many to protect the very few in a time of great and special need.

DEFINITIONS: For purposes of this procedure, the following definitions apply:

- (a.) A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires treatment by a licensed practitioner for a prolonged period that would result in loss of compensation from the college.
  - (b.) A licensed practitioner means a practitioner who is practicing within the scope of his/her license in treating the employee.
  - (c.) The missed work may be continuous or intermittent.
- (1) Participation in the College of Central Florida sick leave pool shall be voluntary. Any full-time employee shall be eligible for participation in the pool, during the annual open enrollment periods only, provided that such employee has met all requirements explained herein. Open enrollment will run from October 1 to October 31 and April 1 to April 30 each year. All application forms must be furnished to the Office of Human Resources by close of business at the end of October and April each year. The employee must have been employed for one continuous year and have accrued sick days as attainable in the contract period, such as Administrators, Professional and Career employees-12 days, 10 month employees-10 days, faculty 8 days, etc.
  - (2) Sick leave may not be advanced for the purpose of contributing to the pool. No individual may join the pool while on sick leave.
  - (3) An employee requesting sick leave pool hours due to a catastrophic illness or injury is not eligible for pool hours until the employee has been under a licensed practitioner's care.
  - (4) A member shall not be eligible to use sick leave from the pool until all of that person's accrued sick leave and vacation leave has been depleted.
  - (5) Each participating employee shall make an initial contribution of 2 days to the pool. The pool shall be considered depleted when the total amount of credits in the pool is 30 days or less. After 10 days of written notice to the individual, contributions to replenish the pool will be automatically transferred from a member's personal sick leave account without further authorization. The pool shall not be replenished more than 2 times in any 12 month period.

An employee who is absent while using leave time withdrawn from the sick leave pool is treated for all purposes the same as an absent employee on earned sick or vacation leave. Sick leave and vacation leave will be used as earned.

- (6) If requesting to withdraw time because of a catastrophic illness or injury, the employee will be required to furnish a statement from the licensed practitioner treating the employee listing the general nature of the illness or injury, prognosis and expected recovery date. Employees must complete the Physician Certification form for this purpose.

- (7) Any sick leave drawn from the pool by a member must be used for the member's own personal illness, accident, or injury (not for illness of dependents nor for extenuating or personal circumstances). Pregnancy shall be an eligible disability for withdrawing leave from the pool, but only for such period of time that the employee is certified by a physician as physically unable to work. Sick leave may not be withdrawn for the purpose of childcare. The sick leave pool does not cover cosmetic or reconstructive surgery unless it is the result of an injury or congenital defect. Elective surgery is excluded from sick leave pool usage.
- (8) A contractual employee is limited to drawing time from the pool in accordance with his/her contract. Individuals cannot utilize the sick leave pool during those times not covered by their base contract.
- (9) Participants receiving workers compensation payments are not eligible to receive sick leave days from the pool for the purpose of increasing any compensation being paid to them under worker's compensation.
- (10) A maximum of 60 days may be withdrawn by a member of the sick leave pool during any 12 month period. The maximum number of days a member may withdraw from the pool is 120 days within any four consecutive years of employment.
- (11) Termination of employment automatically withdraws an employee from the sick leave pool. A member who chooses to no longer participate in the sick leave pool must submit a written request to the Sick Leave Pool Committee Chair and will not be eligible to withdraw any sick leave already contributed to the pool. An employee may request to withdraw from the sick leave pool at anytime, giving at least twenty days (20 days) notice from the time the request is received in Human Resources.
- (12) The sick leave pool program will be monitored by the Sick Leave Pool Committee, which is composed of 4 voting members. A quorum of the Sick Leave Pool Committee shall consist of three (3) members. Terms of members including temporary or permanent replacements, prior to the normal replacement date, will be as determined by the President.
- (13) Amendments to this procedure can be made by approval of a majority of the Sick Leave Pool Committee and will become effective upon approval by the President.
- (14) The Office of Human Resources will be responsible for maintaining all records regarding the sick leave pool, including minutes and sick leave activity of each participating member.
- (15) In the event the sick leave pool is disbanded, all days remaining in the sick leave pool at the time of said action shall be distributed on a pro rata basis to the members of the sick leave pool equally, without regard to length of membership or previous use of the sick leave pool.
- (16) Employees who elect to participate in the 401(a) Deferred Terminal Pay Compensation Plan (Bencor Plan) are automatically removed from the sick leave pool.

This procedure may be modified as deemed appropriate by the College of Central Florida. Users are encouraged to periodically review the procedure as posted on the CF Intranet.

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Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date





COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Student Loan Practices Code of Conduct**

**Page 1 of 2**

**Implementing Procedure For Policy # 6.26**

**Date Approved: 02/25/08**

**Division: Administration & Finance**

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

**1. College employees should receive no personal benefit.**

No trustee or employee of the College shall accept anything of more than nominal value on his or her behalf or on behalf of another person or entity from any Lending Institution. For example, cash, stocks, gifts, entertainment, expense-paid trips, etc. should never be accepted from a Lending Institution. Likewise, an individual should never receive payment or reimbursement from a Lending Institution for lodging, meals, or travel to conferences or training seminars. However, a trustee or employee of the College may: (a) conduct non-College business with any Lending Institution and, subject to state law, receive value in connection with such non-College business, so long as such value is not intended to influence the trustee or employee in conducting College business; (b) conduct College business and, subject to state law, receive value on behalf of the College that is unrelated to the student loan activities of the Lending Institution; (c) attend conferences and meetings of tax-exempt organizations that are funded or sponsored by more than one entity and, subject to state law, receive materials, refreshments, and other things of like value provided at such professional conferences and meetings; and, (d) hold membership in, serve on the board of or participate in the activities of any tax exempt organization and, subject to state law, receive travel reimbursements and other things of like value from the tax-exempt organization for such activities.

**2. College employees should not serve on lender advisory boards for remuneration.**

No trustee or employee of the College who makes financial aid decisions for the College or who is employed in, supervises or otherwise has responsibility or authority over the College's financial aid office shall receive any remuneration for serving as a member or participant of a student loan advisory board of a Lending Institution or any reimbursement of expenses for such service. Any trustee or employee of the College who serves as a member or participant of a Lending Institution board shall recuse himself or herself from any board discussions regarding the College's financial aid operations.

**3. The College should not provide any advantage to a Lending Institution.**

The College shall not accept anything of value from any Lending Institution in exchange for any advantage or consideration provided to the Lending Institution related to its student loan activities, including but not limited to revenue-sharing, printing costs or below-cost computer hardware or software. Likewise, the College shall not allow any Lending Institution to: (a) staff the College's financial aid office at any time; or (b) communicate with the College's students or their parents in such a manner as to create the impression that the Lending Institution is an employee or agent of the College in connection with the College's student financial aid operations, including through the use of mascots, logos, etc. Finally, the College shall not enter into any agreement with a Lending Institution to provide alternative (i.e., non-federal or "opportunity") student loan programs if the provision of such alternative loan programs prejudices other students or parents.

**4. The College should make appropriate use of any Preferred Lender Lists.**

If the College decides to promulgate a list or lists of preferred or recommended lenders for student loan or similar ranking or designation (“Preferred Lender List”), the selection of Lending Institutions for inclusion on the Preferred Lender List shall be based on the best interests of the College’s students and their parents without regard to the financial interests of the College. In addition, any Preferred Lender List shall clearly explain:

- Students and their parents are free to select the Lending Institution of their choice and will suffer no penalty imposed by the College from using a Lending Institution that is not a “preferred lender”;
- Students and their parents are not required to use any of the “preferred lenders”;
- Where to find information on other Lending Institutions for student loans;
- The College will promptly certify any loan from any Lending Institution selected by a borrower, in accordance with U.S. Department of Education regulations;
- The process the College utilized to select “preferred lenders,” including but not limited to the criteria used and the relative importance of such criteria;
- Where to find information on the competitive interest rates, terms, and conditions of federal loans;
- Where to find information on the interest rate, loan servicing or other benefits offered by “preferred lenders”; and,
- Where to find information on any agreements by “preferred lenders” to sell their loans to other Lending Institutions.

The College shall review any Preferred Lender List on an annual basis to determine that the information appearing on the list is accurate and that any website links are still viable.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Code of Ethics – Appleton Museum of Art</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 6.26</b>
<b>Date Approved: 5/03/11</b> <b>Date Revised: 5/10/12</b>	<b>Division: President</b>

Appleton Museum of Art

The Appleton Museum of Art is owned and operated by the College of Central Florida; all employees of the Museum are employees of the College. The collections are owned by the College of Central Florida Foundation.

The Code of Ethics for the Appleton Museum of Art establishes procedures for staff and volunteers of the Museum, and the District Board of Trustees for the College and the Board of Directors for the CF Foundation. These procedures ensure accountability in the mission and operations of the Museum and caretaking of the collections.

Conflict of Interest

Employees and volunteers of the Museum and the College, as well as members of the College of Central Florida District Board of Trustees and the CF Foundation Board of Directors will refrain from any business, personal or professional activity which is inconsistent, incompatible, in conflict with or appears to be in conflict with the interests of the Appleton Museum of Art. For example, no employees, volunteers, members of the College of Central Florida District Board of Trustees or members of the CF Foundation Board of Directors will provide appraisals of works of art, as this may be seen as a vehicle to facilitate the acquisition of said works of art for the Appleton Museum of Art and is, therefore, a conflict of interest. In addition, employees, volunteers, members of the College of Central Florida District Board of Trustees or members of the CF Foundation Board of Directors will refrain from accepting gifts or favors from artists and art dealers with which the museum is conducting business, as this may be perceived as a conflict of interest. In addition, they must avoid any action which might result in or create the appearance that employment at or relationship with the Appleton Museum of Art has been used for private or personal gain and they must always act in support of the Museum and not place at risk or compromise the Museum, the collections or the reputation of the Museum or College.

Collections

Employees and volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, are subject to the ethical standards of professional collections stewardship as outlined by the American Association of Museums. They will ensure that the Appleton Museum of Art Collections Committee makes recommendations to purchase, receive or decline works of art in accordance with the UNESCO and the Hague Conventions as well as the ICOM "Ethics of Acquisition"; that the Museum's stewardship of its collections merits the highest level of public trust and includes the presumptions of rightful ownership, permanence, care, documentation, accountability, prudent management and reasonable accessibility; and

that acquisition, disposal and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials. Works in the Appleton Collection will not be lent to private individuals or non-museum affiliated institutions.

Collections in the custody of the Museum must support the mission of the Museum. Museum staff or volunteers may neither store or care for personal collections at the Museum, nor may research be conducted on these objects at the Museum.

Museum staff must practice professional standards for researching objects to ensure they are lawfully held, accounted for and documented. The acquisition and loan of objects in the care of the Museum must be conducted in a professional manner to ensure their protection and lawful transfer.

The care and exhibition of funerary objects and human remains are unique and respect for the special nature of these items must be considered.

### Personal Collections

It is understood that employees and volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, may have an interest in collecting art. Personal collecting can have positive benefits and is encouraged. Nevertheless, employees and volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, may not use their affiliation with the Museum to promote personal collecting activities or compete with the Museum for the same work of art. In the event a work of art of interest to the Museum is acquired by an employee, volunteer, Board or staff member, the Museum has the right to review said art object and to purchase it. In addition, no employee or volunteer of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, may participate in the Museum's decision to accept a donation of a work of art or to exhibit an object which they own. Competing claims of ownership that may be asserted in connection with works of art in the custody of the Museum must be handled openly, seriously and responsibly by employees and volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors. Individuals asserting claims of ownership regarding works in the Museum's custody must be treated with respect and dignity.

Disposal of the items in the collection through sale, trade, or research activities is solely for the advancement of the mission of the Museum. Proceeds from such disposal shall only benefit acquisitions. Neither employees nor volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, or members of their families or close associates, should be permitted to purchase objects deaccessioned from the Museum's collection.

### Programs

The Appleton Museum of Art serves its community by advancing an appreciation and understanding of the natural and cultural commonwealth through exhibitions, research, interpretation, scholarship, publications, and educational activities. These programs further the Museum's mission and are responsive to the concerns, interests and needs of the society. Thus, the Museum ensures that programs support its mission and public trust; are presented to encourage participation of all audiences; are accessible and encourage participation of the widest possible audience, consistent with its mission and resources; are revenue-producing activities and activities that involve relationships with

external entities that are compatible with the Museum’s mission and support its public trust responsibilities; and promote the public good rather than individual financial gain.

Fundraising

All Appleton Museum of Art staff members must have authorization from the director of the Museum to be actively involved in fundraising for and on behalf of the Museum. These activities must be coordinated within the Museum development department and with the CF Foundation.

Confidentiality

Because the College and the CF Foundation are “state-related entities,” all business is subject to public information rules of the state of Florida. In order to act in the best interest of the Museum and the College, staff and volunteers are encouraged to refrain from public discussion of information that may be misinterpreted and be harmful to the Museum, College, CF Foundation or the reputations of said entities.

Volunteers

Volunteers, while not subject to the same specific rules as Museum staff, should avoid competing with the Museum in regard to collecting and acquiring works of art. Volunteers providing research and authoring services to the Museum are subject to the same rules as the Museum staff for which they are providing these services on behalf of the Museum and the College.

Management of Business and Individual Support

Financial support of the Appleton Museum of Art shall not provide direct benefit to individual employees of the College, members of the District Board of Trustees, members of the Board of Directors of the CF Foundation, or members of the Appleton Advisory Council or any other museum-related committees. Sponsorship of Museum programs or facilities, either through in-kind or cash donations, will be appropriately and publicly acknowledged by the Museum unless the donor wishes to remain anonymous.

Rights and Reproductions

The photographic documentation of objects in the Museum’s collections is maintained by the registrar’s office. Use of these images is a source of earned income for the Museum, managed by the curatorial office, and subject to national and international copyright laws. Legitimate requests for use of images for reproduction should be directed to the curator who will direct the request, based on the end use, to either the registrar or the marketing office. It is the responsibility of the Museum to ensure that use of the images whether in the form of slides, transparencies, digital images, video tapes or photographic prints, is handled appropriately.

Distribution of the Code of Ethics

The Director of the Museum is responsible for annually distributing, through appropriate channels, copies of this Code to members of the District Board of Trustees, the CF Foundation Board of Directors, the Appleton Advisory Council, all Museum-related committees and all Museum employees. Museum volunteers will routinely receive this Code as part of the training as will any others covered by the Code of Ethics.

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Volunteer Program**

**Page 1 of 2**

**Implementing Procedure For Policy # 6.27**

**Date Approved: 08/06/10**

**Division: Human Resources**

The purpose of this procedure is to establish guidelines for all departments which utilize volunteers and all individuals desiring to volunteer their services at the College of Central Florida.

- I. **Request a volunteer:** The requesting department completes a Volunteer Position Opportunity form, available on the College intranet, in which the department outlines qualifications and a description of activities specific for their department's needs. The department sends the completed form to Human Resources. Human Resources will distribute this information to the following areas for posting:
  - a) Retired and Senior Volunteer Program (RSVP) for posting at their site.
  - b) Information Technology for posting on the CF volunteer opportunity board on the internet.
- II. **Volunteer in processing:** Once a volunteer has presented him or herself to a department and it is determined they meet the criteria the department has established, they must be in-processed. The following steps must be performed to complete in-processing:
  - a) The department head prints the Volunteer Registration form and the Volunteer Worker General Release form and has the volunteer complete both. These forms are located on the College intranet.
  - b) The department head then sends the original forms to the Human Resources office.
  - c) The Human Resources office will maintain all volunteer registration forms filed for CF's record and will fax the form to RSVP for their records if applicable.
- III. **Criminal Background Checks:** Several departments at the College are required to perform background and/or fingerprinting checks, prior to the individual beginning volunteer service. All individuals desiring to volunteer their services at CF in these departments must complete and sign the Acknowledgement of Criminal Background Check. These areas are:
  - a) Child Care – background check, fingerprinting and national check
  - b) Criminal Justice – background check, fingerprinting and national check
  - c) Plant Operations – background check (fingerprinting optional)
  - d) Business Office - background check, fingerprinting and national check
  - e) Information Technology – background check (fingerprinting optional)
  - f) Purchasing Department – background check (fingerprinting optional)
  - g) Appleton Museum of Art – background check (fingerprinting optional)
  - h) Public Safety – background check (fingerprinting optional)

If a department is not listed above, but the volunteer will be involved in duties which may merit a background screening, it is at the discretion of the supervisor to request a background screening of the volunteer. The forms for criminal background checks on volunteers are on the intranet. The department head must forward the completed form to the Human Resources office. If the department is not required to run background checks, the department may ignore the forms.

IV. **Volunteers Working with Minor Children:** A minor is defined as an individual who is 17 years of age or younger, who is unmarried and has not been emancipated by order of the court. Volunteers who are assigned to work with minors, regardless of assigned department, will be required to submit to a federal criminal background check in conjunction with the Florida Department of Law Enforcement (FDLE). As part of the FDLE Criminal Background Check (CBC), volunteers will also be fingerprinted.

The department head, in whose department the volunteer will work, is responsible for making sure the volunteer undergoes a CBC. The department head requesting a CBC for a volunteer must complete and sign a FDLE Criminal Background Check Supervisor Request form and return it to Human Resources. Forms are available in the Human Resources office. Results of the criminal background check will be kept on file in the Human Resources office. Department heads who are not sure whether a volunteer must submit to a criminal background check should contact the Human Resources office.

V. **Volunteer Handbook:** The department head prints and provides to the volunteer the Volunteer Handbook. The Volunteer Handbook is located on the College intranet.

VI. **Volunteer Staff Temporary Parking Permit:** The department head will complete and print a Volunteer Staff Temporary Parking Permit form. The volunteer should place this permit on their vehicle dashboard each time he/she is on campus volunteering. These forms have an expiration date. The department should print a new permit for the volunteer when it expires, should their services continue to be utilized.

VII. **Volunteer Service Record:** The department head shall print and have the volunteer complete the Volunteer Service Record form each month. This form is used to keep record of all volunteered time. The volunteer should tally the hours worked, sign the form and have their departmental supervisor sign the form at the end of each month. The department head will then send the completed form to the Human Resources office no later than the fifth of the next month. Time will be tracked in the Human Resources Office. The Human Resources office will fax the forms to RSVP if applicable. Volunteers should indicate on the form if they are a RSVP Volunteer.

VIII. **FRS Retiree Volunteers:** Specific guidelines from the Florida Bureau of Retirement must be followed when a Florida Retirement System (FRS) Pension Plan retiree wishes to volunteer with an FRS employer. Volunteering could affect retirement benefits. A copy of these guidelines is on file in the Human Resources office.

IX. **Supervisor Responsibilities:** The departmental head shall identify job duties/assignments for volunteer workers. The department is responsible for training, supervision, and providing direction to the volunteer. The department head shall ensure that no volunteer has access to confidential material or keys to any college office. No volunteer has authority for the approval and/or expenditure of college funds.

State regulations require CF to cover all registered volunteers with Workers Compensation while they are on campus in an official volunteer capacity. It is necessary that the Human Resources office have a record of any volunteer on campus. If a volunteer is injured while working for the department (during the course and within the scope of their duties), the volunteer will follow the same process for an injury as any full or part time employee.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



## CENTRAL FLORIDA COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE

<b>Title: Admission of Students with Criminal Background</b>	
<b>Page 1 of 5</b>	<b>Implementing Procedure for Policy #: no policy</b>
<b>Date Approved: 8/16/06</b> <b>Date Revised: 01/15/08</b>	<b>Division: Instruction</b>

### Criminal Justice Programs

An applicant would be denied admission to the Criminal Justice Programs if he or she fails to have the minimum qualifications established in Section 943.13(4) Fla. Stats., which states as follows:

**943.13 Officers' minimum qualifications for employment or appointment.--**

On or after October 1, 1984, any person employed or appointed as a full-time, part-time, or auxiliary law enforcement officer or correctional officer; on or after October 1, 1986, any person employed as a full-time, part-time, or auxiliary correctional probation officer; and on or after October 1, 1986, any person employed as a full-time, part-time, or auxiliary correctional officer by a private entity under contract to the Department of Corrections, to a county commission, or to the Department of Management Services shall:

- (4) Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of any felony or of a misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Notwithstanding this subsection, any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an officer.

### Health and Human Services Programs

An applicant would be denied admission to the Health Occupations Programs if he or she has "been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction": sexual misconduct with certain developmentally disabled clients (§393.135 Fla. Stats.); sexual misconduct with certain mental health patients (§394.4593 Fla. Stats.); adult abuse, neglect, or exploitation of aged or disabled adults (§415.111 Fla. Stats.); murder (§782.04 Fla. Stats.); manslaughter, aggravated manslaughter of an elderly or disabled adult, or aggravated manslaughter of a child (§782.07 Fla. Stats.); vehicular homicide (§782.071 Fla. Stats.); killing of an unborn child by injury to the mother (§782.09 Fla. Stats.); assault, if the victim was a minor (§784.011 Fla. Stats.); aggravated assault (§784.021 Fla. Stats.); battery, if the victim was a minor (§784.03 Fla. Stats.); aggravated battery (§784.045 Fla. Stats.); battery on a detention or commitment facility staff



(§784.075 Fla. Stats.); kidnapping (§787.01 Fla. Stats.); false imprisonment (§787.02 Fla. Stats.); taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings (§787.04(2) Fla. Stats.); carrying a child beyond the state line with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person (§787.04(3) Fla. Stats.); exhibiting firearms or weapons within 1,000 feet of a school (§790.115(1) Fla. Stats.); possessing an electric weapon or device, destructive device, or other weapon on school property (§790.115(2)(b) Fla. Stats.); sexual battery (§794.011 Fla. Stats.); prohibited acts of persons in familial or custodial authority (§794.041 Fla. Stats.); prostitution (Chapter 796 Fla. Stats.); lewd and lascivious behavior (§798.02 Fla. Stats.); lewdness and indecent exposure (Chapter 800 Fla. Stats.); arson (§806.01 Fla. Stats.); theft, robbery, and related crimes, if the offense is a felony (Chapter 812 Fla. Stats.); fraudulent sale of controlled substances, only if the offense was a felony (§817.563 Fla. Stats.); aggravated abuse, or neglect of an elderly or disabled adult (§825.102 Fla. Stats.); relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult (§825.1025 Fla. Stats.); relating to exploitation of an elderly person or disabled adult, if the offense was a felony (§825.103 Fla. Stats.); incest (§826.04 Fla. Stats.); child abuse, aggravated child abuse, or neglect of a child (§827.03 Fla. Stats.); contributing to the delinquency or dependency of a child (§827.04 Fla. Stats.); negligent treatment of children (§827.05 Fla. Stats.); sexual performance by a child (§827.071 Fla. Stats.); resisting arrest with violence (§843.01 Fla. Stats.); depriving a law enforcement, correctional, or correctional probation officer means of protection or communication (§843.025 Fla. Stats.); aiding in an escape (§843.12 Fla. Stats.); aiding in the escape of juvenile inmates in correctional institutions (§843.13 Fla. Stats.); obscene literature (Chapter 847 Fla. Stats.); encouraging or recruiting another to join a criminal gang (§874.05(1) Fla. Stats.); relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor (Chapter 893 Fla. Stats.); sexual misconduct with certain forensic clients (§916.0175 Fla. Stats.); inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm (§944.35(3) Fla. Stats.); harboring, concealing, or aiding an escaped prisoner (§944.46 Fla. Stats.); introduction of contraband into a correctional facility (§944.47 Fla. Stats.); sexual misconduct in juvenile justice programs (§985.4045 Fla. Stats.); and contraband introduced into detention facilities (§985.4046 Fla. Stats.). The aforementioned crimes are a part of the level 2 screening (§435.04 Fla. Stats.) standards and are subject to change. The college may also consider battery and DUI offenses when considering a candidate for admissions.

### **Applicant Appeal**

In the event the student is not satisfied with the denial of admission in either the Criminal Justice or Health and Human Services Programs, the student has the right to present the concern to the Vice President for Instruction. If the student wishes to exercise this right, then, within five (5) working days after being denied admission, the student must deliver a copy of the Admission of Students with Criminal Background Appeal Form (available from the Office for Instruction), with the appropriate documentation, to the Vice President for Instruction. The appeal will be heard at the next scheduled meeting of the appeals panel. The appeals panel will be structured as indicated:

### **Appeals Panel**

- Dean for Health and Human Services or designee
- Dean of Public Service/Criminal Justice or designee.

The panel will make its decision based on the Criminal Background Appeal Form and the required documentation, and the interview with the student should they choose to appear. The appeals panel will meet and render a decision to the Vice President for Instruction within 30 working days of receiving an appeal request from the Vice President for Instruction. Within 5 working days of receipt of the panel's recommendation, the Vice President for Instruction has the right to reject or accept the recommendation, and the decision of the Vice President for Instruction is final and binding to all parties.

If an appeal is granted, then, as a condition of admission, the student will sign a waiver indicating that he or she will hold the college harmless should a State certificate or license not be granted by the relevant State board or licensing agency based upon the applicant's criminal background.

**Necessary Documentation (must be attached to the appeal form)**

- Written statement from the candidate stating reason for seeking program admission.
- Letter of explanation from the candidate of criminal activity and rehabilitation.
- Court documentation indicating the crime and adjudication of the crime.
- Proof of satisfaction of all court-imposed judgments.
- Proof of restoration of civil rights, if applicable.
- If applicable, provide a previously issued Exemption from Disqualification from the board or licensing agency which previously issued the student a certificate or license should the student have been awarded a certificate or license after the date of the criminal activity or dishonorable discharge which is the subject of the appeal. Example: a licensed practical nurse applying to the Associate Degree Nursing program must provide the previously issued written "Exemption from Disqualification" from the State Board of Nursing or licensing agency if his or her license was issued before the date of the criminal activity in question.

\_\_\_\_\_  
Vice President for Instruction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



## **Admission of Students with Criminal Background – Page 5**

**(must be attached to the appeal form)**

- Written statement from the candidate stating reason for seeking program admission.
- Letter of explanation from the candidate of criminal activity and rehabilitation.
- Court Documentation indicating the crime and adjudication of the crime.
- Proof of satisfaction of all court-imposed judgments.
- Proof of restoration of civil rights.
- If applicable, provide a previously issued Exemption from Disqualification from the board or licensing agency which previously issued the student a certificate or license should the student have been awarded a certificate or license after the date of the criminal activity or dishonorable discharge which is the subject of the appeal. Example: a licensed practical nurse applying to the Associate Degree Nursing program must provide the previously issued written "Exemption from Disqualification" from the State Board of Nursing or licensing agency if his or her license was issued before the date of the criminal activity in question.



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Threat Assessment Team</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy: 3.20 College Environment</b>
<b>Date Approved: 08/14/08</b> <b>Revised: 10/11/10,</b> <b>5/8/13</b>	<b>Division: Student Affairs</b>

**THREAT ASSESSMENT TEAM:**

**PURPOSE**

The purpose of the Threat Assessment Team is to investigate potential risks to the College community by students who have behaved or acted in ways that raise serious safety concerns. The team will assess whether such behaviors pose a danger of the student causing physical harm to themselves or others. The team will also assess whether such behavior impedes the activities of the College or if the individual is unable to engage in the activities necessary to obtain an education. Based on the team's assessment of the information, the team can recommend the Emergency Suspension of the student. A hearing on the matter will be conducted as soon as practically possible to assure the due process rights of the student.

**MEMBERSHIP**

The following college positions will serve on the College Threat Assessment Team, depending on the nature of the threat:

1. Vice President – Student Affairs, Chair
2. Coordinator – Access Services
3. Dean – Health and Human Services
4. Dean, Student Services
5. Manager, Public Safety
6. Dean, Criminal Justice Institute/Public Service
7. Director, Human Resources
8. Campus Vice President, Citrus Campus; Provost, Levy Center; Director, Hampton Center.

If the student in question is from the Citrus Campus, Levy Center, or Hampton Center, the respective Vice President, Provost or Director will be added to the team.

At least three of the members must be present for any meeting. In the event one of the members is unavailable, the Vice President for Student Affairs will appoint another appropriate representative.

**ROLES AND RESPONSIBILITIES:**

Based upon the situation, the committee may carry out some or all of the following:

1. Investigate reports of behavior that give rise to concerns that a student or employee is of possible danger to themselves or others.
2. Coordinate and consolidate reports obtained through the investigation.
3. Evaluate whether the behavior of the person of concern constitutes a “direct threat” to the college community in that the person’s conduct poses a significant risk to the health or safety of the student or to others.
4. Consider accommodations and other responses, their feasibility, costs, and effectiveness.
5. Make an individualized and objective assessment of a student’s ability to safely participate in the college program based on the reasonable medical judgment of a licensed psychologist or psychiatrist having expertise in the area of inquiry and relying on the most current medical knowledge and/or the best available objective evidence. The assessment must determine the nature, duration and severity of the risk: the probability that the potentially threatening injury will actually occur; and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk.
6. Identify information that can be shared and the individual(s) with whom the information needs to be shared.
7. If necessary, seek legal counsel opinion as to how to characterize the information.
8. Determine if the student’s family should be notified and included in the process.
9. If necessary, seek legal counsel opinion on the identification of FERPA exceptions allowing distribution of information.
10. If necessary, seek legal counsel on how to properly distribute information.
11. Provide the President or President’s designee with a risk assessment of the person in question and recommendations.
12. Meet monthly as needed to consider and review developing cases.

**HEARING**

A hearing to consider the disposition of each case considered by the Threat Assessment Team will be heard if a Student Emergency Suspension action has been taken and the Team recommends suspension or expulsion of a student. The hearing shall be conducted in accordance with due process procedures indicated in the Student Handbook.

**REPORTING RELATIONSHIP**

The Threat Assessment Team reports to the President through the Vice President of Student Affairs.

\_\_\_\_\_  
Vice President, Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Admission of Sexual Offenders or Sexual Predators**

**Page 1 of 2**

**Implementing Procedure For Policy # 7.00**

**Date Approved: 12/01/06**  
**Date Revised: 08/13/08,**  
**05/12/11**

**Division: Student Affairs**

- I. When a local law enforcement agency notifies the College that a sexual predator or sexual offender is enrolled or planning to enroll at the College, such notification shall be delivered to the attention of the President, who shall then deliver it to the Chief Student Affairs Officer (CSAO). If it is determined that there is a sexual offender applying or enrolled about whom the college has not been notified through official channels, this procedure will also be followed to determine the appropriateness of the student's attendance.
- II. Once notified, the CSAO or designee will consult the FDLE Web site of Florida Sexual Offenders and Predators for information on the level of the individual's offense, and will consult student records to see if the offender has filed an application to the College.
- III. If the offender has applied to the college and is classified as a sexual predator, the CSAO or designee will immediately send a certified letter to the applicant, return receipt requested, denying admission.
- IV. If the individual is classified as a sexual offender and has applied, or if the individual is already in attendance and is classified as either a sexual predator or sexual offender, the CSAO or designee will immediately send a certified letter, return receipt requested, to the individual, requesting submission of the following documents within 10 business days of request:
  - a. A letter of explanation from the offender explaining the criminal offense and subsequent rehabilitation.
  - b. The following items from the Clerk of the Court:
    1. Arrest Affidavit
    2. Information Sheet
    3. Court Minutes
  - c. Order terminating probation (this would be acquired through the probation department ONLY if offender was released from supervision.
  - d. Other information which the CSAO or designee determines to be necessary to render a decision.If the documentation is not received, the application will be denied or the current student will be expelled.
- V. When the offender has provided all required documentation to the college, the CSAO or designee will notify the offender of the time and place of an interview with a 3-member committee comprised of the CSAO or designee and two others from among the Equity Officer, a faculty member, or a Student Affairs staff member. After the interview, the committee will determine whether or not to allow the applicant to attend the college or the current student to continue to attend the college with or without restrictions. This decision will be communicated to the offender by certified mail, return receipt requested, from the CSAO or designee within three (3) business days of the meeting.

**ADMISSION OF SEXUAL OFFENDERS OR SEXUAL PREDATORS – Page 2**

- VI. If the CSAO or designee determines that conditions should apply to offender's attendance, then:
  - a. The offender will be notified in writing of the conditions of attendance.
  - b. The Public Safety Office will be notified of the offender's presence on campus.
  - c. The offender's enrollment in classes will be monitored each semester by the CSAO or designee.
  - d. Each term the offender is enrolled, the CSAO or designee will notify each instructor in whose course the offender is enrolled, each employee supervising an activity in which the offender participates, and each employee who, in the opinion of the CSAO or designee, has a need to know of the offender's presence and of the opportunity to seek additional details on the nature of the sexual offense by personal consultation with CSAO or designee.
  - e. Other conditions may apply as are appropriate in regard to the nature of the offender's crime, including, but not limited to, the age of the victim. For example, offenders may be prohibited from participating in certain activities, enrolling in certain courses, or entering certain areas of the campus.

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Approved by Vice President, Student Affairs

\_\_\_\_\_  
Date

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Approved by President

\_\_\_\_\_  
Date





COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Admission / Readmission of Students with a Violent Criminal Record**

**Page 1 of 2**

**Implementing Procedure For Policy # 7.00**

**Date Approved: 10/27/10**

**Division: Student Affairs**

- I. The College attempts to protect the safety of the Campus community by screening applicants for admission or readmission who have a violent criminal record as well as by responding to information regarding violent illegal activity or new information concerning violent criminal charges for current students.
- II. Obtaining criminal background information:
  - a. The College may ask applicants to divulge criminal background information through its regular admission process, or at its discretion, request that applicants consent to a review of such information from the court and law enforcement.
  - b. Law enforcement agencies may notify the College that an existing student has committed a violent crime or that an individual with a violent criminal record is seeking admission or is currently enrolled in the College.
  - c. Once the College is aware that an applicant or a student has a violent criminal record, it may require the student or applicant to provide it with court and law enforcement records and/or obtain these records directly from the court or from law enforcement. These records include but are not limited to:
    1. A written explanation from the offender explaining the criminal offense;
    2. The following items from a representative of the Clerk of the Court:
      - a. Arrest Affidavit
      - b. Information Sheet
      - c. Court Minutes
      - d. Orders of Protection
    3. Order terminating probation (acquired through their probation department ONLY if offender was released from supervision);
    4. Other information that the College determines to be necessary and if the applicant/student refuses to cooperate with the College's obtaining his or her records, applicant will be denied admission and a current student may be expelled.
  - d. The Vice President for Student Affairs or his/her designee can request at any time that a current student update their criminal record / history.

- III. Once the College has received and reviewed all of the required documentation, and once it is determined by the Dean, Student Services or his / her designee that the applicant or student may actually pose a risk to the campus community, then the Vice President of Student Affairs or his/her designee will schedule an interview of the student by a Special Admissions Committee which will include at least one member of the Threat Assessment Team, one faculty member, and the Manager, Public Safety. Other faculty, professional or administrative staff may be included in the interview as needed at the discretion of the Vice President for Student Affairs or his/her designee. The Vice President for Student Affairs or his/her designee will notify the student of the time and place of the interview by providing a written notice by certified mail, return receipt requested, within 5 business days of the meeting. The applicant's or student's failure to attend the interview will be grounds for the denial of his or her admission and for recommendation of expulsion from continued attendance at the College in the case of a current student.
  
- IV. Following the interview, the Special Admissions Committee will determine whether or not to allow the applicant to attend the College or the current student to continue his or her enrollment with or without restrictions. This decision will be communicated to the applicant/student by certified mail, return receipt requested, within 5 business days of the meeting.
  
- V. If the committee determines conditions should apply to the applicant's admission or the students continued attendance, then:
  - a. The conditions will be set forth and the decision communicated in writing to the student;
  - b. The Vice President of Student Affairs or his/her designee will notify each instructor in each course the applicant/student is enrolled, each employee supervising an activity in which the applicant/student participates, and each employee who has a need to know of the student's criminal background and the opportunity to seek additional details on the nature of the offense.
  - c. Other conditions may apply as are appropriate to the situation in terms of the circumstances and the applicant/student's specific criminal record. For example, the student may be prohibited from participating in certain activities, enrolling in certain courses, or entering into certain areas of the College.
  - d. The Vice President of Student Affairs or his/her designee will monitor each such student's progress regularly (to be determined by the Special Admissions Committee) and will call a meeting of the committee if at any time the Vice President for Student Affairs, in his or her sole determination, is of the opinion that the student's continued enrollment should be re-evaluated.

\_\_\_\_\_  
Vice President, Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Appeal for Florida Residency Classification for Tuition Purposes**

**Page 1 of 2**

**Implementing Procedure For Policy # 5.08 and 7.0**

**Date Approved: 06/14/11**

**Division: Student Affairs**

**FLORIDA RESIDENCY CLASSIFICATION APPEAL PROCEDURE**

**I. PURPOSE**

To establish a process and procedure for a student who has been denied Florida residency status for tuition purposes and wants to appeal that decision. This is in accordance with Florida Statute 1009.21 and Florida Administrative Code 6A-10.044. This procedure provides guidelines for the committee and the process by which a student may appeal and is effective July 1, 2009.

**II. PROCEDURE**

**A. Committee**

The Academic Exceptions and Petitions Review Committee will be responsible for considering student appeals for Florida residency classification for tuition purposes.

**B. Student Appeal Process**

1. The student must appeal to the Registrar or designee with the Admissions and Records Office prior to requesting an appeal from the committee.
2. The student must complete the Appeal for Florida Residency Classification for Tuition Purposes Form and state the reason(s) for appealing their residency decision. The explanation should address any information that was not previously submitted or considered.
3. A copy of all new and previously submitted documents supporting the Florida residency claim must be attached to the form.
4. The form must be signed by the student and submitted with all required documents to the Enrollment Services Center.
5. The Registrar or designee will review the request to ensure that the student already appealed to the appropriate personnel. If not, the Registrar or designee will initiate that process, sign the appeal form, and forward it to the Vice President of Student Affairs Office with all attached documents and any necessary comments within five business days of receipt of the completed appeal form.
6. At its regularly scheduled meetings, the Academic Exceptions and Petitions Review Committee will review the appeals submitted for that

month. The committee may request additional information from the student or Registrar in order to make its decision.

7. Upon review, the committee will inform the student of its decision in writing.
8. The Academic Exceptions and Petitions Review Committee's decision is final and may not be appealed.

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Vice President for Student Affairs

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Date

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Approved by President

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Date



<b>Title: Limited Access Programs Admission: Criminal Background Restrictions</b>	
<b>Page 1 of 4</b>	<b>Implementing Procedure for Policy #: 7.00</b>
<b>Date Approved: 8/16/06</b> <b>Date Revised: 10/8/10</b> <b>Date Revised: 12/13/11</b> <b>Date Revised: 05/29/14</b>	<b>Division: Academic Affairs</b>

**Criminal Justice Programs**

An applicant would be denied admission to the Criminal Justice Programs if he or she fails to have the minimum qualifications established in Section 943.13(4) Fla. Stats., which states as follows:

**943.13 Officers' minimum qualifications for employment or appointment.**

On or after October 1, 1984, any person employed or appointed as a full-time, part-time, or auxiliary law enforcement officer or correctional officer; on or after October 1, 1986, any person employed as a full-time, part-time, or auxiliary correctional probation officer; and on or after October 1, 1986, any person employed as a full-time, part-time, or auxiliary correctional officer by a private entity under contract to the Department of Corrections, to a county commission, or to the Department of Management Sciences shall:

- (4) Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of any felony or of a misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Notwithstanding this subsection, any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an officer.

Chapter 790.23, Fla. Stats., prohibits the possession of a firearm or ammunition by a person who as a juvenile was found to have committed a delinquent act that would be a felony if committed by an adult until the person is 24 years of age. This would require the applicant to wait until they are 24 to attend the basic recruit training.

In addition, Federal Statute 18 U.S.C. 922 prohibits the possession of a firearm for any person who has been adjudicated as a mental defective or committed to a mental institution, or is subject to a court order that restrains the person from harassing, stalking or threatening an intimate partner or child of such intimate partner, or has been convicted of a misdemeanor crime of domestic violence.

**Health Sciences and Teacher Education Programs**

An applicant would be denied admission to the Health Sciences or Teacher Education Programs if he or she has “been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction.”

## Limited Access Programs Admission: Criminal Background Restrictions Page 2

Section 393.135	Sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
Section 394.4593	Sexual misconduct with certain mental health patients and reporting of such sexual misconduct
Section 415.111	Adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
Section 741.28	Criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
Section 782.04	Murder
Section 782.07	Manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071	Vehicular homicide
Section 782.09	Killing an unborn quick child by injury to the mother
Chapter 784	Assault, battery, and culpable negligence, if the offense was a felony
Section 784.011	Assault, if the victim of offense was a minor
Section 784.03	Battery, if the victim of offense was a minor
Section 787.01	Kidnapping
Section 787.02	False imprisonment
Section 787.025	Luring or enticing a child
Section 787.04(2)	Taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
Section 787.04(3)	Carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
Section 790.115(1)	Exhibiting firearms or weapons within 1,000 feet of a school
Section 790.115(2) (b)	Possessing an electric weapon or device, destructive device, or other weapon on school property
Section 794.011	Sexual battery
Former Section 794.041	Prohibited acts of persons in familial or custodial authority
Section 794.05	Unlawful sexual activity with certain minors
Chapter 796	Prostitution
Section 798.02	Lewd and lascivious behavior
Chapter 800	Lewdness and indecent exposure
Section 806.01	Arson
Section 810.02	Burglary
Section 810.14	Voyeurism, if the offense is a felony

## Limited Access Programs Admission: Criminal Background Restrictions Page 3

Section 810.145	Video voyeurism, if the offense is a felony
Chapter 812	Theft and/or robbery and related crimes, if a felony offense
Section 817.563	Fraudulent sale of controlled substances, if the offense was a felony
Section 825.102	Abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section 825.1025	Lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section 825.103	Exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04	Incest
Section 827.03	Child abuse, aggravated child abuse, or neglect of a child
Section 827.04	Contributing to the delinquency or dependency of a child
Former Section 827.05	Negligent treatment of children
Section 827.071	Sexual performance by a child
Section 843.01	Resisting arrest with violence
Section 843.025	Depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	Aiding in an escape
Section 843.13	Aiding in the escape of juvenile inmates in correctional institution
Chapter 847	Obscene literature
Section 874.05(1)	Encouraging or recruiting another to join a criminal gang
Chapter 893	Drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	Sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	Inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	Escape
Section 944.46	Harboring, concealing, or aiding an escaped prisoner
Section 944.47	Introduction of contraband into a correctional facility
Section 985.701	Sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

The aforementioned crimes are a part of the level 2 screening (§435.04 Fla. Stats.) standards and are subject to change.

### **The Following Only Apply to Health Sciences Programs**

If convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Florida Statutes in chapter 409, chapter 817, chapter 831, or Federal Statute in 21

## Limited Access Programs Admission: Criminal Background Restrictions Page 4

U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence ended more than 15 years prior to the date of the application; or terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years may be denied admission in a Health Sciences Program. The college may also consider battery and DUI offenses when considering a candidate for admission. The additional offenses will apply to Health Sciences Programs pursuant to Section 408.809.

Chapter 408	Felony offenses contained in Chapter 408
Section 408.8065(3)	Offers service or skilled service without valid license when licensure is required, or knowingly files a false or misleading license or license renewal application, or submits false or misleading information related to application
Section 409.920	Medicaid provider fraud
Section 409.9201	Medicaid fraud
Section 817.034	Fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems
Section 817.234	False and fraudulent insurance claims
Section 817.505	Patient brokering
Section 817.568	Criminal use of personal identification information
Section 817.60	Obtaining a credit card through fraudulent means
Section 817.61	Fraudulent use of credit cards, if the offense was a felony
Section 831.01	Forgery
Section 831.02	Uttering forged instruments
Section 831.07	Forging bank bills, checks, drafts or promissory notes
Section 831.09	Uttering forged bank bills, checks, drafts, or promissory notes
Section 831.30	Fraud in obtaining medicinal drugs
Section 831.31	The sale, manufacture, delivery, or possession with the intent to sell, manufacture, deliver any counterfeit controlled substance, if the offense was a felony

### **Applicant Appeal**

In the event the student is not satisfied with the denial of admission in either the Criminal Justice, Health Sciences or Teacher Education Programs, the student has the right to present the concern to the Vice President for Academic Affairs. If the student wishes to exercise this right, then, within five (5) working days after being denied admission, the student must deliver a copy of the Admission of Students with Criminal Background Appeal Form, with the appropriate documentation, to the Vice President for Academic Affairs. The Vice President for Academic Affairs (VPAA) may appoint an appeals panel of no more than three (3) individuals to make a recommendation on the appeal.



**Limited Access Programs Admission: Criminal Background Restrictions Page 5**

If the VPAA appoints a panel, the panel will meet and render a recommendation to the VPAA within 30 working days of receiving the appeal request. The panel will base this recommendation on the required documentation listed below and an interview with the student, should they deem that necessary. Within 5 working days of receipt of the panel's recommendation, the VPAA may reject or accept the recommendation. The decision of the Vice President for Academic Affairs is final and binding to all parties.

If an appeal is granted, then, as a condition of admission, the student will sign a waiver indicating that he or she will hold the college harmless should a State certificate or license not be granted by the relevant State board or licensing agency based upon the applicant's criminal background.

**Necessary Documentation (must be attached to the appeal form)**

- Written statement from the candidate stating reason for seeking program admission.
- Letter of explanation from the candidate of criminal activity and rehabilitation.
- Court documentation indicating the crime and adjudication of the crime.
- Proof of satisfaction of all court-imposed judgments.
- Proof of restoration of civil rights, if applicable.
- If applicable, provide a previously issued Exemption from Disqualification from the board or licensing agency which previously issued the student a certificate or license should the student have been awarded a certificate or license after the date of the criminal activity or dishonorable discharge which is the subject of the appeal. Example: a licensed practical nurse applying to the Associate Degree Nursing program must provide the previously issued written "Exemption from Disqualification" from the State Board of Nursing or licensing agency if his or her license was issued before the date of the criminal activity in question.

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Vice President for Academic Affairs

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Date

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Approved by President

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Date



COLLEGE of  
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**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Limited Access Program Readmission Appeal**

**Page 1 of 3**

**Implementing Procedure For Policy # 7.00**

**Date Approved: 10/14/2010**

**Division: Office of Instructional Affairs**

**READMISSION APPEAL PROCESS**

In accordance with Policy 7.00 – Admission and Readmission, a student’s application for readmission into a Limited Access Program may be denied for any of the following reasons:

- Student did not meet the following criteria for readmission:
  - Student must meet the current, program-specific admission and readmission requirements listed in the individual program manual
  - Student must demonstrate competency at the skill level for which they are requesting readmission
  - Student must meet the readmission application deadline for the semester that readmission is being requested (i.e., either thirty (30) business days prior to the start of the semester or by the specific program’s published deadline, whichever comes first)
- There is no space available to accommodate the student for the requested semester
- Student was dismissed from a limited access program because of professional misconduct, as described in the Program Standards for each program
- Student was suspended or dismissed from the college as a result of a violation of the Code of Student Conduct.

All such incidences will be carefully reviewed by the limited access program administrator as part of the readmission process and a final decision will be sent by certified letter (return receipt) to the student within ten (10) business days after the complete application is received by the limited access program administrator or his/her designee.

If readmission is denied and the student believes that none of the above pertains to the decision rendered, the student should discuss the decision with the limited access program administrator or the administrator’s supervisor.

**Applicant Appeal**

In the event the student is not satisfied with the denial of readmission into the limited access program, the student has the right to appeal the decision to the Vice President for Instructional Affairs (VPIA). To exercise this right, within ten (10) business days of receipt of the certified letter notifying the student of the program denial, the student must submit a Limited Access Program Readmission Appeal Form, with documentation as to why he or she thinks the decision should be changed, to the VPIA. Within three (3) business days of receipt of the complete

appeal form, the VPIA will appoint an appeals panel of no more than three (3) individuals to make a recommendation on the appeal.

The appeals panel will meet and render a recommendation to the VPIA within seven (7) business days of receiving the appeal request. The panel will base this recommendation on the submitted documentation and/or an interview with the student, should they deem that necessary.

Within three (3) business days of receipt of the panel's recommendation, the VPIA will render a final decision on the student's appeal and notify the student via certified letter (return receipt). The decision of the Vice President for Instructional Affairs is final and binding.

\_\_\_\_\_  
Vice President for Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

## LIMITED ACCESS PROGRAM READMISSION APPEAL FORM

Student Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
Student ID Number \_\_\_\_\_

Readmission denied for which Limited Access Program \_\_\_\_\_  
(Please provide a copy of the letter of denial)  
Specific action you are requesting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Basis for Appeal: Present your case for why the denial for readmission should be changed and attach appropriate documentation (use additional paper if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Appeal Panel's Recommendation:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Chair* *Date*

***Vice President's Decision (Final and binding):*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date:*



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Transfer of Credit</b>	
<b>Page 1 of 7</b>	<b>Implementing Procedure For Policy # 7.00</b>
<b>Date Approved: 03/22/11</b> <b>Revised: 05-22-2013</b>	<b>Division: Student Affairs/Academic Affairs</b>

**I. Purpose**

To establish guidelines for evaluating and awarding college transfer credit, credit by examination and credit based on articulation agreements and industry certification.

**II. General Guidelines**

- A. Students must disclose all previous enrollments at postsecondary institutions.
- B. Students must submit official transcripts from all previously attended accredited domestic (United States and its territories) postsecondary institutions directly to the Office of Admissions and Records prior to the first term of enrollment at the College of Central Florida (CF). The same is true for coursework taken at any institution where the student received federal financial aid.
- C. Students previously enrolled in non-accredited or non-U.S. postsecondary institutions and received no federal financial aid only need to submit official transcripts if they want coursework from those institutions considered for transfer to the College of Central Florida (CF). For consideration of coursework from non-accredited institutions, see section III.D. For consideration of coursework from non-U.S. institutions, see section III.E.
- D. Any student who discloses coursework from non-accredited or non-U.S. postsecondary institutions who does not want the coursework considered for transfer credit must sign a "Transfer of Credit Waiver Form" with the Office of Admissions and Records prior to the first term of enrollment at CF.
- E. Students must earn a minimum of 25% of their degree or certificate credits at CF.
- F. Official evaluation of transfer credit, credit for advanced standing exams, articulated credit, and industry certification credit will be completed in order

of the receipt of the transcripts and official documents on a first-come, first-serve basis.

- G. Credit is awarded based on current college procedures and state guidelines.

### III. Award of Academic Credit

- A. Credit by Examination – Institutional

CF administers credit by examination upon request in a variety of courses. Students with passing exam scores are assessed the appropriate fees and awarded credit for the specific course equivalency. No grades or grade point values are awarded for credit by examination.

- B. Credit by Examination – Outside Agencies

Credit is awarded for credit by examination from outside agencies in accordance with the current State of Florida Articulation Coordinating Credit-By-Exam Guidelines for Postsecondary Institutions. In accordance with the state guidelines, students may earn up to 45 credit hours by transfer of credit by examination.

No grades or grade point values will be awarded for credit by examination. Official copies of these test scores may be submitted directly to CF from the appropriate issuing agency or the student may present their original score reports to CF. These include the following types of tests:

1. AP – Advanced Placement
2. CLEP – College Level Examination Program
3. DANTES/DSST – Defensive Activity for Non-traditional Education Support/DANTES Subject Standard Tests
4. IB – International Baccalaureate
5. Excelsior Examination Program
6. ACE-American Council on Education (see Military Credit)

- C. Coursework from Regionally Accredited Postsecondary Institutions

All coursework from degree-granting institutions which are fully accredited at the collegiate level by their appropriate regional accrediting agency will be awarded in accordance with the following guidelines:

1. All college level or college preparatory courses which have both grades and credit hours will be evaluated, excluding all failures (D, F, WF), Incompletes, withdrawals, and audits.

2. Lower and upper division courses for which CF has a clear course equivalency will be evaluated and credit awarded for the equivalent CF course; also applicable for vocational courses for which CF has a clear course equivalency. Vocational courses with no clear CF course equivalence will not be evaluated.
3. Lower and upper division courses which fall into a particular curriculum category, but do not have a specific CF course equivalency, will be evaluated and credit awarded with a generic categorical code (e.g., ENC 9100 for an English course).
4. Graduate and advanced level courses are not accepted at CF and will not be evaluated.

D. Coursework from Non-Regionally Accredited Postsecondary Institutions

Coursework from non-regionally accredited institutions is only evaluated under the following provisions:

1. Coursework from institutions participating in the common course numbering system in the State of Florida is accepted according to state guidelines as follows:
  - a) The course number/prefix must be on the state accepted list.
  - b) The course must have been completed after the date that state approval was granted.
  - c) Coursework which matches the criteria on the state list will have credit awarded as indicated by the state.
2. Coursework that does not meet the criteria above may be evaluated on an individual basis at the student's request after the following stipulations have been satisfied:
  - a) The student must submit the documentation listed below directly to the Office of Admissions and Records for verification. Required documentation for each course to be considered includes:
    - i) A course description from the term in which the course was taken (must include learning objectives/outcomes);
    - ii) A course syllabus from the term in which the course was taken; and
    - iii) The following information must also be provided:
      - The instructor's name
      - The instructor's credentials/degrees (must include the name of the degree-granting institution(s)).
  - b) Once all documents are received, the student's documentation packet will be submitted to the appropriate academic administrator to determine whether the course content is equivalent to any CF course and whether the instructor's credentials meet those required by the Southern Association of Colleges and Schools.

3. All approved coursework will be evaluated using the same equivalency guidelines as those for regionally-accredited institutions.

E. Coursework from International Postsecondary Institutions

Students who desire to have postsecondary coursework from a non-U.S. college or university considered for transfer to CF must submit official postsecondary transcripts in English, complete with a course-by-course translation. Students must also include translated course descriptions for the courses they want to have considered for transfer. Students must use World Education Services, Inc. ([www.wes.org](http://www.wes.org)), Josef Silny & Associates ([www.jsilny.com](http://www.jsilny.com)) or SpanTran Educational Services ([www.spantran-edu.org](http://www.spantran-edu.org)) for transcript translation and evaluation. These documents must be submitted prior to the first term of enrollment.

CF will perform an evaluation based on the course-by-course evaluation report received directly from the approved agencies and in accordance with the same guidelines as those for regionally accredited institutions.

Students will not be awarded English Gordon Rule writing credit for English courses taken outside the United States unless CF has an approved course matching or articulation agreement with the non-U.S. institution that stipulates the course-by-course transfer of credit. In the absence of such agreement, these courses will be awarded English as a Second Language credit only. Students will be required to take a postsecondary education readiness test to establish their English and mathematics proficiency and to determine the proper course placement. However, if a student has a TOEFL, IELTS or STEP/EIKEN score (no older than 12 months) above CF established cut scores, s/he will be able to enter directly into college level coursework. However, these students are still required to take the college readiness test to assess mathematics proficiency.

F. Military Credit

CF will evaluate military credit as follows:

1. American Council on Education (ACE) coursework will be evaluated based on ACE recommendation, CF course equivalence and applicable credit towards degree/major.
2. Community College of the Air Force coursework will be evaluated using the same procedure as other regionally accredited institutions.
3. Central Texas College coursework will be evaluated using the same procedure as other regionally accredited institutions.
4. University of Maryland and University College at Adelphi coursework will be evaluated using the same procedure as other regionally accredited institutions.



5. HLP 1081, three credit hours will be awarded from the student's DD214 providing it denotes an honorable discharge. No grades or grade point values will be awarded for military credit.

G. Experiential Learning Credit

The College of Central Florida may award credit for experiential learning, which includes the evaluation of professional licensure, certification, completion of courses/credit from other institutions for articulated programs, and the successful completion of training during employment in which specific competencies can be documented. Some requests will require Competency by Departmental Exam (CDE). Only A.S. degree, A.A.S. degree and certificate program courses that are required or meet an elective for the related CF program will be assessed. General Education courses will not be assessed for experiential learning credit.

To receive credit for experiential learning, students must complete the "Credit by Departmental Exam/Recognition of Prior Learning/Training" form before the assessment will be processed. Students must provide copies of syllabi, schedules, and topics/objectives or other documentation that will allow for comparison of course competencies and learning outcomes to determine equivalency before the request will be processed. The assessments will be completed by the program supervisor.

1. Professional Licensure or Industry Certifications  
Professional licensure(s) or industry certification(s) which are current or were issued during the past three years may be used as experiential learning.
2. Articulated Credits  
Completion of courses from other institutions for articulated programs (i.e., Career Pathways, Career & Technical Center PSAV programs), will be assessed using the approved articulation agreements from the year the courses were completed, if taken within the past three years.
3. Work Experience  
CF does not award experiential learning credit based solely on work experience. Documentation of the successful completion of training or employment that required training equivalent to specific competencies or learning outcomes of the student's program of study may be assessed, as discussed in item G above.

All other requests for Experiential Learning credits will be assessed through Credit by Departmental Exam (CDE).

Awarding of Experiential Learning Credit

Twenty-one (21) credit hours is the maximum amount of credit that can be awarded for experiential learning. When the documentation assessment is completed, the results are forwarded to the appropriate program supervisor for final review and approval. If approved, the program supervisor will request, in writing, that the college registrar post awarded credits to the student's transcript. Credits awarded are held in escrow until the student satisfactorily completes 25% of program coursework at CF. Experiential learning credit may not be used to satisfy the CF residency requirement of 25% of program coursework required for graduation.

This type of credit may not be acceptable for transfer to other institutions. The receiving institution determines transferability.

#### **IV. Appeal Process**

If a student with coursework from a regionally accredited institution does not agree with their transcript evaluation, they may appeal the evaluation decision to the CF college registrar by following the applicable procedures below. Students with coursework from a non-regionally accredited institution should follow the process outlined in section III, D.

- A. Recent Evaluations (done within one year)
  - 1. Students whose transcript(s) have been evaluated within the last year who do not agree with the credit awarded may submit the following for each course in question:
    - a) A transfer credit appeal form;
    - b) A course description from the term in which the course was taken;
    - c) A course syllabus from the term in which the course was taken;
    - d) Any additional documentation to support the petition.
  - 2. Once all documents are received, the college registrar will review the student's appeal packet. If necessary, the appeal packet will be submitted to the appropriate academic administrator to determine if the course content is equivalent to an existing CF course.
  - 3. The student will be notified in writing of the decision once the appeal packet has been reviewed.
  
- B. Historical Evaluations (done more than one year ago)
  - 1. Students whose transcript(s) were evaluated more than one year ago who do not agree with the credit awarded may petition for re-evaluation if they meet at least one of the following conditions:
    - a) The student has not previously earned a degree at CF;
    - b) Generic equivalencies were assigned;
    - c) Upper level work (3000-4000 level) was not originally evaluated and now the student wishes to enroll in a baccalaureate program at CF;

- d) The unawarded coursework is from a regionally-accredited institution.
- 2. The student must submit a transfer credit appeal form, along with any requested documentation.
- 3. If a re-evaluation is approved, the entire transcript(s) will be re-evaluated according to current guidelines

Students will be notified in writing of the results of the appeal.

\_\_\_\_\_  
Vice President, Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
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**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Validating High School Transcripts**

**Page 1 of 3**

**Implementing Procedure For Policy # 7.0**

**Date Approved: 10/28/13**

**Division: Student Affairs**

**Purpose**

To define the criteria for and process of evaluating high school transcripts as valid or invalid for the purposes of admission to College of Central Florida and eligibility of federal Title IV funds.

**The Process for Validation**

In general, valid high schools are ones where the student successfully completes a variety of secondary courses over a stipulated period of dated enrollment, such as semester periods, grade levels, or other defined dates of enrollment, that demonstrate student engagement and participation, and for which grades were assigned, successful completion or graduation is noted, and an official seal or signature is attested.

When the diploma-granting school does not meet a criterion for general acceptance as listed in this procedure but also does not fall into the invalid category, the validation process is followed to determine if the institution meets the general standards for valid high schools or a reasonable alternative that demonstrates valid teaching and learning at the high school level occurred.

The burden of providing an official high school transcript and any required supporting documentation rests with the student. A transcript shall be accepted for validation provided it is received in a sealed envelope, clearly issued from the awarding institution, and free of conflicting or suspicious information.

**Criteria for General Acceptance**

The College maintains an open-door policy for admission to the College. College of Central Florida accepts high school credentials in accordance with Florida Statutes and State Board of Education Rules. Prospective students with qualifying high school diplomas or the equivalent are eligible to apply. It is the responsibility of the Director of Admissions and Records or designee to qualify high school diplomas as representative of valid and acceptable high school education, thereby meeting the College's admission requirement and qualifying for receipt of federal Title IV funds.

Eligibility for admission to the College includes:

1. Students who graduate from a Florida public high school with a standard high school diploma, or with other high school withdrawal (completion) codes defined in Florida statutes as eligible for college-level education.
2. Florida private schools listed on the Florida School Choice website at [www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/](http://www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/)
3. Students who graduate from any U.S. public high school with a standard high school diploma or its equivalent. Public school information can be found at the National Center for Education Statistics (NCES) at [www.nces.ed.gov/ccd/schoolsearch](http://www.nces.ed.gov/ccd/schoolsearch).
4. The diploma-granting entity contracts with the Marion County Public Schools or any other Florida county school board or any Florida public high school to provide services to students that lead to earning a diploma. The diploma-granting entity must provide evidence of the contract and school board contact information.
5. Students who have passed the GED or have been awarded a high school equivalency diploma issued by any State Department of Education or students who have passed the GED given by the USAFI (United States Armed Forces Institute). The GED must have been administered in the English language, and the student must submit an official transcript evidencing passing scores.
6. Students who have met the school attendance policy as defined for home school in Florida Statute 1002.41 and completed curriculum requirements for graduation as defined by Florida Statute 1003.43. Home-school transcripts are requested, but only required if the College has reason to doubt the validity of the home-school affidavit.
7. Students who graduate from regionally-accredited institutions.
8. Students who graduate from high schools accredited by organizations that maintain standards for member institutions regarding the credentials of the teachers, specified periods of enrollment to earn a high school unit of credit, and minimum subject area requirements to earn a diploma. Examples of such accrediting bodies include, but are not limited to:
  - a. Distance Education and Training Council (DETC)
  - b. National Lutheran School Accreditation
  - c. National Association of Private Catholic and Independent Schools
  - d. Association of Christian Schools International
9. Students who attend a school that is listed as eligible with the National Collegiate Athletic Association (NCAA). (Conversely, students who attend a school that is listed as ineligible with the NCAA must submit the transcript for validation to determine eligibility for admission to College of Central Florida and federal Title IV funds.)

10. International students presenting evidence of high school work in compliance with Florida Statute 1003.435. International student admission requirements are outlined in Procedure 5014: International Students.

**Criteria Which Automatically Assesses a Diploma as Invalid**

A high school diploma is automatically deemed invalid if the student took an exam to earn the credential, and there is no evidence that teaching or specified periods of student engagement and participation occurred.

**Process to Validate a High School Diploma as Eligible for Admission and Federal Title IV Funds**

Students whose high school diplomas do not fall into the general acceptance criteria or the automatically invalid criteria have the opportunity to submit evidence that the high school is valid. Schools will be rated based on the subjective judgment of the Admissions and Registrar’s staff after reviewing collected documentation. Diploma-granting entities will be evaluated on the following criteria:

1. Mode of delivery of education to the student
2. The qualifications of teachers delivering the education
3. Evidence of specified periods of dated enrollment, such as semesters, grade levels, or other defined dates of enrollment, that demonstrate student engagement and participation
4. The use of legitimate textbooks in mathematics and English
5. The website of the entity does not conflict with the information provided
6. Any other criteria that will assist the College in making a determination as to validity

The Financial Aid office will be notified of the status of all diploma-granting entities that go through the validation process and will provide a member to serve on a decision committee in instances where a validation does not provide a clear judgment.

**Please see attachments A and B.**

\_\_\_\_\_  
Vice President,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Substitutions for Eligible Students With Disabilities</b>	
<b>Page 1 of 6</b>	<b>Implementing Procedure For Policy # 7.01</b>
<b>Date Approved: 10/3/05</b> <b>Date Revised: 03/26/07</b> <b>Date Revised: 07/14/10</b> <b>Date Revised: 06/28/12</b>	<b>Division: Student</b>

**Purpose:**

To establish a mechanism whereby eligible students with disabilities may be provided special considerations for reasonable substitution for any requirement for admission to the institution, admission to a program of study or graduation. Florida State Board of Education Rule 6A-10.041 authorizes reasonable substitution for these requirements to any person who has a documented hearing impairment, visual impairment or a specific learning disability, orthopedic/physical impairment, speech/language impairment, emotional or behavioral disability, autism spectrum disorder, or other disability except those students who have been documented as having an intellectual disability. Substitutions will only be utilized in cases where the person's failure to meet the requirement is related to the disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program.

**Definitions and Explanations:**

Eligible students with disabilities will be defined in accordance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. For the purpose of this procedure, the following definitions shall apply, based on SBE Rule 6A-10.041:

**Hearing Impairment** — A hearing loss of thirty (30) decibels or greater, pure tone average of 500, 1000, 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.

**Visual Impairment** — Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive loss of vision which may affect one's ability to function in an educational setting. Examples include, but are not limited to, cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

**Specific Learning Disability** — A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing

arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems, which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbances, or to an environmental deprivation.

Orthopedic/Physical Impairment — A disorder of the musculoskeletal, connective tissue disorders, and neuromuscular system. Examples include, but are not limited to, cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), head injury and spinal cord injury, arthritis and rheumatism, epilepsy, intracranial hemorrhage, embolism, thrombosis (stroke), poliomyelitis, multiple sclerosis, Parkinson's disease, congenital malformation of brain cellular tissue, and physical disorders pertaining to muscles and nerves, usually as a result of disease or birth defect, including, but not limited to, muscular dystrophy and congenital muscle disorders.

Speech/Language Impairment — Disorders of language, articulation, fluency, or voice which interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include, but are not limited to, cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.

Emotional or Behavioral Disability — Any mental or psychological disorder including, but not limited to, organic brain syndrome, emotional or mental illness, or attention deficit disorders.

Autism Spectrum Disorder — Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.

Traumatic Brain Injury — An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.

Other — Any disability not identified in paragraphs (1)(a) through (h)- of Rule 6A-10.041, except those students who have been documented as having an intellectual disability, deemed by a disability professional to make completion of the requirement impossible.

**Procedure:**

The Chief Academic Officer is designated as the person to make the determination of substitute admission and graduation requirements. In determining whether to grant a substitution, documentation to substantiate that the disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to program of study, or graduation shall be provided by the student as requested by the College.



## Procedure for Substitutions for Eligible Students With Disabilities – Page 3

As required by rule 6A-10.041, the College shall provide the following mechanisms for the implementation of Chapter 86-194, Laws of Florida:

- I A mechanism to identify persons eligible for reasonable substitutions due to vision impairment, hearing impairment, or specific learning disability.

Persons eligible for substitutions will be made known to the college through a process of self-identification. The college catalog, print format and web-based, informs persons with disabilities of the availability of substitutions and directs contact to the Director of Access Services who will review documentation to determine eligibility.

- II A mechanism for identifying reasonable substitutions for criteria for admission to the institution, admission to a program of study, entry to upper division, or graduation related to each disability.

- A. Reasonable substitution for criteria for admission to the institution.

No substitution policy is necessary regarding admission to CF due to an open door and equal opportunity admission policy. Each identified student with a disability is referred to the Director of Access Services for accommodations consultation and to an academic advisor for appropriate academic advising.

All incoming students must take a placement test. Scores for any of these tests are valid for only two years from the date the test was last taken. Students may request accommodations for the SAT or ACT through the agencies that govern those tests. The results of the placement test will help determine the courses for which a student may register. For tests administered by the College, students who require other accommodations or test administration modification must request and make those arrangements with the Director of Access Services prior to taking the tests.

- B. Reasonable substitution for criteria for admission to a program of study.

1. The student shall present appropriate documentation of disability to the Director of Access Services.
2. The Director of Access Services, or designee, shall recommend reasonable substitution(s) for criteria for admission to a program of study to the appropriate Dean or Associate Vice President.
3. The respective Dean or Associate Vice President shall approve or deny the recommendation for substitution of admission requirements.
4. If the request is denied, the student may file an appeal with the College Dean of Student Services.

- C. Reasonable substitutions for criteria for entry to upper division.

1. The student shall present appropriate documentation of disability to the Director of Access Services.

2. The Director of Access Services, or designee, shall recommend reasonable substitution(s) for criteria for admission to an upper division program of study to the appropriate Dean or Associate Vice President.
3. The respective Dean or Associate Vice President shall approve or deny the recommendation for substitution of admission requirements.
4. If the request is denied, the student may file an appeal with the College Dean of Student Services.

For a Florida state college or university, other than the College of Central Florida, the student shall file requests for substitution of requirements for entry to an upper division at that school.

D. Reasonable substitutions for criteria for graduation.

1. The student shall present appropriate documentation of disability to the Director of Access Services.
2. The Director of Access Services or designee may recommend reasonable substitution(s) for criteria for graduation from the institution to the Chief Academic Officer.
3. The Chief Academic Officer shall chair and convene a committee to approve or deny the request.
4. If the request is denied, the student may file an appeal with the dean of Student Services.

III. A mechanism for making the designated substitutions known to affected persons.

A statement regarding these procedures and other services for students with disabilities shall be placed in the college catalog, print format and web-based, and other college publications.

IV. A mechanism for making substitution decisions on an individual basis.

Procedures outlined in section (II), A, B, C, and D, allow for student requests for substitution of admissions, program, and graduation requirements to be considered on an individual basis that guarantees the student's rights are not denied. If an individual with a disability feels he/she cannot participate in or complete a particular course or program requirement, he/she may obtain a Substitute Requirement Request Form from the Director of Access Services. The completed request form with appropriate documentation is forwarded to the Chief Academic Officer for review and final determination.

The Director of Access Services will: (1) review the request to determine if the diagnostic evaluation has been provided by a qualified professional and clearly indicates how the disability specifically interferes with successful completion of a course or program requirement; (2) meet with the student if additional documentation is necessary and advise as to possible options and resources; (3) in the case of course substitutions, consult with the appropriate Department Chair/Program Managers, Academic Deans or Associate Vice President to determine reasonable options and whether the substitution

## Procedure for Substitutions for Eligible Students With Disabilities – Page 5

will fundamentally alter the nature of the program; (4) in the case of waivers for program requirements, consult with the appropriate Department Chair/Program Managers,

Academic Dean, Associate Vice President or the college's designated testing and/or remediation specialist to determine if the student has completed any required remediation and re-testing; and (5) review with the Chief Academic Officer all recommendations. The Chief Academic Officer, or designee, will inform the student in writing of the final determination, designated substitute requirements, and possible future transfer problems such as admission to limited access programs. If necessary, consultation will be made with the Registrar and the receiving institution.

If a request for a course substitution is granted in a subject area that has college preparatory requirements, the student would be eligible for an exemption from those college preparatory courses in accordance with SBE 6A-10.041, provided that successful completion of that coursework is not considered an essential part of the curriculum in the student's academic program.

Decisions for special considerations [i.e. waivers(s), for exit test requirements] will also be made on an individual basis as provided by Florida Statutes, 1008.29 and 1004.91. Waiver(s) for tests or subtests, granted by other state institutions, would be accepted by CF as provided by Florida Statute 1008.29.

Should a student with a disability be denied a substitute requirement and/or special consideration, he/she may appeal the decision in accordance with the College's student appeals procedures.

- V. A mechanism for a student to appeal a denial of a substitution or to appeal a determination of ineligibility.
  - A. The student shall file a written appeal to the Dean of Student Services.
  - B. The appeal shall be presented to the Access Services Advisory Committee. As regards appeals, the Director of Access Services is a member of the Access Services Advisory Committee as a resource member only and cannot vote on the appeal. The Committee will forward their recommendations to the College President whose decision is final.
  
- VI Substitutions provided by other institutions.
  - A. In accordance with State Board of Education Rule 6A-10.041(3), F.A.C., the College will accept all substitutions previously granted by a state post-secondary institution. The student must notify Access Services and the Office of Admissions and Records of the previously granted substitution. The student will supply dated, official documentation of the substitution from the granting institution.
  - B. Access Services will initiate a substitution form and forward it to the Chief Academic Officer for approval. The Chief Academic Officer will forward the approved form to the Office of Admissions and Records for input into the database. Once the substitution is included in the database, the Office of Admissions and Records will notify Access Services, and Access Services will notify the student. A record of the

**Procedure for Substitutions for Eligible Students With Disabilities – Page 6**

granting of substitute requirements will be kept at Access Services and at the Office of Admissions and Records. In compliance

with state statute, the Office of Admissions and Records and the Office of Access Services will maintain records of the number of students with disabilities granted special consideration and/or substitutions by type of disability, number of requests for substitutions, requirement for which substitutions were granted, number of students granted substitutions and the number of requests for substitutions or special considerations which were denied.

VII Recognition by other institutions of substitutions provided by the College.

When granting substitutions, the College shall consider whether the substitutions that it provides will be accepted by the receiving institutions, and advise its students accordingly. If it has been determined that the student will transfer to a particular state university or senior college, contact with that college is made to inquire as to whether the substitution(s) will be accepted. The student is apprised of the results of this inquiry prior to granting the course substitution(s).

\_\_\_\_\_  
Vice President, Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Disciplinary Action and Rights of Appeal – Code of Student Conduct**

**Page 1 of 13**

**Implementing Procedure For Policy # 7.05**

**Date Approved: 03/28/02**

**Division: Student Affairs**

**Date Revised: 03/27/08**

**Date Revised: 06/08/10**

## **INTRODUCTION**

The College of Central Florida has established regulations governing student conduct which are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of members of the College community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect property and equipment of the College. The Code of Student Conduct is published in the Student Handbook. Each student, by registration, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on the campus or at College sponsored functions or facilities are subject to disciplinary action. (Board Rule 7.04)

## **I: DEFINITIONS**

All definitions of terms used herein can be found in the Definitions Section at the end of the Code of Student Conduct.

## **II: STUDENT CODE AUTHORITY**

- A. The Vice President for Student Affairs shall develop procedures for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Hearings . The Vice President for Student Affairs shall have original jurisdiction over all cases involving an alleged violation of the Code of Student Conduct established by the District Board of Trustees.
- B. The Vice President for Student Affairs shall identify on each campus a Student Conduct Administrator who shall be authorized to investigate and to hear each matter and to determine sanctions as appropriate.
- C. Decisions made by the Student Conduct Administrator shall be final, pending the appeal process set forth in Section IV. E.

### III: PROSCRIBED CONDUCT

#### A. Jurisdiction of the College Code of Student Conduct

The College Code of Student Conduct is in effect on College premises, on properties owned by the College of Central Florida Foundation (with the exception of College Square Apartments) and at functions sponsored by or participated in by the College regardless of the locations.

If a student is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident which allegedly occurred on property other than College premises, or a function sponsored by or participated in by the College regardless of location, and if that incident is determined to have an adverse impact on the educational program, discipline, or safety and welfare of the College, then the College has the right to suspend the student pending final adjudication. If the student is adjudicated guilty, then the student may be recommended for expulsion through the normal expulsion procedure. With this exception, the College will not ordinarily impose sanctions on a student who is subject to criminal prosecution for off campus activity.

The Code of Student Conduct is found in the Student Handbook.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end for the term, as well as during the academic year and during periods between terms of actual enrollment. The Code of Student Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Cases involving alleged violations of the Student Athletic Code of Conduct by Student Athletes will be processed under the procedures outlined in the Student Athlete Handbook.

#### B. Infractions/Misconduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Section IV:

**Alcohol/Drugs:** The student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or counterfeit substance defined in FS 893.03, or substitute for such, alcoholic beverage, inhalant or intoxicant, on the campus either before, during or after school hours or off the College grounds at a College activity, function or event. Also, a student shall not possess, have under his/her control, sell or deliver any device, or contrivance, instrument or paraphernalia containing the substance or substances described in this paragraph or any residue of such substance or devices intended for use or used in injecting, inhaling/inhalant/huffing, smoking, administering, or using any of the foregoing prescribed

drugs, narcotics, or stimulants. Use of a drug authorized by a medical prescription from a registered physician for a specific student shall not be considered a violation of this rule.

**Academic Integrity Violation:** Violations of the Academic Integrity Policy are handled first by the Academic Integrity Procedure found in the Student Handbook. Should there be multiple violations and/or the violation was particularly egregious, the Student Conduct Administrator may also file charges under the Cheating and Plagiarism sections of the Code of Student Conduct.

**Arson:** Intentionally setting or attempting to set a fire.

**Bomb Threat:** Any communication, which has the effect of threatening an explosion to do malicious, destructive or bodily harm to College property, at a College function or extra-curricular/co-curricular activity or to the person(s) in or on that property or attending that event.

**Bullying:** An aggressive behavior that is intended to cause distress or harm, exists in a relationship in which there is an imbalance of power or strength, and is repeated over time. Examples include but are not limited to: hitting, teasing, obscene gestures, rumors, getting someone else to bully, cyber-bullying.

**Burglary:** Entering or remaining in a structure or on a conveyance with the intent to commit an offense therein unless the premises are at the time open to the public or the person is licensed or invited to enter. See F.S. 810.02.

**Cheating** is the improper taking or tendering of any information or material used or intended to use for academic credit. Taking of information includes, but is not limited to, copying homework assignments from another student; working with others on a take-home test or homework when not specifically permitted by the teacher; looking or attempting to look at another student's paper during an examination; looking or attempting to look at text or notes during an examination when not permitted. The tendering of information includes, but is not limited to, giving work to another student to be used or copied; giving answers to exam questions as the exam is being given; giving answers or other such information after taking an exam to another student who has not yet taken the exam; giving or selling a term paper or other written materials to another student.

**Computer Fraud:** Accessing or breaking into documents that are unauthorized.

**Cyber Attack:** Introducing unwarranted programs or tools into network server.

**Disorderly or Disruptive Conduct:** Creation of disorder at any College property, College sponsored or related event, or on any College sponsored transportation.

**Extortion:** The willful or malicious threat of harm, injury or violence to a person, property or reputation of another with the intent to obtain money, information, services or items of material worth.

**False Fire Alarm:** The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.

**False and Misleading Information:** Providing false, misleading or invalid statements, making false accusations, and/or withholding valid information.

**Felony Transfer:** Suspension proceedings against any enrolled student who is formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, for an incident which allegedly occurred on property other than College property if that incident is shown to have an adverse impact on the education program, discipline or welfare of the College or College Community.

**Fighting:** Physical contact between two or more individuals where the participation is not mutual or equal, or a weapon is used, or in which injury that requires immediate first aid or subsequent medical attention occurs.

**Force or Violence against College Employee:** Use of force or violence upon or against any employee of the College.

**Gross Insubordination or Open Defiance:** Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order.

**Harassment:** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student.

**Hazing:** Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

**Inciting, Leading or Participating in a Major Student Disorder:** The willful act of inciting, leading or participating in a disruption or disturbance which interferes with the educational process or which can result in damage or destruction to public or private property, or cause personal injury to participants and others.

**Intentional Damage of College Property/Personal Property:** Destruction or defacing of College/personal property.

**Other More Serious Miscellaneous Conduct:** Conduct which is not listed as a specific infraction but which results in more serious injury, damage to property, or other serious harm.

**Plagiarism:** From the Latin for “kidnapper,” taking ideas from another and passing them off as one’s own, whether the ideas are published, unpublished, or the work of another student. Plagiarism includes, but is not limited to, submitting papers, examinations or assignments



written by others; word-for-word copying of portions of another's writing without indicating that the copied passage is a quotation (by the use of quotation marks or some other indicating device) and acknowledging the source in the appropriate format; the use of a particularly unique term or concept that one has come across in reading without acknowledging the author or source; the paraphrasing or abbreviated restatement of someone else's idea(s) without acknowledging the author or source; the use of false citations or citing a source from which an idea has not been obtained; or submitting false or altered data in a laboratory. Plagiarism also occurs in a group project if a member of the group does not do his or her fair share of the group's work but attempts to take credit for the work of the group. Because electronic information is so easily reproduced, respect for the work and personal expression of others is critical in computer environments. Violations, including plagiarism, invasion of privacy, unauthorized access, and copyright violations are grounds for disciplinary proceedings. Students should consult the section on plagiarism in the writing handbook used in ENC 1101.

**Sexual Battery:** Any sexual act directed against a person, forcibly or against the person's will, or not forcibly against the person's will where the victim is not capable of giving consent because of his or her youth or because of temporary or permanent incapacity.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical contact of sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive College environment. Sexual harassment may include, but are not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching, suggestive or demanding sexual involvement accompanied by implied or explicit threats.

**Sexual Offenses:** Exposing or exhibiting one's private areas in public in a vulgar or indecent manner. Intentionally touching in a lewd or lascivious manner in clothed private areas of another.

**Theft:** The taking of property of another without permission of the owner.

**Trespassing:** Entering upon or remaining on any property, a structure or conveyance without being authorized, licensed or invited to do so and being warned by the owner or owner's agent or by notice pursuant to Florida Statute §810.09, or, in the case of entry upon or remaining on College grounds or buildings, not having legitimate business on the campus or authorization, license or invitation to be there or being under suspension, alternative placement or expulsion.

**Unauthorized Use of Other Person's Name or Signature:** Using the name, identifying number or symbol or signature of another person of any purpose without that person's authorization or permission with the intention of deceiving a College employee or under circumstances which could be reasonably calculated to deceive the employee.

**Vandalism:** Intentional damage to or destruction of College property causing substantial damage.

**Victimization/Extortion or Threats/Intimidation of a More Serious Nature:** A person who willfully, maliciously, and repeatedly follows and/or harasses with intent to place that person in reasonable fear of death or bodily injury.

**Weapons:** Possession of any weapon defined by Sections 790.001(4),(6),(13), Florida Statutes. Notwithstanding any Florida Statutes to the contrary, weapons are not permitted on any College campus or at any College function, in motor vehicles parked or driven on any College campus or at any College function, or on any College sponsored transportation.

#### IV: CODE OF STUDENT CONDUCT PROCEDURES

##### A. Charges and Student Conduct Hearing Procedures

1. Any member of the College community may submit a written complaint against a student for alleged violations of the Code of Student Conduct. The complaint shall be directed to the Student Conduct Administrator on the campus where the alleged violation originated.
2. Upon receipt of the complaint, the Student Conduct Administrator may conduct a preliminary investigation to determine if the alleged complaint has merit and charges should be brought against the student.
3. Notice. If the Student Conduct Administrator determines that the alleged complaint has merit, then all charges, including the specific infractions and/or misconduct alleged, shall be presented to the Accused Student in written form as soon as possible after the College's preliminary review of the event takes place, normally within five (5) work days. The College shall mail the notice to the student's official address on file with the College. A copy of the notice shall be provided to the Vice President for Student Affairs.
4. Administrative Conference. If deemed appropriate by the Student Conduct Administrator, he or she may first attempt to resolve the Code of Student Conduct infractions and/or misconduct by holding an Administrative Conference wherein mediation and/or conflict resolution may be used to arrive at mutual consent of the parties involved. Both the Accused and Complainant must participate in the conference. If the outcome of the Administrative Conference is acceptable to the Student Conduct Administrator and both parties, then such disposition shall be communicated in writing to all parties within a reasonable period of time and shall be final, and there shall be no subsequent proceedings. A copy of the letter(s) detailing the outcome of this stage shall be provided to the Vice President for Student Affairs.
5. If the charges are not admitted to and/or cannot be disposed of by an Administrative Conference, then the Student Conduct Administrator will hold a hearing as described below. If the student accepts responsibility for violating the Code of Student Conduct during the Administrative Conference, but sanctions are not agreed to, the subsequent process, including a hearing if necessary, shall be limited to determining the appropriate

sanction(s). A copy of the letter(s) detailing the outcome of this stage shall be provided to the Vice President for Student Affairs.

6. Hearings. Hearings shall be conducted by a Student Conduct Administrator according to the following guidelines except as provided by IV.A.7. below:
  - a. Hearings normally shall be conducted in private unless the Accused Student requests that it be public and the Complainant and the Vice President for Student Affairs agree.
  - b. If, in the opinion of the Student Conduct Administrator, the infraction could reasonably result in either suspension, expulsion or other serious sanction, the Student Conduct Administrator may form and chair an Ad Hoc Student Conduct Committee. The committee shall include up to a total of three (3) representative College community members (employees and students). The role of the committee members is to act in an advisory capacity to the Student Conduct Administrator who has sole responsibility and authority to determine whether or not the student is responsible for violation the Code of Student Conduct and to assign the appropriate sanctions for those found responsible for violating the Code of Student Conduct. Committee members do not vote.
  - c. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received. Admission of any other person to the hearing shall be at the discretion of the Student Conduct Administrator.
  - d. In hearings involving more than one Accused Student, the Student Conduct Administrator, at his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
  - e. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. In order to maintain the educational nature of the hearing, the advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Administrator. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - f. The Complainant, the Accused Student and the Student Conduct Administrator may arrange for witnesses to present pertinent information to the hearing. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least three (3) work days prior to the hearing. Witnesses will provide information to and answer questions from the Student Conduct Administrator. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Administrator with such questions directed to the Student Conduct Administrator, rather than to the witness directly.

This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Student Conduct Administrator.

- g. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Administrator at his/her discretion.
  - h. All procedural questions are subject to the final decision of the Student Conduct Administrator.
  - i. After the portion of the hearing concludes in which all pertinent information has been received, the Student Conduct Administrator shall determine whether the Accused Student is responsible for or is not responsible for violating each section of the Student Code which the student is charged with violating.
  - j. The Student Conduct Administrator's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Code of Student Conduct.
  - k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Code of Student Conduct proceedings.
7. The College will make a single verbatim record, such as a digital recording, of all hearings before a Student Conduct Administrator (not including deliberations). Deliberations shall not be recorded. The original record shall be the property of the College. The Accused and Complainant may request and receive a single copy. No participant in any hearing shall be permitted to make their own separate recording.
8. If an Accused Student, with notice, does not appear before a Student Conduct Administrator, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
9. The Student Conduct Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Vice President for Student Affairs to be appropriate.

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Code of Student Conduct:
  - Reprimand
  - Restitution

- Fines
  - Withholding of diplomas or transcripts pending compliance with rules
  - Completion of any student conduct process or sanction, or payment of fines.
  - Restrictions on the use of or removal from campus facilities.
  - Community Service
  - Educational requirements
  - Probation
  - Suspension
  - Expulsion
  - Revocation of Admission and/or Degree
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Five (5) years after graduation or last date of attendance, the student's disciplinary record may be expunged of disciplinary actions other than College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions shall not be expunged from the student's confidential record held by the Vice President for Student Affairs who is the custodian of all student confidential records.
  4. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
  5. The following sanctions may be imposed upon groups or organizations:
    - Reprimand
    - Restitution
    - Suspension, Cancellation, or Revocation of the registration or official recognition of a student organization
    - Restrictions on the use of, or removal from, campus facilities
  6. In each case in which it is determined that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to hear the case, any recommendations shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by others authorized to hear the case. Following the hearing, the Student Conduct Administrator shall advise the Accused Student, group and/or

organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

#### C. Temporary, Emergency Course Suspension

1. After preliminary investigation, if, in the opinion of both the Student Conduct Administrator and the Vice President for Student Affairs, there is reasonable cause to believe that a student has committed an infraction of the Code of Student Conduct, such that his or her attendance at one or more classes would substantially impact the educational process, then, the Student Conduct Administrator may place the student on temporary suspension from one or more classes or transfer the student temporarily to a different section of the course. The Student Conduct Administrator shall notify the student in writing of the charge and investigation. The student may not return to the course until approved to do so by the Student Conduct Administrator. Every effort will be made to investigate and resolve the complaint quickly.
2. The Student may be offered the option of voluntarily withdrawing from the class.
3. If as a result of the investigation, the Student Conduct Administrator and the Vice President for Student Affairs do not approve the student to return to class, then the Student Conduct Administrator shall file the appropriate charges for violation of the Code of Student Conduct and all procedures for handling the violation of the Code of Student Conduct will be followed as described herein. The student will not be permitted to return to class until such time as the Student Conduct Hearing process is complete and as a result of the outcome of the hearing the Student Conduct Administrator grants permission for the student to return.
4. If as a result of the Student Conduct Administrator's sanction, the student is not permitted to return, then the Vice President for Student Affairs will withdraw the student from the specific class.

#### D. Emergency College Suspension

1. After preliminary investigation, if, in the opinion of the President, or his/her designee, there is reasonable cause to believe that a student's presence on campus may: a) endanger the safety and well-being of members of the College community or preservation of College property; b) endanger the student's own physical or emotional safety and well-being; or c) cause an ongoing threat of disruption of, or interference with, the normal operations of the College, then the President may impose an Emergency College Suspension prior to a hearing and during the investigation. (Board Rule 7.04 and 7.05)
2. During the emergency suspension, a student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs may determine to be appropriate.
3. The emergency suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required.

## E. Appeals

1. A decision reached by or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to the Vice President for Student Affairs within five (5) work days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Code of Student Conduct was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Student Conduct which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the Vice President for Student Affairs, the matter shall be returned to the original Student Conduct Administrator for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved with the exception of IV.E.4. below.
4. A student who receives the sanction of College Suspension or Expulsion may appeal first to the Vice President for Student Affairs within five (5) work days of the date of the decision. The Vice President for Student Affairs shall notify the student of his or her decision within ten (10) work days of the receipt of the petition of appeal. At the conclusion of the appeal to the Vice President for Student Affairs, the student may petition the President for review of a decision by the Student Conduct Administrator and / or the Vice President for Student Affairs within five (5) work days of the date of the decision. The written petition shall state the facts of the case, a summary of the evidence presented at the hearing, the findings of the Student Conduct Administrator or the Vice President for Student Affairs, and the student's reason for petitioning the President for review. The President's action will be limited to review of the basis for the Vice President for Student Affairs' or Student Conduct Administrator's disposition and will

not necessarily involve a de novo factual investigation. Notwithstanding the above, the President may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. The President shall notify the student of his or her decision normally within fifteen (15) work days of the receipt of the petition of appeal. The decision of the President shall be final.

## V: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Student Code shall be referred to the Vice President for Student Affairs for a final determination.
- B. The Code of Student Conduct shall be reviewed every three (3) years under the direction of the Vice President for Student Affairs beginning in 2013.

## VI: DEFINITIONS

- A. The term “**Accused Student**” means any student accused of violating this Code of Student Conduct.
- B. The term “**Ad Hoc Student Conduct Committee**” refers to a group of representative College employees selected by the Student Conduct Administrator to participate in hearings and to act in an advisory capacity only to the Student Conduct Administrator for those matters which could ultimately lead to suspension, expulsion, or other serious sanction.
- C. The term “**Administrative Conference**” refers to a meeting held by the Student Conduct Administrator with the Accused and Complainant. The Student Conduct Administrator may employ mediation and/or conflict resolution to arrive at an outcome that is acceptable to both parties including the Student Conduct Administrator.
- D. The term “**College**” means College of Central Florida.
- E. The term “**College Official**” includes any person employed by the College performing assigned administrative or professional responsibilities.
- F. The term “**College Premises**” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and by the CFCC Foundation (with the Exception of College Square Apartments).
- G. The term “**Complainant**” means any person who submits a complaint or charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under this Code of Student Conduct as are provided to the Complainant, even if another member of the College community submitted the charge itself.
- H. The term “**Faculty Member**” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- I. The term “**May**” is used in the permissive sense.



- J. The term “**Member of the College community**” includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs.
- K. The term “**Organization**” means any number of persons who have complied with the formal requirements for College registration or recognition.
- L. The term “**Policy**” means the written regulations of the College as found in, but not limited to, the Code of Student Conduct, the College Policy Manual, College web pages, the Student Handbook, Computer Use Policy, and Catalog.
- M. The term “**Shall**” is used in the imperative sense.
- N. The term “**Student**” includes all persons taking courses at the College, either full-time or part-time, credit or non-credit studies. Persons who withdraw after allegedly violating the Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students”. This Code of Student Conduct does apply at all locations of the College.
- O. The term “**Student Conduct Administrator**” refers to any person authorized by the Vice President for Student Affairs to determine whether a student has violated the Code of Student Conduct and to impose sanctions upon any student(s) or organization found to have violated the Code of Student Conduct.
- P. The “**Vice President for Student Affairs**” is that person designated by the College President to be responsible for the administration of the Code of Student Conduct.

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Vice President, Student Affairs

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Date

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Approved by President

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Date



<b>Title: Student Activities Budget Development</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 7.06</b>
<b>Date Approved: 07/23/04</b> Date Revised: 05/12/11	<b>Division: Student Affairs</b>

The following are procedures for student participation in the development of the budget for expenditures funded from the student activity and services fee.

- 1) Budget Development:  
Expenditures from student activity and service fees shall be according to a budget prepared jointly by students and College staff according to the Office of Student Life Student Activities Budgeting Procedure and approved by the President.
- 2) Student Organizations:  
Student organizations not so financed may be permitted on campus with faculty or staff advisors and under rules of the District Board of Trustees. The College as a service to the organizations, or if necessary for the protection of student members, may provide that organization funds be placed with the College Business Office to be held in custodial account and to be withdrawn and expended upon requisition according to the organization's approved budget.
- 3) Committee: Student Life Committee

**Responsibilities:** This committee recommends and/or develops and implements policies, procedures and regulations pertaining to all student activities. Included among the committee's responsibilities are:

- College co-curricular activities
- Recommending the annual student activities budget
- Screening prospective campus speakers
- Updating the Student Handbook
- Making recommendations on rules and regulations
- pertaining to students
- Exploring new opportunities for student involvement
- Providing recommendations on any matters to improve student life

**Reporting Relationship:** The committee is advisory to the Vice President for Student Affairs; major recommendations will be considered by the College Council and/or the President.

**Membership:**

- Vice President for Student Affairs, Chair
- VP, Citrus Campus or designee
- Director, Student Life
- Coordinator, Student Activities
- Financial Aid Department (1)
- Visual and Performing Arts (1)
- Athletics (1)
- Business Services (1)
- Faculty (3) – 2 for two years and 1 for one year

**Student Activities Budget Development – Page 2**

- Students (7) (one of whom is a student athlete, one of whom is from the Citrus Campus and one of whom is from the Levy Center)

The committee and the committee chair are appointed by the President.

- 4) Student Activities Budget Development Cycle: Refer to Management Calendar for current development cycle.

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Vice President, Student Affairs

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Date

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Vice President, Administration and Finance

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Date

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Approved by President

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Date

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**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Student Complaints</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 7.10</b>
<b>Date Approved: 03/28/02</b> <b>Date Revised: 07/25/09</b> <b>Date Revised: 08/28/09</b> <b>Date Revised: 11/06/09</b> <b>Date Revised: 05/06/10</b> <b>Date Revised: 06/28/12</b>	<b>Division: Student Affairs</b>

College of Central Florida is committed to the fair resolution of student concerns. The purpose of this procedure is to outline the process for resolving issues of a general nature where a student has a concern about the College and its operations.

This procedure does not apply to complaints related to grades, complaints related to student conduct or complaints related to discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability.

Procedures for complaints related to discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability are addressed under the administrative procedure "Discrimination, Harassment and /or Sexual Harassment Complaint Procedure for Employees and Students."

Procedures for complaints related to grades are addressed under the administrative procedure for "Grade Appeals."

Procedures for complaints related to student conduct are addressed under the administrative procedure "Disciplinary Action and Rights of Appeal – Code of Student Conduct."

**Definitions:**

*Complaint:* A student complaint may be any concern a student has about the College and its operations. A complaint is defined as dissatisfaction that occurs when a student believes that any decision, act or condition affecting the student is illegal, unjust or creates unnecessary hardship. Complaints may include, but are not limited to, academic problems, mistreatment by a college employee, wrongful assessment of fees, records and registration errors, student employment, any actual or perceived physical or verbal abuse or coercion.

*Complainant:* Any student or applicant for admissions who presents a complaint under this procedure.

*Respondent:* The person who is alleged to have caused the complaint by identifiable acts of omission or commission.

**Procedure:** A student having a complaint shall follow the steps set forth below.

**Lead Administrators:** Marion County: Dean of Student Services, or designee.  
Citrus County: Vice President for Citrus Campus, or designee.  
Levy County: Provost, Levy Center, or designee.

**Informal:** A student who has a complaint should report, verbally or in writing, his or her concerns to the lead administrator at the campus or site where the complaint occurred within thirty (30) working days from the date the student becomes aware of the act or omission giving rise to the complaint. If the nature of the complaint involves the lead administrator, the student should report his or her complaint to the Vice President for Student Affairs at the Ocala Campus. If the complaint involves the Vice President for Student Affairs, then the student should meet with the Equity Officer. The lead administrator will attempt to resolve the complaint informally and may request the participation of other college personnel as appropriate in that informal resolution. If the complaint is resolved to mutual agreement of the lead administrator, the student, and any other parties concerned, the matter will be considered settled. The informal process should be concluded within forty (40) working days or less of receipt of the complaint, whenever possible. The investigating lead administrator will file a written report outlining the result of the informal complaint to all parties, the Equity Officer, and the President within ten (10) working days of the resolution of the complaint.

**Formal/Appeal:** If the complaint cannot be resolved informally, the student may petition an appeal of the decision by submitting a formal written complaint with the Vice President for Student Affairs at the Ocala Campus. The Vice President for Student Affairs will serve as the lead administrator to investigate the petition. In the event that the complaint is against the Vice President for Student Affairs, the student shall petition an appeal to the Equity Officer who will serve as the lead administrator to investigate the complaint. Written complaints must be filed within ten (10) working days after receipt of the informal report. The Vice President for Student Affairs has sixty (60) working days to complete the investigation of the complaint.

Upon receipt of the formal petition, the lead administrator shall:

1. Notify the President and the appropriate department administrator of the formal complaint.
2. Conduct a prompt and thorough investigation to determine the facts of the complaint. The lead administrator may request the participation of any College personnel determined to be necessary to resolve the complaint.
3. Maintain a record of the investigation and store in a secure area apart from student conduct files.
4. Meet individually with the parties involved to discuss the findings and provide a written summary of the overall findings.
5. File a written report with the President within ten (10) working days after the formal investigation is completed. The report shall (1) outline the investigative findings, and (2) indicate recommended resolution for the complaint.

The decision of the lead administrator shall be final.

**Retaliation**

It is a violation of college policy to retaliate or take reprisal against any person who has filed a complaint based on the fact that the person raised a complaint to any faculty, supervisor or manager of the college, to any Dean, Vice President, or administrator, to any other person, entity, or human rights agency.

\_\_\_\_\_  
Vice President, Student Affairs

\_\_\_\_\_  
Date

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Approved by President

\_\_\_\_\_  
Date



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Grade Appeal</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 7.11</b>
<b>Date Approved: 12/01/00</b> <b>Date Revised: 01/14/08</b>	<b>Division: Office of Instructional Affairs</b>

**GRADE APPEAL PROCEDURE**

Any student wishing to appeal a grade must follow, in consecutive order, the steps of appeal shown below:

**Step I** A student who believes a course grade has been awarded unfairly or in error will meet and discuss the concern with the instructor, based on the course syllabus, within thirty (30) calendar days from the time the grade is awarded. (Note: In the event the instructor is not available within 30 days after the grade is awarded, the student may notify the instructor's supervisor within the 30-day period. The student would then discuss any concerns with the instructor as soon as the instructor becomes available.)

**Step II** In the event the matter cannot be resolved between the instructor and the student, the student may request a meeting with the instructor's supervisor. The supervisor shall meet with the student and the instructor to try to mediate the matter. It is the student's responsibility to provide a grade appeal form if requested by the supervisor, and evidence that the grade should be changed. If no resolution is reached between the student and the instructor, the supervisor will send a written decision to the student and instructor within ten (10) working days.

**Step III** In the event the student is not satisfied at the Step II decision, the student has the right to present the concern to the Chief Academic Officer (CAO). If the student wishes to exercise this right, then, within five (5) working days after the written Step II decision, the student must deliver a copy of the Grade Appeal Form with the appropriate documentation and a copy of the written decision from the instructor's supervisor (Step II) to the CAO.

Within ten (10) working days from receipt of the Grade Appeal, the CAO will determine if further review is warranted. If the CAO determines that it is not, the CAO will render a final written decision to the student, the instructor and the instructor's supervisor. If the CAO determines that further review is warranted, the CAO will ask the President to convene a Grade Appeals Committee and shall provide a copy of the student's Grade Appeal Form to the instructor and the instructor's supervisor.

The Appeal Committee must arrange a mutually convenient time to meet separately with the student, the instructor, and any other person that the Committee determines may have relevant information. In the event the instructor is not available (For instance, an adjunct who is no longer with the college or an instructor who is unavailable due to illness or leave) the dean will represent the instructor. The student should provide evidence that the grade should be changed. Both the instructor and the student may submit names of persons to be interviewed by the Committee and, with each name, a summary of the information that the instructor and student anticipate the person will provide. The party proposing a person to be interviewed will be solely responsible for ensuring that person is available to the committee at a time requested by the committee. The Grade Appeals Committee has no obligation to reschedule interviews for persons not present at the scheduled interview time. The Grade Appeals Committee has the right to limit the number of persons to be interviewed and the length of the interview, so long as the same constraints apply equally to both parties.

The Committee will make its decision based on the course syllabus, Grade Appeals Form and the attached documentation, the written decision of the supervisor, and the information presented by the student and the instructor and their witnesses. Within four (4) days of the final interview, the Grade Appeals Committee will deliver a recommendation to the CAO. The CAO has the right to reject or accept the recommendation. The CAO will make a final decision within five (5) days. The decision of the CAO will be final and binding on all parties. The CAO will inform the student, the instructor and the instructor's supervisor of the decision. The CAO shall provide a copy of the committee recommendations, and rationale for the decision, to the instructor.

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Vice President for Instructional Affairs

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Date

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Approved by President

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Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Art on Campus</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy #</b>
<b>Date Approved: 05/09/07</b> <b>Date Revised: 11/04/07</b> <b>Date Revised: 01/27/10</b>	<b>Division: President's Office</b>

**Section I. General**

The College owns, and will add to, a collection of art. The art collection, which contains works by CF students and professional artists, is intended for public display throughout the College's educational sites.

**Section II. Guidelines for Use and Maintenance of the Collection**

Purchases

Funds from the auxiliary fund may be budgeted for purchase of art. The art faculty will recommend to the President purchases from the annual student art show and the annual Fine Arts for Ocala art show, or other venues.

Inventory

An inventory of the collection will be maintained by the Director for Visual and Performing Arts.

Placement of Art

College owned art is intended to be displayed to the widest possible audience, so it is normally hung in hallways. The Director for Visual and Performing Arts, in conjunction with art faculty, will decide on the placement of art, and paintings will be hung by the maintenance staff. The Director of Visual and Performing Arts will coordinate the process with the President, for the Ocala campus, and with the Chief Administrative Officers at the Citrus Campus, the Levy Center and the Hampton Center for those sites. More valuable works shall be placed in more "protected areas", such as office reception areas. College owned art will not normally be placed in individual offices.

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Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Incident Reporting</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # N/A</b>
<b>Effective Date: 01/22/04</b>	<b>Division: Administration and Finance/Public Safety</b>

**PURPOSE**

The purpose of this procedure is to establish guidelines and administrative controls for the documentation of incidents and crimes.

**PROCEDURE**

Anytime an officer is dispatched to or informed of an incident on campus, that incident must be documented on a hard copy or computer-generated Public Safety Incident Report.

**Step 1** – If the incident is an emergency, immediately notify the appropriate law enforcement agency by calling 911.

**Step 2** – Gather all the pertinent information in regard to the incident. The following questions should be answered: Who? What? Where? When? Why? How?

**Step 3** – Obtain the next sequential Incident Report # from the Incident Report Log.

**Step 4** – Organize the information and write the report.

**Step 5** – Refer to your Peace Officer's Guide to Florida Statutes to determine if the incident is a crime. If further information is needed, refer to the Florida Statutes books located in the Public Safety Office. If the status of an incident is still questionable, immediately contact the Manager of Public Safety or the Senior Vice President, Administration and Finance for consultation.

**Step 6** – If the incident is a crime, **it must be reported** to the appropriate local law enforcement agency identified below:

- ✓ Contact the Ocala Police Department for crimes occurring on the Ocala Campus and at the Hampton Center
- ✓ Contact the Citrus County Sheriff's Office for crimes occurring on the Citrus Campus
- ✓ Contact the Levy County Sheriff's Office for crimes occurring at the Levy Center

Inform all parties involved that the incident is being reported to the appropriate law enforcement agency and request that they remain at the scene until a law enforcement officer arrives. If the complainant chooses to leave, obtain as much information as possible, and turn it over to the responding law enforcement officer. In the event the law enforcement officer reviews the information and decides not to make a report, note the officer's decision, the officer's name, and the time of day or night in the body of the incident report.

Once the incident report is written, it should be reviewed. If the incident is a crime, it is required that it be entered as soon as possible in the Campus Crime Log. The College Crime Statistics should also be updated on a monthly basis.

**COMPLETED REPORTS**

The completed reports, as well as any photographs or other relevant information, should be filed with daily paperwork.

**NOTIFICATIONS**

If it is determined that the incident is a crime or a serious incident, immediately notify the Manager of Public Safety. If unavailable, notify the Senior Vice President, Administration and Finance at the number shown on the emergency phone listing.

**RESPONSIBILITY**

It is the responsibility of each public safety officer to ensure that incident reports are properly written, documented, and in the event of a crime, reported to the proper law enforcement agency.

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Vice President, Administration & Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Safety Inspection Program**

**Page 1 of 2**

**Implementing Procedure For Policy #: N/A**

**Effective Date: 02/02/04**

**Division : Administration and Finance/Public Safety**

**PURPOSE**

This procedure establishes guidelines for the inspection of College facilities that are going to be used for a presentation or an event that will be open to the public or leased by independent groups. Consult the CF Safety Management Manual for further information.

**PROCEDURE**

The College should periodically inspect College buildings that are open to the public or leased by independent groups. The Safety Technician or other College representative will inspect the premises, review plans and prepare a safety inspection report for the building. Any safety concerns noted as a result of the inspection will be reviewed with the responsible organization and must be resolved before the event can begin. If a safety concern is noted at an event in progress, the concern must be addressed immediately or the event may be stopped and the doors to the building locked.

**INSPECTION SCHEDULE**

To ensure compliance with all safety regulations, the Safety Technician will randomly conduct unannounced inspections of all College facilities.

**VIOLATIONS**

If a safety violation is found, the Safety Technician will issue a safety citation to the individual in charge of the facility or event. A copy of the citation will be forwarded to the appropriate department head. If a second violation is issued, the Senior Vice President of Administration and Finance will be notified and further disciplinary action may be taken.

**RECORDKEEPING**

1. Accidents must be adequately recorded and reported through proper channels.
2. Accidents should be analyzed to determine proper corrective action.

**RESPONSIBILITY**

It is the responsibility of the lessee or responsible organization to ensure compliance with all State of Florida Statutes. Any questions may be addressed to the CF Safety Technician.

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Vice President, Administration and Finance

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Date

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Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Disposition of Lost and Found Items</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy: 8.00</b>
<b>Date Approved: 01/06/03</b> <b>Date Revised: 07/23/04</b>	<b>Division: Administration and Finance/Public Safety</b>

All lost and found items are stored by the College in the campus-specific areas identified below and can be reclaimed by their rightful owners upon presentation of proper identification:

- Ocala Campus – Public Safety Office
- Citrus Campus – Welcome Center
- Levy Center – Lobby

The College will hold an item for sixty (60) days. After sixty (60) days unclaimed items will be donated to a local charity of the College administration’s choosing. Charities may include, but not be limited to, the Salvation Army or Goodwill. The College may also elect to discard items which have no value. The President or the President’s designee reserves the right to make exceptions to this procedure in the case of expensive items such as digital cameras, fine jewelry, etc.

The following statement will be included in the appropriate sections of the CF Student Handbook and the CF Catalog:

*Lost and found items are stored in the Public Safety Office at the Ocala Campus, the Welcome Center at the Citrus Campus, and the lobby at Levy Center. Items will be held for sixty (60) days. After sixty (60) days unclaimed items will be donated or discarded as appropriate. To reclaim an item, the party claiming ownership must provide a picture ID and properly identify the item.*

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Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



# COLLEGE of CENTRAL FLORIDA

## ADMINISTRATIVE PROCEDURE

<b>Title: Tangible Personal Property, Property Records, Disposition</b>	
<b>Page 1 of 7</b>	<b>Implementing Procedure For Policy # 8.00</b>
<b>Date Approved: 06/14/06</b>	<b>Division: Administration and Finance</b>
<b>Date Revised: 07/21/08</b>	

### **OBJECTIVE**

The objective of Property Control is to establish and maintain a system of controls to ensure that:

- (1) amounts reported as investment in plant facilities on the financial statements exist; are complete; are owned by the Board; are properly valued; and are fairly presented and adequately disclosed;
- (2) the College's capital assets are adequately safeguarded; and
- (3) the College is in compliance with applicable laws, rules, and Board policies governing fixed assets.

### **Property Control**

The College classifies all non-consumable items of furniture, machinery and equipment (FME) with cost, or fair market value (FMV) at time of donation, between \$750 and \$4,999.99 as non-capitalized assets. The College's chart of accounts provides for general ledger codes (706xx) in which to record expenditures meeting these criteria. These assets are not posted to Fund 9 – Investment in Plant Fund, but are expensed each fiscal year. The College capitalizes all non-consumable items of furniture, machinery, and equipment (FME) with a cost, or fair market value (FMV) at time of donation, of \$5,000 or more and a useful life of one year or more. The College's chart of accounts provides for general ledger codes (710xx) in which to record expenditures meeting these criteria.

### **Property Custodians**

The Dean or Director of each College division is designated as the primary FME custodian. The primary custodian, in turn, should designate an alternate custodian to act in their behalf. Each property record contains the custodian division that corresponds to the name of the primary custodian designated. The primary custodian should notify the Property Manager of any changes in alternate custodians so the records are updated accordingly.

### **Tagging/Marking**

All FME items meeting the College's property control policy are tagged. The tags are purchased in bulk by the College and contain the name of the College, a bar code, and a property number (also known as bar code number). Bar codes are controlled, and attached to equipment by the Property Manager.

The Information Technology area is utilized for loading necessary programs prior to distributing computer equipment to forward locations. The Property Manager is notified and the necessary information is provided to Property Control. Information is forwarded to Property Control when equipment is moved to new locations.

### **Purchased FME**

All purchased FME is ordered through the Purchasing Department or individual departments with their p-card. Purchasing issues a purchase order (PO) to the vendor

for the item to be approved for purchase. The ordering department and Property Manager each receive a copy of the PO or record of purchase. The ordering department documents receipt of the item. After the item is inspected and found to be in good condition, acceptance of the item is indicated on the on-line receiving report and the original invoice is forwarded to Accounts Payable. The receiving report is also submitted to Accounts Payable in the Business Office where it is matched with the vendor's invoice. Payment for the item is made through the computerized accounts payable system.

### **Recording of Property**

Upon receipt of equipment, the Property Manager:

- matches it with Property Control's copy of the Purchase Order
- physically inspects item to verify consistency with the description contained on the PO and/or supporting documentation
- affixes a CF bar code tag to item and
- enters the information for each item on the FME subsidiary records via an on-line property database

Individual property records should include the following information:

- Identification number (assigned by the institution)
- Description of item(s)
- Physical location
- Name of custodian or identification number with assigned responsibility for the property item
- Name, make or manufacturer, if applicable
- Year and/or model(s), if applicable
- Manufacturer's serial number(s), or vehicle identification number (VIN), if applicable
- Date acquired
- Cost or value at the date of acquisition for the item
- Method of Acquisition. If purchased, the record should include the purchase order number or check number
- Date of last inventory
- Date and method of disposition, as applicable

The Property Manager and the Business Office reconciles the FME balances per the General Ledger to the FME subsidiary records on a monthly basis. Because expenditures of capitalized FME are not posted to Fund 9 - Investment in Plant Fund, until fiscal year-end the general ledger for FME must match the Capitalized equipment subsidiary ledger at year-end.

These reconciliations are reviewed and approved by the Controller. The FME control account in Fund 9 - Investment in Plant Fund is adjusted at fiscal-year end via journal entries prepared by the Business Office and approved by the Controller. These entries represent the expenditures capitalized as FME for the fiscal year (see year-end Reconciliation page 4).

### **Donations**

Donations of fixed assets are initiated by the department receiving the item upon completion of an "Acceptance of Donations" form. The gaining department assigns the fair market value (FMV) of the donated item unless the donor has assigned a "reasonable" value. After the donor information section of the "Acceptance of Donations"



form is completed and accepted by the department budget authority, the form is routed in the following sequence:

- To Foundation to review for acceptability as possible state match;
- To Property Manager for capital asset determination and approval;
- To Senior Vice President of Administration and Finance to approve as Board agenda item; and, if approved,
- To District Board of Trustees for authorization to accept the property. (Property Control is notified of the Board action via copies of the Board minutes).

If a donated item is to be capitalized, Property Control assigns a property number, tags the item, and posts the information to the FME subsidiary records. Property Control forwards copies of the documentation to the Business Office to post the donation to the General Ledger control account. Donations are posted to the Investment in Plant Fund General Ledger Control Account (via journal entries with supporting documentation attached) during the year.

### **Disposals**

Disposals of FME occur for a variety of reasons: theft, wearing out and/or obsolescence, and misplacement. The custodian who completes the "Property Disposition Form" generally initiates disposal actions. If the property has been stolen, a security incident report is completed and documented. If the item is obsolete or worn-out, Property Control examines the item for confirmation of its condition.

Property Control enters a code "PBA" (Pending Board Approval) in the disposition field of the property record for those items to be recommended to the Board for disposal.

Monthly, the Property Manager submits a listing of recommended disposals to the Senior Vice President of Administration and Finance for presentation to the Board. If approved for disposal, and has been appropriately disposed, Property Control records the disposition code (manner of disposition), the date of disposition and the identity of the employee(s) witnessing the disposition, if cannibalized, scrapped, or destroyed. The disposition codes are as follows:

- ST=Stolen
- CNL=Lost
- SCR=Scrapped/Cannibalized
- SOL=Surplus-Sold
- DON=Donated
- IVA=Inventory Reconciliation Adjustment
- TI=Traded In
- TR=Transfer to Another Agency

When the disposition field contains one of these codes, the item is automatically removed from the active subsidiary records.

Items to be sold are accumulated at the maintenance department warehouse. Sales of FME are held periodically through an auction company. Items to be scrapped are taken to the landfill, recycled or cannibalized if appropriate. The transfer of surplus items to other government agencies is documented on a "Property Disposition Form."

Documentation of the disposals of FME is provided by Property Control to the Business Office who records the disposition in the General Ledger via journal entry. The supporting documentation is attached to the journal entry document.

### **Surplus**

Surplus items of FME belonging to a department that are in good condition and potentially useful to the College at a future date are, upon completion of a Property Disposition Form, transferred to the custodianship of the Property Manager and stored at the Maintenance Department Warehouse.

### **Physical Inventory**

A physical inventory is taken annually — usually in early spring. CF uses a bar-code system to facilitate the inventory process. Property Control staff utilizes a portable electronic storage device to scan all bar code labels. During the inventory process, the information stored is periodically downloaded to the mainframe. Upon completion of the physical inventory (or as needed) Information Technology generates a report listing of all items scanned and a report listing of active items recorded in the Property Master File which were not scanned.

Property Control distributes lists of items not scanned during the physical inventory to the appropriate custodians with instructions for them to follow up. If an item is located, Property Control physically verifies the item. The custodian is required to prepare a "Missing Equipment Report" for each item which cannot be found and submit the completed form to Property Control.

If the item is not found before or during the next two annual inventories, the item is taken to the District Board of Trustees for appropriate action (see Disposals above). Follow-up by the custodians for items not scanned are monitored by Property Control to ensure that all discrepancies are resolved. The Property Manager retains documentation supporting the annual physical inventory and reconciliation to the FME subsidiary records.

Any items inventoried that do not appear on the subsidiary are noted, researched, and added to the property master if appropriate. Property Control submits documentation of the items added to the Business Office. That office then posts the additions to the general ledger via journal entry. Supporting documentation for the journal is filed with the journal record.

### **Year-End Reconciliations**

At fiscal-year end, the Business Office prepares a reconciliation report for Capitalized Assets. This reconciliation begins with the capital asset balances at July 1, adds capital expenditures per the general ledger summary, adds/deducts "reconciling items" (e.g., donations, disposals, found items), most of which have already been posted to the Investment in Plant Fund throughout the year, to derive the June 30 capital asset balances per the subsidiary records. From this reconciliation, the Business Office prepares the appropriate journal entries to update the general ledger control accounts in the Investment in Plant Fund for financial reporting. Supporting this reconciliation are document references to all journal entries supporting additions and deductions to the Investment in Plant fund for the entire fiscal year. All journals are reviewed and approved by the Controller.

The Business Office utilizes the information on the reconciliation to prepare Financial Statements.

### **INFORMATION AND COMMUNICATION**

The College Property System for FME is automated and stored in a database, Jenzabar Fixed Asset Module. Data is entered on-line by Property Control who has been assigned passwords allowing input capability via personal computer. An individual property record is maintained in this system for all accountable FME. The individual property records can be viewed on-line. Various property reports can be retrieved via Jenzabar Fixed Asset Module, or COGNOS reporting capability. These reports include but are not limited to:

- Property Inventory Report of Missing Items
- Property Inventory Custodian List (detail of FME by custodian)
- Capitalized Property Inventory Assets
- Non-Capitalized Property Inventory Assets
- Minor Equipment Inventory Assets
- Asset List Summary by Campus and Building
- Asset Disposals Report (Pending Board Approval)
- Asset Disposals Report (By Date and Disposal Code)

Additionally, the College has developed forms to communicate, as well as document, changes in FME. These include the "Property Disposition Form," "Acceptance of Donations Form", and "Missing Equipment Report Form."

**Addendum To:**

**Title: Investment in Plant Facilities – Property Control**

**Implementing Procedure for Policy #8.00**

**Division: Administration and Finance**

The Governmental Accounting Standards Board (GASB) has issued new accounting pronouncements, which CF (as well as the other 27 Florida Colleges) and all governmental agencies, colleges and universities, must comply with. CF must adopt these new accounting standards to ensure an acceptable audit opinion from the Auditor General. An adverse audit opinion issued by the Auditor General could ultimately affect State and Federal funding.

Because of these new standards, equipment purchases must be recorded into one of three general ledger categories, depending on the dollar amount per property item being acquired.

**Property Item:** Furniture or equipment of a nonconsumable nature in which the value is \$750 or more and the normal expected life of which is 1 year or more.

The three equipment general ledger code categories, and the specific general ledger codes associated with each one, are listed below.

1. **70501 / 70506 - Minor Equipment / Minor Computer Equipment**

- Property item less than (<) \$750 per item.
- Item is not tagged for inventory purposes, but monitored and recorded.

**2. “7060X” – Non-Depreciated Furniture and Equipment**

- Property item equal to or greater than ( $\geq$ ) \$750 and less than ( $<$ ) \$5,000 per item
- GL CODES – subdivided into categories depending on type of equipment
  - 70601 Educational Furniture & Equipment Non Capitalized
  - 70602 Office Furniture & Equipment Non Capitalized
  - 70603 Construction & Maintenance Equipment Non Capitalized
  - 70604 Vehicles Non Capitalized
  - 70605 Athletic Equipment Non Capitalized
  - 70606 Computer Equipment Non Capitalized
- Item tagged for inventory purposes

**3. “710XX” - Depreciated Furniture and Equipment**

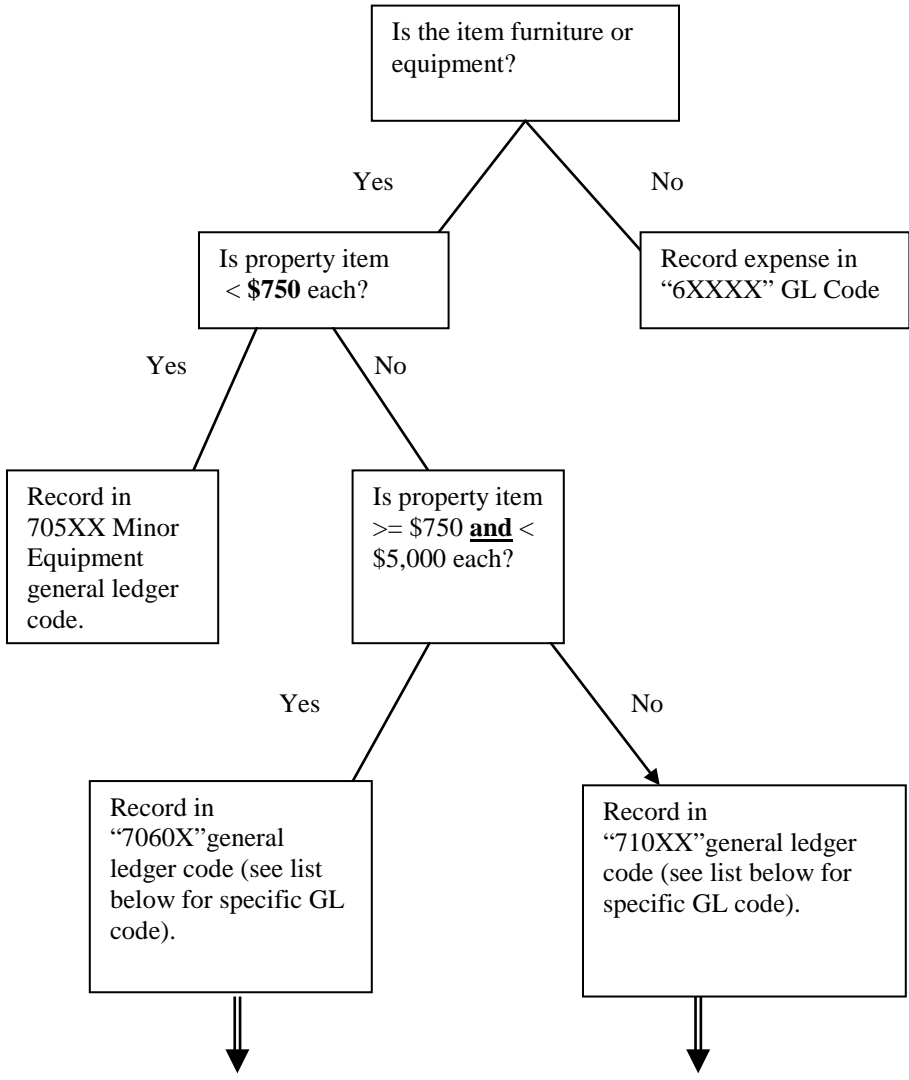
- Property item equal to or greater than ( $\geq$ ) \$5,000
- **NEW GL CODES** – subdivided into categories depending on type of equipment
  - 71011 Computer Equipment Capitalized (only if functional item  $\Rightarrow$  \$5,000)
  - 71021 Vehicles Capitalized
  - 71022 Office Equipment Capitalized
  - 71023 Educational Equipment Capitalized
  - 71024 Athletic Equipment Capitalized
  - 71025 Maintenance Equipment Capitalized
  - 71031 Office Furniture Capitalized
  - 71032 Educational Furniture Capitalized
- Item tagged for inventory purposes
- Item considered a major asset of the College, and has different accounting treatment in accordance with the new GASB pronouncements

The attached flowchart will provide guidance in determining which general ledger code is appropriate for your furniture and equipment purchase.

In using the proper general ledger codes for your furniture and equipment purchases, this will ensure accurate accounting and inventory records.

**Tangible Personal Property, Property Records, Disposition — Page 7**

**College of Central Florida – Property Accounting  
FLOWCHART FOR IDENTIFYING CORRECT EQUIPMENT GENERAL LEDGER CODE  
(Revised June 30, 2008)**



**"7060X" General Ledger Code**  
(Property item  $\geq$  \$750 **and**  $<$  \$5,000)

- 70601 Educational Furniture & Equip
- 70602 Office Furniture & Equipment
- 70603 Construction/Maintenance Equip
- 70604 Vehicles
- 70605 Athletic Equipment
- 70606 Computer Equipment

**"710XX" General Ledger Code**  
(Property item  $\geq$  \$5,000)

- 71011 Computer Equipment
- 71021 Vehicles
- 71022 Office Equipment
- 71023 Educational Equipment
- 71024 Athletic Equipment
- 71025 Maintenance Equipment
- 71031 Office Furniture
- 71032 Educational Furniture

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: College Vehicles**

**Page 1 of 2**

**Implementing Procedure For Policy # 8.02**

**Date Approved: 03/05/01**  
**Date Revised: 03/26/07,**  
**05/06/08, 03/28/11, 05/12/11,**  
**02/08/2012**

**Division: Administration and Finance**

**Purpose:** This procedure establishes guidelines for the use of College-owned and leased vehicles used in the conduct of College business. The procedure includes use of vehicles for student travel.

**GENERAL**

1. Requests for use of College vehicles are to be submitted on the Vehicle Reservation Form. Completed forms are to be submitted to the Plant Operations Department for scheduling.
2. All requests must be approved by the appropriate vice president.
3. Requests should be submitted at least five (5) working days before the date of departure.
4. Cancellations must be reported to the Plant Operations Department as soon as possible.
5. Arrangements to pick up the vehicle and keys must be made directly with the Plant Operations Department. Keys and vehicles must be returned no later than the morning of the first scheduled work day after the scheduled trip. Keys must be returned to authorized staff.

**RESTRICTIONS**

1. Generally, use of College-owned vehicles requires three or more individuals to travel together. Exceptions are approved by the President or the Chief Fiscal Officer.
2. Persons who regularly drive College-owned vehicles must have their driving records verified on a regular basis. Persons with questionable driving records (such as repeated moving violations, DUI, or multiple accidents) will not be permitted to drive a College-owned vehicle.
3. College-owned vehicles are to be used only for College business.
4. Passenger load limits for vehicles shall be followed.
5. Approved requests are subject to preemption by the President or Chief Fiscal Officer for reassignment to other requests which would more efficiently use the vehicle.
6. The operating expense of a College-owned vehicle will be charged to the department, division or group using the vehicle. The charges will be based on standard state mileage rates for automobiles and small vans or pickup trucks. Large vans or buses will be charged 1.5 times the standard state mileage rate.
7. Students are generally not authorized to drive College-owned or College-leased vehicles. An exception can be made if the student is a student employee whose assigned duties include driving a vehicle for pay.

8. Volunteers – Only volunteers registered with the College (HR) may drive College owned vehicles. Registered volunteers may not drive leased/rental vehicles.
9. College owned vehicles are for in-state travel. Individuals/groups should procure rental vehicles/vans/buses and the appropriate insurance coverage. Exceptions are approved by the President or Chief Fiscal Officer.

**STUDENT TRAVEL**

1. Students participating in activities (such as field trips, athletic contests, clubs or groups) may travel in College-owned or College-leased vehicles.
2. The use of vehicles for transporting students is subject to this procedure and to Policy 6.16 Travel by Authorized Personnel, Policy 7.06, Student Activities, and Policy 4.10, Educational Trips, and the implementing procedures for those policies, and by Office of Student Life Club and Organization Travel Guidelines.
3. The Code of Student Conduct is in full effect during all student travel.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Rental of College Facilities</b>	
<b>Page 1 of 8</b>	<b>Implementing Procedure For Policy # 8.04</b>
<b>Date Approved: 05/07/02</b> <b>Date Revised: 10/31/05</b>	<b>Division: Administration and Finance</b>

**PURPOSE:** To establish procedures for the scheduling and use of College facilities and/or equipment by College and non-College personnel, departments, groups, agencies or organizations.

**GENERAL CONDITIONS**

1. The District Board of Trustees establishes fees for facility usage and authorizes the President or his designee to waive or reduce fees as appropriate. In the event a fee waiver or modification is granted, a statement of justification will be filed with the approved application.
2. College buildings and facilities are for the official and regular conduct of College business.
3. When not used for official business, the facilities may be available for functions originating within the College and for use by College-related organizations (clubs or sponsored organizations) established or recognized under the rules of the College.
4. College activities are “no fee,” but requestor(s) must complete an application using the standard form and process.
5. College activities requiring additional staff support must have prior authorization for reassignment or overtime.
6. In the event facilities are available for uses other than as described above, facilities may be assigned as appropriate in accordance with this policy.
7. Any entity requesting the use of College facilities for fundraising purposes must be a not-for-profit 501(c)3 or 501(c)4 organization. The organization must provide documentation of their current 501(c)3 or 501(c)4 status. All requests for the use of College facilities for fundraising purposes must be approved by the President.

**DEFINITIONS**

1. Agency - A commercial or government bureau furnishing some form of service for the public.
2. Classroom - An instructional space having no special design or equipment and normally utilized for academic programs. (Some classrooms have built-in audio-visual or multimedia capability.)
3. College Sponsored Event/Activity - An event/activity organized and conducted by the College of Central Florida with the support of other individuals, groups, agencies and/or organizations to varying degrees.
4. College Co-Sponsored Event/Activity - An event/activity organized and conducted by an individual, group, agency and/or organization with the College of Central Florida support such as:
  - (a) A non-student event/activity in which a faculty or staff member is active and that has been approved by the President or appropriate vice president as job related to a specific course curriculum.



- (b) A co-sponsorship of an event/activity between the College and another agency, group or organization in which there is a benefit to the College and the co-sponsorship is approved by the President or appropriate vice president.
  - (c) Open recreational time for faculty/staff, students and/or the general public when approved by the President or appropriate vice president and directly supervised by a faculty/staff member.
5. TBD -To be determined.
  6. Event – generally, a minimum rental period of four (4) hours. Additional charges may apply beyond that time period but not to exceed the cost of a full day’s rental.
  7. Normal working hours – the normal operating hours the specific facility’s administrative offices remain open. When events are scheduled at other times, additional charges and overtime rates may apply.

### **LIMITATIONS**

1. College facilities shall not be used for purposes that impair or interfere with the orderly processes and functions of the College.
2. Facilities may not be used for purposes which pose an unreasonable and immediate threat to the safety of College students, personnel or College property or which are otherwise contrary to law.
3. Facilities shall not be used for any purpose other than that for which they were designed, nor will any use be permitted which will likely cause bodily injury or property damage or both.

### **FEES**

1. The District Board of Trustees approves a schedule to guide in the assessment of fees and other costs to be assessed for the use of facilities.
2. The schedule, as amended from time to time, is incorporated by reference in this procedure.
3. Different fees are assessed for College-related organizations, non-profit organizations and profit organizations.
4. Any fees not listed in this rental policy may be determined by the appropriate vice president responsible for the facility in question in coordination with the Chief Finance Officer.
5. The fees established by this policy may be adjusted as approved by the President or designee.
6. All fees are due ten (10) working days prior to the event. Any adjustment in payment due date must be approved by the appropriate vice president prior to the fee deadline.
7. A deposit of at least twenty-five percent (25%) of the estimated rent must be submitted to the College with the executed license agreement.
8. Where required, a damage deposit equal to twenty-five percent (25%) of the total rental fee will be collected in addition to the twenty-five percent (25%) rental deposit. The damage deposit will be refunded within ten (10) working days after the event provided there is no damage to the facilities or its equipment. Refunds are requested via a *CF Request for Refund of Damage Deposit* form.
9. Any licensee wishing to cancel an approved license agreement must notify the College ten or more days prior to the event in order to receive a full refund of the rental deposit and, if applicable, the damage deposit. The College has the right to retain any and all deposits in the event of non-compliance.

### **SCHEDULING — GENERAL INFORMATION**

1. Requests shall be acted upon in the order in which each request is received by the appropriate College office.
2. Requests are generally accepted from non-College groups no more than three months before the event. (Specific facilities may extend the scheduling calendar.)

3. Requests for the repeated use of a facility more than two times in any three-month period by a non-College group are generally not approved.
4. Notwithstanding the foregoing limitations, groups can request that the vice president responsible for that facility make exceptions to the limitations. To be eligible for an exception, an applicant must demonstrate that use of the requested facility does not interfere with its use by other groups. The vice president responsible for the facility shall review exceptions every three months.

### **SCHEDULING — PRIORITIES**

1. Priority I – Educational
  - (a) CF-sponsored educational events specifically geared toward CF students, faculty and staff. Examples: lectures, counseling, political forums, graduations and honors inductions, workshops, meetings
  - (b) CF performing arts events involving student performing groups. Examples: choirs, dramas, music ensembles, recitals
  - (c) CF-sponsored performing arts events using non-student performing groups. Examples: professional touring series, fund-raising activities sponsored for the benefit of the College
  - (d) Non-CF educational activities sponsored by other community educational institutions, both public and private. Examples: public or private educational institutions, K–12 schools, colleges and universities with which the College of Central Florida has formal articulation or contractual agreements.
2. Priority II — Government Institutions and Organizations
3. Priority III — Community Organizations
  - (a) Community Non-Profit Groups (must provide 501(c)3 or 501(c)4 documentation. Examples: choirs, theater groups, art guilds, churches, and charities.
4. Priority IV — Private For-Profit Organizations and Groups. Examples: business meetings, recruitment activities, sales

\* NOTE: Any entity requesting the use of College facilities for fundraising purposes must be a not-for-profit 501(c)3 or 501(c)4 organization. The organization must provide documentation of their current 501(c)3 or 501(c)4 status. All requests for the use of College facilities for fundraising purposes must be approved by the President.

### **SCHEDULING PROCEDURES**

1. Requests for facilities must be submitted via a CF *Application for License to Use Space and Facilities* and must be complete to be considered. Tentative scheduling or booking does not reflect a commitment until all paperwork is completed. NOTE: All schedules for all events must be coordinated through the Office of the Vice President for Instructional Affairs as soon as verbal requests are made for tentative booking on the master facility use schedule.
2. After an event is tentatively booked, the College office responsible for the facility will forward the application form and other information to the individual/group requesting the booking. Scheduling will be confirmed with copies of approved applications. When the event is confirmed, the booking office must notify the Office of the Vice President for Instructional Affairs for posting to the master facility use schedule.
3. To be completed, requests must contain all required information and all required signatures. In addition, non-College sponsored individuals, groups, agencies or organizations must provide:
  - (a) Certificate of liability insurance naming the College as an additional insured in the amount of \$1,000,000, or, if licensee does not carry liability insurance, a

Florida Community College Risk Management Consortium Facilities Use/Special Events Liability Coverage Program Reporting Form

- (b) Proof of State of Florida approved non-profit status (If applicable).
  - (c) A check or money order made out to College of Central Florida in the amount required on the application form and including insurance premiums established by the Florida Community College Risk Management Consortium.
4. Immediately upon approval, copies of the completed request form shall be distributed to all affected College departments (Maintenance, Security, Purchasing, Information Center, and Office for Instructional Affairs for scheduling). Originals are to be retained by the scheduling authority.

**SCHEDULING CONSIDERATIONS**

1. Employees responsible for scheduling a facility shall ensure that scheduled events/activities do not interfere with, or disrupt, normal classroom activities and shall take into consideration the following:
- (a) Noise levels generated
  - (b) Pedestrian and/or vehicle traffic conflicts
  - (c) Parking availability
  - (d) Set-up/tear-down time and requirements

**OPERATING PROCEDURES**

1. Procedures and rules for rental and use of specific facilities are attached to the application forms for those facilities. CF reserves the right to cancel if rental procedures are not followed.
2. Individuals or groups renting College facilities or property shall maintain and operate the facilities in accordance with reasonable standards.
- (a) All fire and safety regulations shall be strictly enforced.
  - (b) Maximum room capacities shall not be exceeded.
  - (c) College parking rules and regulations shall be observed.
3. Smoking is prohibited in all buildings in accordance with the Florida Clean Air Act.
4. Eating or drinking in any classroom, laboratory, auditorium, auditorium gallery, theater, or the Webber Center exhibit hall is prohibited except by prior arrangement and with the permission of the vice president responsible for the facility.
5. Alcohol is prohibited on College property. With prior authorization from the President of the College, subject to certain restrictions or conditions, alcohol may be permitted for specific events. Any person or agency with authorization to distribute alcohol must provide the College with alcohol liability insurance coverage. The insurance should be in the amount of at least \$1,000,000 and name the College as an additional insured. The renter shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements.
6. If the College official authorizing the use of the facility determines that additional security is required for a specific event, that cost will be included in the fees assessed for the use of the facility. Information on the cost of additional security can be obtained from CF's Public Safety Office. (Contracted security personnel and/or special duty police officers from the Ocala Police Department are available with prior arrangement.)
7. The College reserves the right to require parking personnel if the nature and size of the event so warrants. The additional cost will be included in the fees assessed for the use of the facility.
8. The sponsor of the event, or his/her designated representative, must be present during all activities to supervise employees, performers and/or the audience as appropriate.

9. A College employee must be present at all times when buildings are in use unless an exception is approved by the vice president supervising the area.
10. Event sponsors, or their designated representatives, with permission to use the Fine Arts Center shall coordinate directly with the auditorium technician/coordinator to ensure all requirements for space, lighting, sound, piano(s), piano tuning, props, furniture and/or equipment are known no less than ten full working days prior to the first scheduled use.
11. A College auditorium technician and/or other appropriate technician shall be present when any specialized College equipment such as sound systems, computers/monitors, etc., is in use. This requirement may be waived if the group using the facility receives an exception to the rule by the vice president responsible for the facility.
12. Requests for media set up should be discussed with Information Technology and written on the application form. This information will assist in proper planning and set up time for the event as well as billing.
13. Safety and Security
  - (a) Auditorium — the auditorium technician/coordinator is responsible for arranging for safety inspection of all sets and stage arrangements and for enforcing safe operating procedures/practices for auditorium users. Safety inspection of sets and stage arrangements must be coordinated through Plant Operations.
  - (b) Gym — the Athletic Director
  - (c) Webber Center/Brick City — the Cultural Programs Manager
  - (d) Appleton Museum of Art – Coordinator of Facilities-AMA

### **INSURANCE**

1. The Florida Community College Risk Management Consortium (FCCRMC ) provides liability coverage for non-College-sponsored individuals, groups, agencies and organizations renting College facilities that do not carry liability insurance. (If private insurance is available, a certificate of liability insurance naming the College as an additional insured in the amount of \$1,000,000 is required.) In the event licensee does not carry liability insurance, participation in the FCCRMC program is mandatory and the user must:
  - (a) Complete the Florida Community College Risk Management Consortium Facilities Use/Special Event Liability Coverage Program Reporting Form.
  - (b) Attach a check or money order made payable to College of Central Florida in the amount of the premium. (Refer to Appendix E for rates or contact the Director of Purchasing to get a rate quote for a specific event). NOTE: A separate check is not required. The amount of the premium may be included as part of the payment for rental of the facility.
  - (c) Submit the form and check, with amount of premium included, as part of the “*Application for License to Use Space and Facilities*” process. The College department processing the application will forward the check and completed form to the Director of Purchasing, noting the amount to be forwarded to FCCRMC.
  - (d) The FCCRMC program does not provide liability coverage for the individual, group, agency or organization using the facility. It provides coverage only for the College.

### **PROCEDURE FOR RENTAL OF COLLEGE FACILITIES**

1. Offices responsible for scheduling facility use:
  - (a) Office of the President
    - Board Room

- (b) Office of the Vice President for Instructional Affairs
    - Classrooms
    - Conference rooms
    - Patriot Dining Room
    - College Cafeteria
    - College Conference Room – Bryant Union (Building 5) Room 104
  
  - (c) Office of the Director of Athletics
    - Gymnasium
    - Open spaces
    - Swimming pool
    - Athletic fields
  
  - (d) Cultural Programs Manager
    - Fine Arts Auditorium
    - Webber Center
    - Brick City for the Arts
  
  - (e) Campus Vice President – Citrus Campus
    - Classrooms
    - Conference rooms
  
  - (f) Provost/Executive Director – Levy Center
    - Classrooms
    - Conference rooms
  
  - (g) Director – Hampton Center
    - Classrooms
    - Conference rooms
  
  - (h) Manager – University Center
    - Classrooms
    - Conference rooms
  
  - (i) Director – Appleton Museum of Art
    - Rooms
    - Auditorium
2. Applicants should confirm date(s) needed for the program. If the space is available, the scheduling office will tentatively reserve the facility for the applicant.
  3. Application forms must be filled out by the applicant and returned to the scheduling office for processing. Applications should be filed as soon as possible after receiving tentative confirmation but no later than ten (10) days before the end of the month preceding the event.
  4. A Florida Community Colleges Risk Management Consortium Facilities Use/Special Events Liability Coverage form or a certificate of insurance issued by an insurance company naming the College as an additional insured must be attached to the application.
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**General Directions  
for  
CF's *Application for License to Use Space and Facilities***

**Section 1 – General Information on Event/Activity**

This section may be completed solely by the requestor or in conjunction with a College representative. The request should be dated and all general applicable information on the event should be provided. This includes:

- date(s) of event/activity
- name and brief description
- number of people expected
- opening/closing times
- set-up/clean up dates/times
- rehearsal date(s)/times
- number of cast and crew expected
- type of event

**Section 2 – Requestor Information**

This section may be completed solely by the requestor or in conjunction with a College representative and contains the following identifying information on the Requestor:

- name of responsible individual(s)/organization/company
- mailing address
- phone/fax numbers
- e-mail address

**Section 3 – Contact Information**

This section may be completed solely by the requestor or in conjunction with a College representative and contains the following information:

- Name and title of contact person for event
- Contact person's phone numbers and e-mail address
- Special contact instructions, if any (For example, "Not available after 5:00 p.m.")

**Section 4 – Facility Requested**

This section may be completed solely by the requestor or in conjunction with a College representative and provides check boxes to identify the facility being requested. (NOTE: The application submission locations and contact numbers for the various facilities are provided in this section for requestors completing the initial four (4) sections of the application on their own.)

**Section 5 – Applicable Charges**

This section must be completed by a College representative using the approved fees found in CF's *Guidelines for Base Fee Facilities Rentals*. All applicable charges should be shown in this section. Once completed, the application must be signed on page 3. Failure to obtain appropriate signatures will void the agreement. Attachments to the agreement may include the following:

- Certificate of Insurance naming the College as an additional insured;
- In the absence of insurance, an application for liability insurance through Florida Community Colleges Risk Management Consortium (FCCRMC) must be completed (NOTE: Forms available through Purchasing Office)
- *Request to Allow Consumption of Alcoholic Beverages on College Property*
- *Room Set-Up/Equipment Request*

- *Caterer Agreement*

NOTE: See individual forms for other required attachments.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Applied Welding Safety Program</b>	
<b>Page 1 of 21</b>	<b>Implementing Procedure for Policy 8.05</b>
<b>Date Approved: 11/26/03</b> <b>Date Revised: 04/18/05</b> <b>Date Revised: 04/23/10</b>	<b>Division: Instruction</b>

**1.1 PURPOSE:**

The purpose of this procedure is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE:**

**Safety Training**

Safety Training should be conducted at the beginning of each semester or prior to the individual using a specific piece of equipment. The training should be documented on the enclosed Training Record. These records should be maintained for a period of 3 years and are subject to inspection and audit by the CF Public Safety Department or State of Florida Department of Education or other agencies.

It is reasonable and prudent for an instructor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.



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## **GENERAL SAFETY PRACTICES**

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### **BODY MECHANICS**

1. Use proper muscle groups and distribute any weight.
2. Both hands should be used to pick up heavier objects.
3. Lifting heavy objects alone should be avoided. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people carry long pieces of equipment.
9. Do not lift heavy loads above shoulder level.

### **PERSONAL PROTECTION**

1. Confine long hair so that it is not exposed to machinery and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Provide respirators for use where harmful dusts or fumes exist. \*\* Respirator use requires appropriate certification, fit testing, and supervision to insure that there is proper fit, training, and inspection are all taking place.
4. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
5. Prohibit the wearing of loose clothing in the laboratory and shop areas.
6. Require students to remove rings and other jewelry while working in the laboratory and shop areas.
7. Where noise levels are excessive over long periods of time, ear protection should be worn.
8. Protective apparel, including safety shoes, aprons, shields, and gloves, are worn properly as required by the nature of the task.
9. Provisions are made for cleaning and sterilizing respirators, masks, and goggles.
10. Head protection is worn in all areas where there is danger of falling and/or flying objects.

**FACILITY CONDITION**

1. Aisles, machines, benches, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evaluation of premises.
10. Laboratories and workplaces should be free from excessive dust, smoke, and airborne toxic materials.
11. Utility lines and shutoffs should be properly identified.
12. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

**HOUSEKEEPING PRACTICES**

1. Provide for the storage and daily removal of all sawdust, metal cuttings, rags, and other waste materials.
2. Provide properly marked boxes, bins, or containers for various kinds of scrap stock and rags.
3. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
4. Employ a standard procedure to keep floors free of oil, water, and foreign material.
5. Provide for the cleaning of equipment and facilities after each use.
6. Provide regular custodial service in addition to end of class cleanup.
7. Prohibit the use of compressed air to clean clothing, equipment, and work areas.
8. Keep walkways and work areas free of all obstructions.
9. Floor surfaces must be maintained in a “nonskid” condition.
10. Tools and materials are stored orderly and safely.
11. File cabinets and other tall cabinets are required to be anchored.

**EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner’s manual.

2. Machines and apparatus should be arranged so that operators should be protected from hazards of other machines or passing individuals.
3. Point of operation zones should be properly identified and guarded.
4. Permanent enclosure guards properly protect pulleys, gears, and belts.
5. Guards should be removed only for repair purposes and then replaced immediately.
6. Equipment control switches for each machine should be easily available to the operator.
7. Machines should be turned off when the instructor is out of the room and/or if the machine is unattended.
8. Proper cleaning equipment is used (avoid air for cleaning purposes).
9. Nonskid areas should be maintained around dangerous equipment.
10. A preventive maintenance program should be established for all equipment.
11. Machines should be guarded to comply with code.
12. Cutting tools should be kept sharp, clean, and in safe working order.
13. All hoisting devices should be maintained in a safe operating condition and specified load ratings should be easily identified.
14. Machines that should be defective or being repaired should be clearly marked and made inoperable by locking out the machine power switch.
15. Machines and apparatus should be marked with proper color code.
16. Equipment cords and adapters should be maintained in a safe working condition.
17. Adjustment and repair of any machine should be restricted to experienced persons.
18. Ladders should be maintained and stored properly.
19. Machines designated for fixed location should be securely anchored.

### **HAND TOOLS**

1. Instruct students to select the right tools for each job.
2. Establish regular tool inspection procedures to ensure tools are maintained in safe condition.
3. Instruct students in the correct use of tools for each job.
4. Provide proper storage facilities.
5. Do not lay tools on operating machinery or equipment.

6. Keep tools out of aisles and working spaces where they may become tripping hazards.
7. Do not put sharp objects or tools in pockets. This could result in cuts or being stabbed.

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### **GENERAL USE OF TOOLS**

1. Keep cutting edges sharp and carry in a sheath or holster made for that purpose.
2. Report defective (worn, damaged and etc.) tools promptly to your supervisor for repair or replacement.
3. Keep tool handles free from splinters, burrs, etc. Handles must be tight on the head and free of cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have burred heads. Dress heads to remove burrs or chipped edges.
5. When handing a tool to another person, direct sharp points and cutting edges away from both you and the other person.
6. Use only insulated tools when working around energized electrical circuits or equipment.
7. When using a knife, pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.
8. Do not carry hand tools in your pockets, such as screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

### **Files/Rasps**

1. Never use a file as a pry.
2. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

### **Hammers**

1. Do not use hammer with cracked, broken, splintered or loose handle. It must be securely set in the head. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles.
2. Do not use hammer with oily, greasy or wet hands.
3. Use the claw for pulling nails. Do not use as a pry or wedge, or for pulling spikes.

4. Never use a hammer with a hardened face on tempered, machined or hardened surfaces. Rawhide, plastic, rubber, lead, brass or copper hammers will prevent damage to parts and also eliminate the danger of flying chips of metal.

### **Knives**

1. Do not place the hand or fingers over the back of a knife blade while it is in use.
2. Do not try to catch a falling knife. Move out of its path, allow it to fall, and then pick it up.
3. Always cut away from the body.
4. Keep knives sharp.
5. Replace knives with worn handles.
6. Use knives with retractable blades when available.

### **Pliers**

1. Never cut through live wires; turn off the current first. Use insulated pliers for electrical work.
2. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire or whatever is being cut; this will prevent the loose ends from flying and causing possible eye injury.

### **Saws/Hacksaw**

1. Adjust blade (hacksaw) so that it is taut in the frame before using.
2. Keep saw blades sharp.

### **Screwdrivers**

1. Select the correct size and type of screwdriver to fit the job.
2. Never use a screwdriver as a chisel or as a substitute for a pinch bar or pry bar. (Exceptions are dry point and impact screwdriver).
3. Do not put fingers near blade when tightening a screw.
4. For electrical work, use only screwdrivers that have insulated handles of nonflammable material.
5. Do not use screwdrivers to tighten/loosen screws on hand-held objects.

### **Wrenches**

1. Do not use a makeshift wrench.
2. Do not use a wrench if the jaws are cracked or worn.
3. Always use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.
4. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.

5. Never use a piece of pipe, tubing or another wrench to extend the handle of the wrench in order to secure additional leverage.
6. Do not use wrench with oily, greasy or wet hands.

### **Machines/Power Tools (General)**

1. Operate a machine only after you have received thorough instructions and advised by your supervisor that you are qualified to operate that machine.
2. When working around machinery, do not wear loose clothing, torn sleeves, ties, key chains, rings, watches or any item that could become entangled in the machinery.
3. Use a hair net, rubber band, cap, clamp or other mechanism approved by your supervisor to contain long hair when working around machinery such as drills, grinders, power saws and other machinery with exposed rotating parts.
4. Make all adjustments with the power off.
5. Never attempt repair on live circuits, electrical appliances, power tools, cables or wiring unless you are licensed/certified and authorized by your supervisor.
6. Inspect all portable power tools before operating, including power cables, extension cords and adapters. Do not use if defective or damaged.
7. Use "ground fault circuit interrupter" (GFCI) protected circuits to operate all portable power tools.

### **Drills**

1. Adjust the table or depth stop to avoid drilling into the table.
2. Securely lock drill bit or cutting tool into chuck.
3. Always wear eye protection (safety glasses or a face shield) when using drills.
4. Always keep finger on the portable drill switch so that power may be shut off instantly.
5. Do not use distorted or bent drill bit.
6. Disconnect extension cord before attempting to loosen a chuck on portable drills.
7. Discontinue using a drill, which overheats. (Hot to the touch or smells of burning wire.)
8. Secure work piece before drilling.

### **Grinders**

1. Adjust tool rests to within 1/8" of the abrasive wheel and thoroughly tighten it in place.

2. Adjust movable tongue guard to within 1/4 inch of the abrasive wheel.
3. Inspect the wheels for chips, cracks or grooves on the face or side before turning on grinder. Do not use wheels if any of these problems are recognized.
4. Dress grinding wheels on the face only.
5. When grinding, use the face of the wheel only.
6. If the grinding wheel vibrates, do not use it. Tag it out of service and report it to your supervisor.
7. Do not touch ground portion of work piece until you are sure work piece has cooled.
8. When finished using the grinder, shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean.
9. Do not operate grinders near flammable containers or where gasoline fumes are present.

#### **Saws (Power)**

1. Do not operate any power saw unless your supervisor or other qualified trainer has trained you.
2. Do not operate saws unless safety guards are in place and operational before use.
3. Always keep hands and fingers away from the saw blade.
4. Disconnect machine from power source when making adjustments.
5. Shut off power and clean the saw and work area before leaving.
6. When operating scroll saws, stop the machine before removing scrap pieces from the table.
7. Turn off the machine if the material is to be backed out of an uncompleted cut or jammed cut.
8. Clamp work when using hole saw or cutting tools larger than 1/2" diameter.
9. On band saws, adjust the upper blade guide about 1/8" above the material being cut.
10. On band saws, make adjustments for taut blade tension and centered blade tracking.
11. Hold work piece firmly against the table.
12. Use push sticks when operating power table saws.

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## WELDING

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### WELDING, CUTTING, AND BRAZING

#### Introduction

The use of welding, cutting, and brazing equipment is common throughout many occupational trades. The improper use of this equipment can be extremely dangerous for those performing the work or those in the general vicinity of the activity. Therefore, it is imperative that proper procedures be followed before doing these specialized tasks. Special efforts must be made to evaluate the procedures used while operating the equipment. Consideration should be given to the storage and handling of the specific gases and to the availability and use of personal protective equipment.

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#### *Arc Welder Notes*

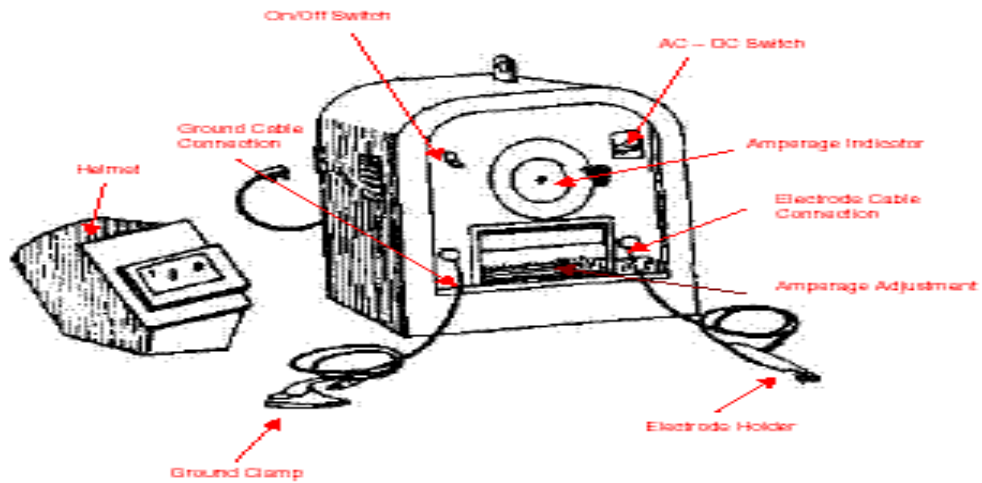
##### **Requirements:**

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

1. A welding helmet with a clean observation window must be worn.
2. Keep sleeves and pants cuffs rolled down.
3. Goggles must be worn for all chipping operations.
4. Keep all flammable material away from working areas.
5. Always wear leather gloves, apron, and shoes when welding.
6. The floor area should be dry and kept clear of all obstructions.
7. Closed containers should not be welded without the instructor's permission.
8. Report any overheating of the welding unit to the instructor at once.
9. Screens to protect others must be in place before welding is started.
10. The exhaust system must be turned on prior to welding.



### Arc Welder Parts



5

### Buffer Notes

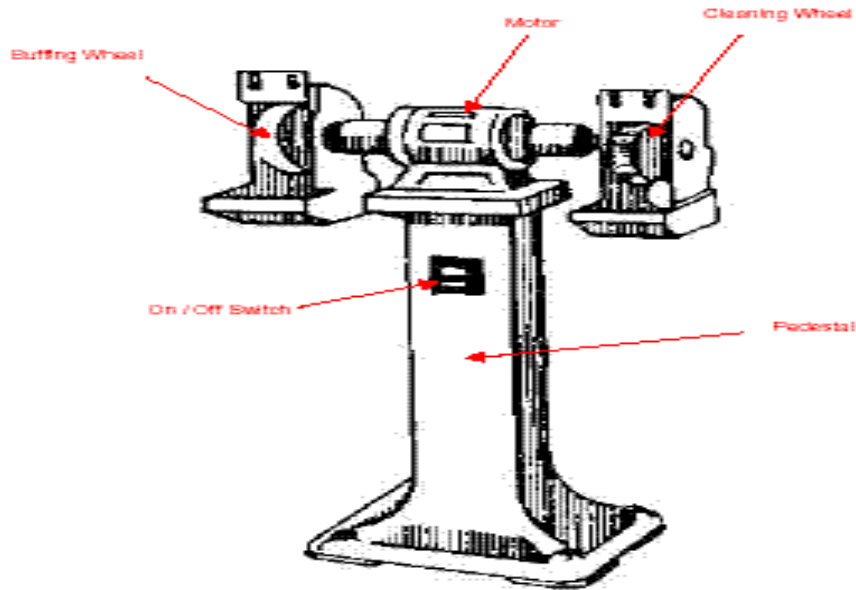
#### Requirements:

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

1. The *LEFT* side is for *BUFFING*; the *RIGHT* side is for *CLEANING*!
2. The buffer is to be used on plastics. Wood or metal will contaminate the wheel and cause it to scratch and ruin your project.
3. If you need more buffing compound, tell your teacher.
4. Buffing compound is basically a very fine sanding compound. It causes the plastic to heat up and melt, giving you a smooth finish. This means it can and will burn you if you touch it while it is on.
5. Make sure that all clothing, hair, and jewelry is secured or removed. They will get caught in this machine.
6. Work with a partner in case something does go wrong.
7. Hold your plastic with both hands, and buff toward the lower middle. Make sure you are holding the plastic vertically or "UP/DOWN." Never hold it horizontally "SIDEWAYS," because this will ruin the buffing wheels material.

8. Never buff at the top or very bottom of the wheel. Those are the spots where material easily gets caught and thrown, causing injuries.
9. Respect all machines, even the buffer as “nice” as it looks, can cause a serious injury!
10. Remember, have patience and wait quietly behind the yellow line for your turn.
11. As with any machine, if something goes wrong, turn it off, unplug it, and tell your teacher.

*Buffer Parts*

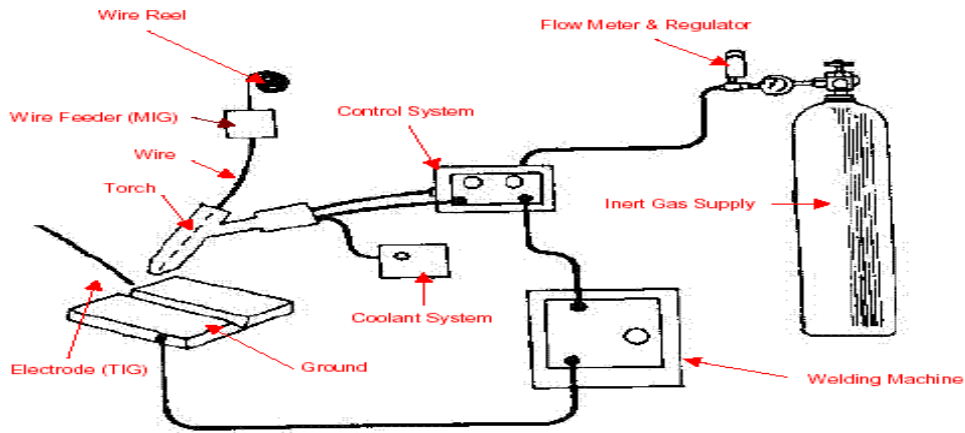


### ***TIG and MIG Welder Notes***

#### **Requirements:**

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

1. Additional protective welding clothing, including a helmet, long-sleeved jacket, and gloves must be worn to prevent burns from ultraviolet and infrared rays emitted while arc welding.
2. The helmet used for TIG and MIG welding should be equipped with a minimum number 12-density shade.
3. Be certain that the welder equipped with a high-frequency stabilizing unit is installed, maintained, and used according to the recommendations of both the manufacturer and the Federal Communications Commission.
4. Never touch the tungsten electrode or MIG wire while the welder is turned on. It is electrically "hot" and can cause a serious shock.
5. The exhaust system must be turned on prior to welding.



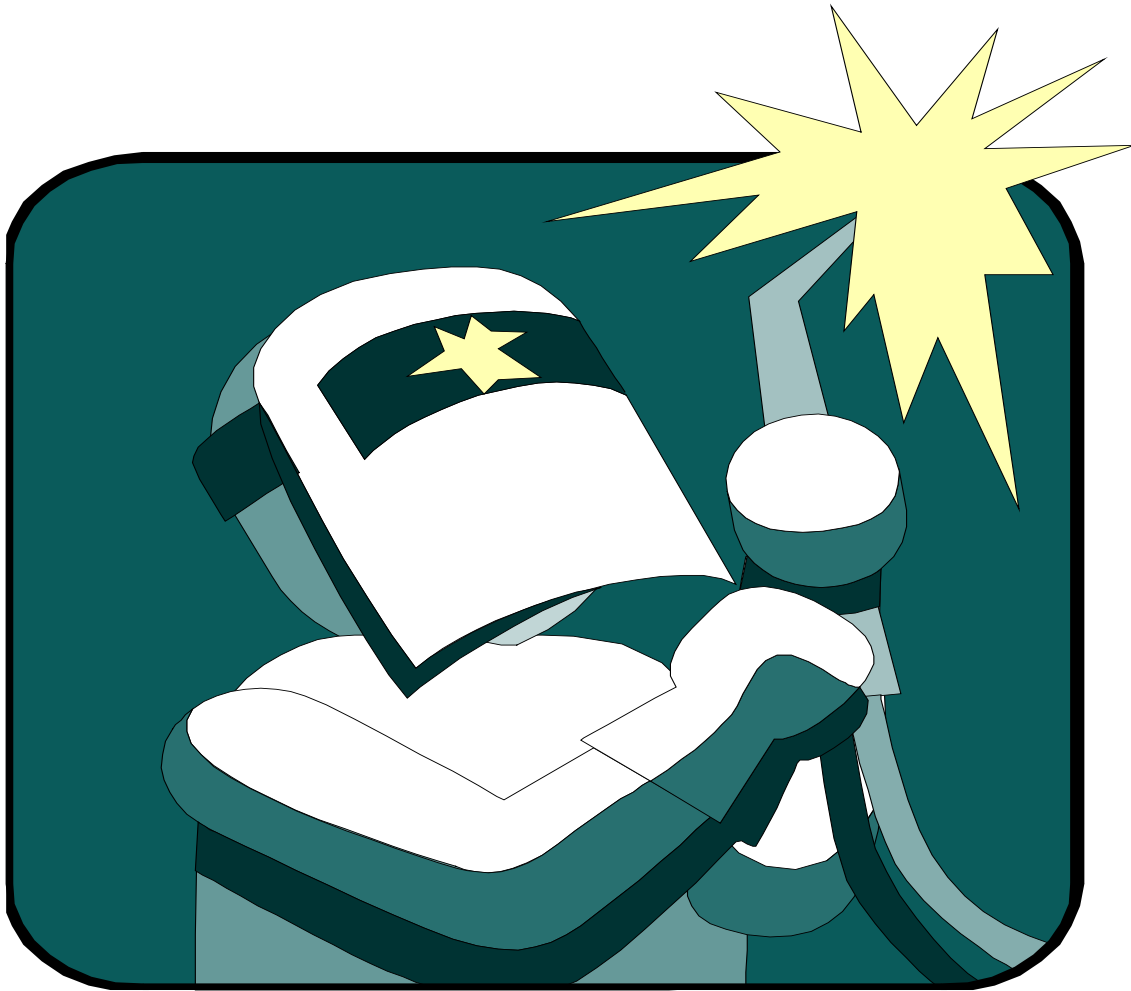
**NOTE:** MIG = Metal Inert Gas. TIG = Tungsten Inert Gas

## Spot Welder

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### **SAFETY SUGGESTIONS**

1. Always wear a protective face shield in addition to proper eye protection.
2. Do not weld with wet hands or in a damp area.
3. Do not touch the tips, tongs, or welded material after welding as they become very hot.
4. Never leave the spot welder unattended with the electrical cord plugged in.
5. The metal being spot-welded must be clean and dry.
6. When spot welding galvanized material, remove the galvanize from the area being welded.



### ***Grinder Notes***

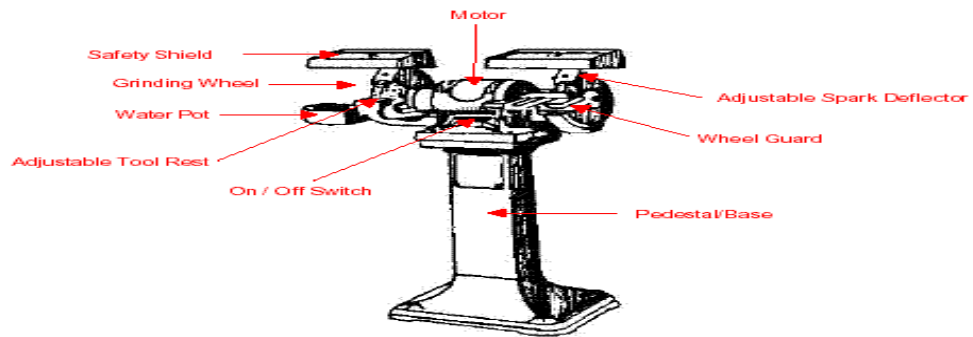
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#### **Requirements:**

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

1. With this machine you must wear proper eye protection, a face shield, pass ALL tests with 100 percent, and have your teacher's permission to operate it.
2. Set the tool rest and spark deflector so that they are 1/16 inch to 1/8 inch away from the wheel.
3. Hold work firmly and securely with both hands. Remember that small pieces require special set-ups.
4. Never stand directly in front of the grinding wheel. Stand to the side when you start this machine.
5. Grind using only the face of the wheel, never use the sides.
6. Press material against the wheel with just enough pressure that you cause a steady, even removal of metal. This will happen with practice; do not become discouraged on your first try.
7. Again, move stock slowly and evenly across the face of the wheel, not the sides.
8. Never leave the machine until the grinding wheels have come to a complete stop, even if someone will be using it right after you do.
9. Grinder must be secured to prevent tipping.

**Grinder Parts**



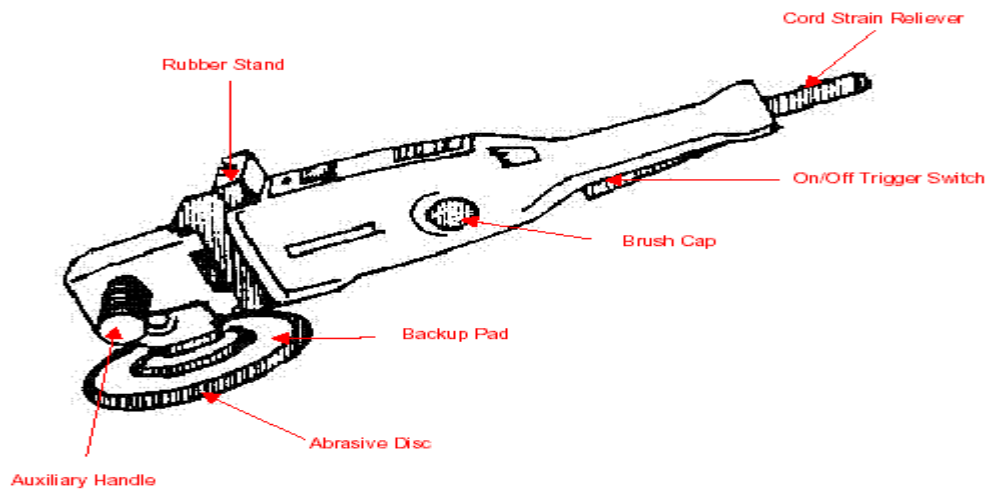
### **Portable Grinder Notes**

#### **Requirements:**

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

1. Be sure switch is in the "OFF" position before connecting the power source.
2. Make all adjustments to pad and disc before turning on the power.
3. Do not allow the edge of the disc to touch the edge of the stock.
4. Stand clear of the spark line or spark area.
5. Sand with a stroking motion; do not pause in one spot.
6. When finished, disconnect the sander from power source and place the sander on its back.

#### **Portable Grinder Parts**



### ***Drill Press Notes***

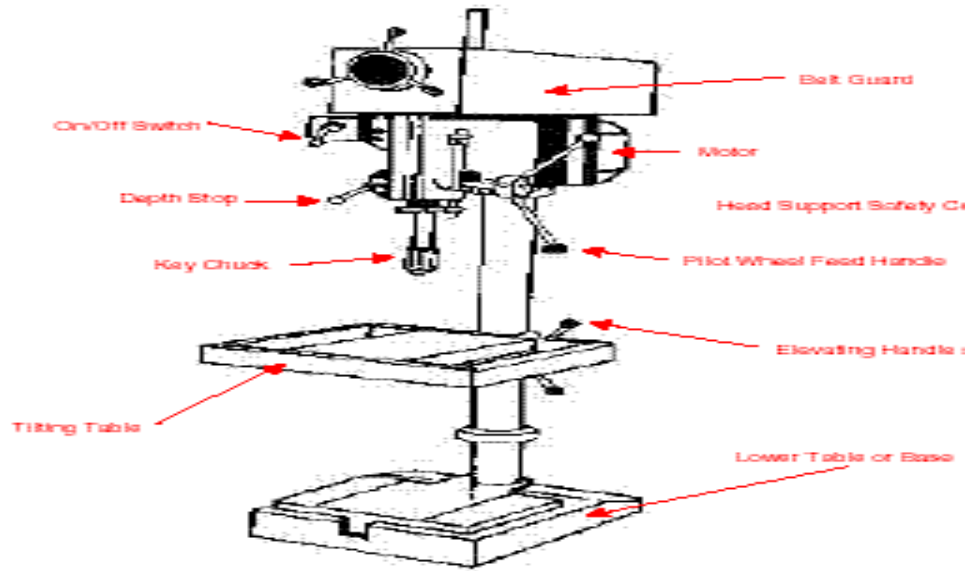
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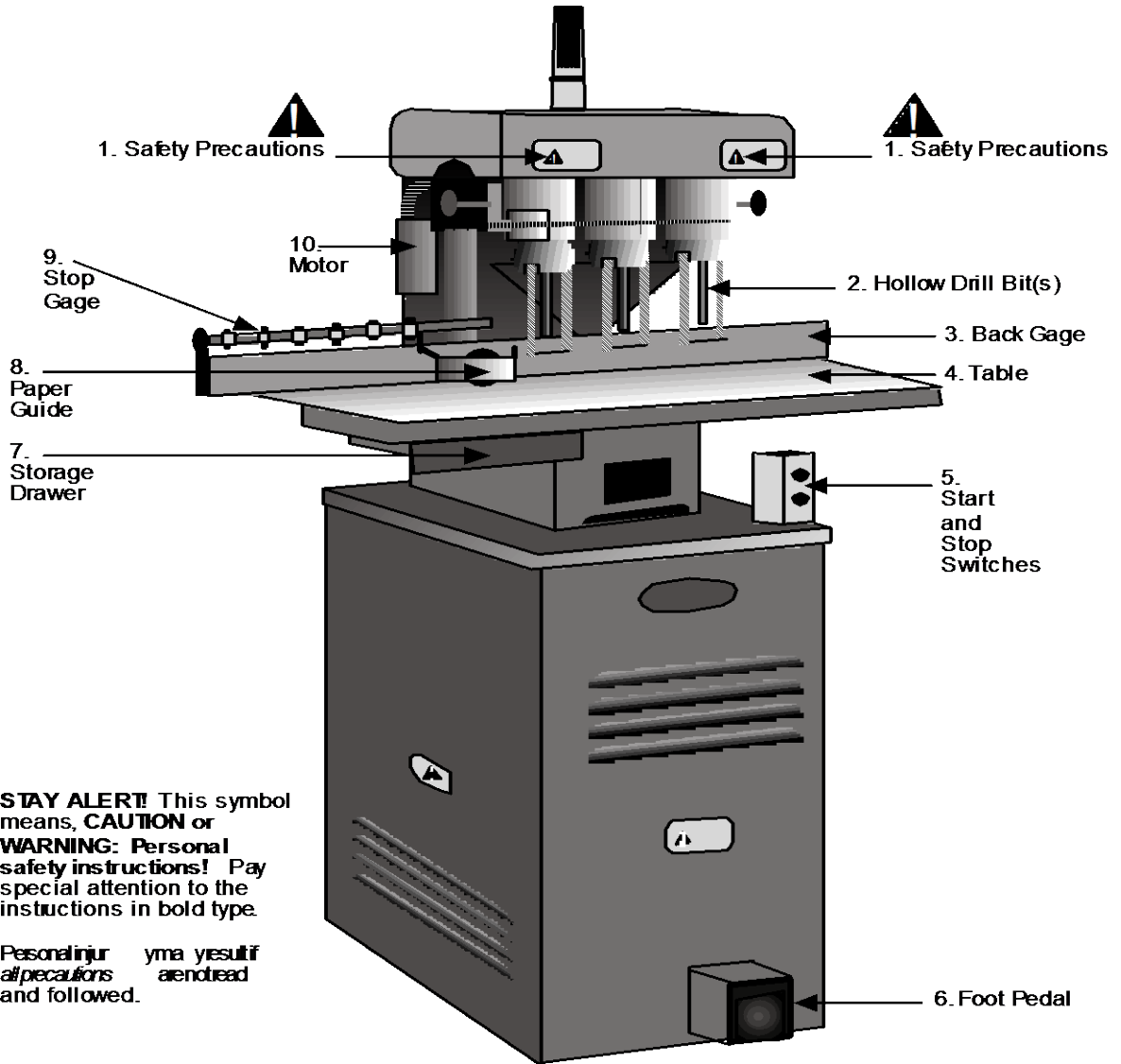
1. Always use a piece of scrap wood and set the table or stop to keep from drilling into the tabletop.
2. Use a clamp or vise grips to secure/fasten your wood to the table.
3. Make sure that your scrap wood, good wood, and any clamp you are using are the **ONLY** objects on the table. Other objects can get caught in the machine and cause injuries.
4. Use a "V-block" clamp for C02 cars, round or irregular shaped stock.
5. Select the right size and type of bit. Wood bits for wood; metal bits for metal.
6. Use a center punch for a guide whenever possible. Always use a center punch when drilling into metal or hard woods.
7. Do not panic if the bit gets stuck in the wood. Turn the machine off. When it has completely stopped, remove the bit from your wood.
8. Select the correct drilling speed. For metal or hard woods and large drill bits you should use a slower speed.
9. Always remove the chips from the table after the machine is turned off and is no longer moving.  
Use a table brush, never your hands.
10. As with any machine, if it is not working properly you should always turn it off, unplug it, and tell a teacher.



**Drill Press Parts**



**DRILL**



**RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

**1.3 RESPONSIBILITY**

It is the responsibility of each instructor to insure that a safe environment is maintained in his/her area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By:  
President

\_\_\_\_\_  
Date







**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Auto Collision Safety Program**

**Page 1 of 15**

**Implementing Procedure for Policy 8.05**

**Date Approved: 11/26/03**

**Division: Instruction**

**1.1 PURPOSE:**

The purpose of this policy is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE:**

**Safety Training**

Safety Training should be conducted at the beginning of each semester or prior to the individual using a specific piece of equipment. The training should be documented on the enclosed Training Record. These records should be maintained for a period of 3 years and are subject to inspection and audit by the CF Public Safety Department or State of Florida Department of Education or other agencies.

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  - Safety videos
  - The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
  - Safety quizzes and tests, etc.
  - Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.
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## **GENERAL SAFETY PRACTICES**

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2. Both hands should be used to pick up heavier objects.
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6. Bending and unnecessary twisting of the body for any length of time is avoided.
7. Work should be done at the proper level.
8. Two people carry long pieces of materials.
9. Do not lift heavy loads above shoulder level.

### **PERSONAL PROTECTION**

1. Confine long hair so that it is not exposed to machinery and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Provide respirators for use where harmful dusts or fumes exist (see WISHA rules). \*\*  
Respirator use requires appropriate certification, fit testing, and supervision to insure that there is proper fit, training, and inspection should be all taking place.
4. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
5. Prohibit the wearing of loose clothing in the laboratory and shop areas.
6. Require students to remove rings and other jewelry while working in the laboratory and shop areas.
7. Where noise levels should be excessive over long periods of time, ear protection should be worn.
8. Protective apparel, including safety shoes, aprons, shields, and gloves, should be worn properly as required by the nature of the task.
9. Provisions should be made for cleaning and sterilizing respirators, masks, and goggles.
10. Head protection is worn in all areas where there is danger of falling and/or flying objects.

**FACILITY CONDITION**

1. Aisles, machines, benches, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evaluation of premises.
10. Laboratories and workplaces should be free from excessive dust, smoke, and airborne toxic materials.
11. Utility lines and shutoffs should be properly identified.
12. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

**HOUSEKEEPING PRACTICES**

1. Provide for the storage and daily removal of all sawdust, metal cuttings, rags, and other waste materials.
2. Provide properly marked boxes, bins, or containers for various kinds of scrap stock and rags.
3. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
4. Employ a standard procedure to keep floors free of oil, water, and foreign material.
5. Provide for the cleaning of equipment and facilities after each use.
6. Provide regular custodial service in addition to end of class cleanup.
7. Prohibit the use of compressed air to clean clothing, equipment, and work areas.
8. Keep walkways and work areas free of all obstructions.
9. Floor surfaces must be maintained in a “nonskid” condition.
10. Tools and materials should be stored orderly and safely.
11. File cabinets and other tall cabinets should be required to be anchored.

**EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner’s manual.



2. Machines and apparatus should be arranged so that operators should be protected from hazards of other machines or passing individuals.
3. Point of operation zones should be properly identified and guarded.
4. Permanent enclosure guards properly protect pulleys, gears, and belts.
5. Guards should be removed only for repair purposes and then replaced immediately.
6. Equipment control switches for each machine should be easily available to the operator.
7. Machines should be turned off when the instructor is out of the room and/or if the machine is unattended.
8. Proper cleaning equipment is used (avoid air for cleaning purposes).
9. Nonskid areas should be maintained around dangerous equipment.
10. A preventive maintenance program is established for all equipment.
11. Machines should be guarded to comply with WISHA code.
12. Cutting tools should be kept sharp, clean, and in safe working order.
13. All hoisting devices should be maintained in a safe operating condition and specified load ratings should be easily identified.
14. Machines that should be defective or being repaired should be clearly marked and made inoperable by locking out the machine power switch.
15. Machines and apparatus should be marked with proper color code.
16. Equipment cords and adapters should be maintained in a safe working condition.
17. Adjustment and repair of any machine is restricted to experienced persons.
18. Ladders should be maintained and stored properly.
19. Machines designated for fixed location are securely anchored.

### **HAND TOOLS**

1. Instruct students to select the right tools for each job.
2. Establish regular tool inspection procedures to ensure tools are maintained in safe condition.
3. Instruct students in the correct use of tools for each job.
4. Provide proper storage facilities.
5. Do not lay tools on operating machinery or equipment.

6. Keep tools out of aisles and working spaces where they may become tripping hazards.
7. Do not put sharp objects or tools in pockets. This could result in cuts or being stabbed.

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### **GENERAL USE OF TOOLS**

1. Keep cutting edges sharp and carry in a sheath or holster made for that purpose.
2. Report defective (worn, damaged and etc.) tools promptly to your supervisor for repair or replacement.
3. Keep tool handles free from splinters, burrs, etc. Handles must be tight on the head and free of cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have burred heads. Dress heads to remove burrs or chipped edges.
5. When handing a tool to another person, direct sharp points and cutting edges away from both you and the other person.
6. Use only insulated tools when working around energized electrical circuits or equipment.
7. When using a knife, pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.
8. Do not carry hand tools in your pockets, such as screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

### **Files/Rasps**

1. Never use a file as a pry.
2. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

### **Hammers**

1. Do not use hammer with cracked, broken, splintered or loose handle. It must be securely set in the head. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles.
2. Do not use hammer with oily, greasy or wet hands.
3. Use the claw for pulling nails. Do not use as a pry or wedge, or for pulling spikes.
4. Never use a hammer with a hardened face on tempered, machined or hardened surfaces. Rawhide, plastic, rubber, lead, brass or copper hammers will prevent damage to parts and also eliminate the danger of flying chips of metal.

### **Knives**

1. Do not place the hand or fingers over the back of a knife blade while it is in use.
2. Do not try to catch a falling knife. Move out of its path, allow it to fall, and then pick it up.
3. Always cut away from the body.
4. Keep knives sharp.
5. Replace knives with worn handles.
6. Use knives with retractable blades when available.

### **Pliers**

1. Never cut through live wires; turn off the current first. Use insulated pliers for electrical work.
2. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire or whatever is being cut; this will prevent the loose ends from flying and causing possible eye injury.

### **Saws/Hacksaw**

1. Adjust blade (hacksaw) so that it is taut in the frame before using.
2. Keep saw blades sharp.

### **Screwdrivers**

1. Select the correct size and type of screwdriver to fit the job.
2. Never use a screwdriver as a chisel or as a substitute for a pinch bar or pry bar. (Exceptions are dry point and impact screwdriver).
3. Do not put fingers near blade when tightening a screw.
4. For electrical work, use only screwdrivers that have insulated handles of nonflammable material.
5. Do not use screwdrivers to tighten/loosen screws on hand-held objects.

### **Wrenches**

1. Do not use a makeshift wrench.
2. Do not use a wrench if the jaws are cracked or worn.
3. Always use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.
4. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.
5. Never use a piece of pipe, tubing or another wrench to extend the handle of the wrench in order to secure additional leverage.
6. Do not use wrench with oily, greasy or wet hands.

### **Machines/Power Tools (General)**

1. Operate a machine only after you have received thorough instructions and advised by your supervisor that you are qualified to operate that machine.
2. When working around machinery, do not wear loose clothing, torn sleeves, ties, key chains, rings, watches or any item that could become entangled in the machinery.
3. Use a hair net, rubber band, cap, clamp or other mechanism approved by your supervisor to contain long hair when working around machinery such as drills, grinders, power saws and other machinery with exposed rotating parts.
4. Make all adjustments with the power off.
5. Never attempt repair on live circuits, electrical appliances, power tools, cables or wiring unless you are licensed/certified and authorized by your supervisor.
6. Inspect all portable power tools before operating, including power cables, extension cords and adapters. Do not use if defective or damaged.
7. Use "ground fault circuit interrupter" (GFCI) protected circuits to operate all portable power tools.

### **Drills**

1. Adjust the table or depth stop to avoid drilling into the table.
2. Securely lock drill bit or cutting tool into chuck.
3. Always wear eye protection (safety glasses or a face shield) when using drills.
4. Always keep finger on the portable drill switch so that power may be shut off instantly.
5. Do not use distorted or bent drill bit.
6. Disconnect extension cord before attempting to loosen a chuck on portable drills.
7. Discontinue using a drill, which overheats. (Hot to the touch or smells of burning wire.)
8. Secure work piece before drilling.

### **Grinders**

1. Adjust tool rests to within 1/8" of the abrasive wheel and thoroughly tighten it in place.
2. Adjust movable tongue guard to within 1/4 inch of the abrasive wheel.

3. Inspect the wheels for chips, cracks or grooves on the face or side before turning on grinder. Do not use wheels if any of these problems are recognized.
4. Dress grinding wheels on the face only.
5. When grinding, use the face of the wheel only.
6. If the grinding wheel vibrates, do not use it. Tag it out of service and report it to your supervisor.
7. Do not touch ground portion of work piece until you are sure work piece has cooled.
8. When finished using the grinder, shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean.
9. Do not operate grinders near flammable containers or where gasoline fumes are present.

### **Saws (Power)**

1. Do not operate any power saw unless your supervisor or other qualified trainer has trained you.
  2. Do not operate saws unless safety guards are in place and operational before use.
  3. Always keep hands and fingers away from the saw blade.
  4. Disconnect machine from power source when making adjustments.
  5. Shut off power and clean the saw and work area before leaving.
  6. When operating scroll saws, stop the machine before removing scrap pieces from the table.
  7. Turn off the machine if the material is to be backed out of an uncompleted cut or jammed cut.
  8. Clamp work when using hole saw or cutting tools larger than 1/2" diameter.
  9. On band saws, adjust the upper blade guide about 1/8" above the material being cut.
  10. On band saws, make adjustments for taut blade tension and centered blade tracking.
  11. Hold work piece firmly against the table.
  12. Use push sticks when operating power table saws.
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## **AUTO BODY COLLISION REPAIR**

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Safety is one aspect of the automotive repair industry that cannot be overemphasized. A good mechanic is a safe mechanic. If there is a fast way or a safe way to do the job, take the safe way. Otherwise, you may not get the job done at all.

Listed below are some of the potential exposures and safety precautions that you will be confronted with.

### **GENERAL PRECAUTIONS**

1. Oil or adjust moving parts only if authorized.
2. Use caution when working near the fan and belt.
3. Whenever possible, work with the engine switch in the “OFF” position.
4. The fan belt should be tightened only when the engine is stopped.
5. Always consider the engine and exhaust system to be “HOT”.
6. Do not pour gasoline from an open container into the carburetor.
7. Use extreme care when welding on vehicles—provide fire protection.
8. Do not work directly above another student.
9. Wait for the radiator to cool before removing the cap
10. Make sure that hoods are secured in an open position when working on the engine.
11. When “pulling engines,” be sure that ropes or slings are properly fastened.

### **PERSONAL HEALTH HAZARDS**

1. Wear appropriate personal protective equipment while spray painting. THIS INCLUDES SPRAY PAINT CANS.
2. Do not clean hands in solvent or gasoline. These materials are explosive and also can cause a skin rash.
3. Avoid back strain when it is necessary to lift parts from the engine.
4. Never place hands in front of a high-pressure grease gun.
5. Keep open wounds properly dressed and covered.
6. Eliminate loose clothing and confine long hairs. (This includes chains and long earrings.)

### **JACKING AND HOISTING**

1. Do not jack up the vehicle if anyone is under it.
2. Jack stands must be used when working under vehicles. When using a hoist, it must have air/hydraulic backup controls and/or locks.
3. Avoid excessive shaking of the vehicle when on jack stands.
4. Have the instructor inspect the jack stand supports before students work under any vehicle.
5. Long jack handles are a serious tripping hazard and they should be barricaded or raised out of position.
6. Do not use bumper jacks.
7. Do not run an engine when the car is on the hoist or on jack stands.
8. Caution should be observed when lowering a vehicle.

### **DRIVING AND LOCATING THE VEHICLE FOR WORK**

1. Clean up all spills immediately and ventilate the area.
2. Use only approved solvents for cleaning parts. Do not use gasoline.
3. Be sure that there is proper ventilation before an engine is started.

4. Keep oil-soaked rags in approved rag waste containers.
5. Check fuel connections for leaks before starting an engine.
6. Keep flammable liquids in closed, approved containers.

### **AIR PRESSURE**

1. Use an air gauge when inflating tires.
2. When inflating truck tires that have a snap ring, the tire should be confined within an approved cage.
3. Never aim an air hose at another student or at yourself.

### **WRENCHES AND TOOLS**

1. Keep all tools clean and free of oil and grease.
2. Keep tools picked up from the floor.
3. Make certain that wrenches fit properly.
4. Hammers with loose handles should not be used.
5. Use tools only for the purpose for which they are designed—never use a file as a pry bar.
6. Creepers should be stood on end or stored in a rack when not in use.
7. Do not use chisels or punches with “mushroom” heads.
8. The palm of your hand is not a tool. Install wheel covers with a rubber mallet.

### **CARBON MONOXIDE**

Carbon monoxide is a poisonous gas caused by incomplete burning of gasoline or other fuels. It is present in gaseous form when the engine is running. Even a small amount of carbon monoxide in your body can be fatal. That is why it is imperative that you never run an engine in a poorly ventilated area.

### **COMPRESSED GAS**

The most commonly used gases for cutting and welding are oxygen and acetylene. However, you may also be using hydrogen, nitrogen, Maap gas, argon, helium, Freon, ammonia, propane (liquefied petroleum gas), carbon dioxide, or sulphur dioxide in some of your projects.

To use them safely you need to know their characteristics and be sure you are using the right bottle. There is an immense amount of power in each cylinder. Careless handling resulting in valve or cylinder damage can produce instant death for you or your friends. Use a cart or hand truck for moving cylinders.

### **FLAMMABLE GASES**

Acetylene, hydrogen, propane, and Maap gas are highly flammable. They are normally handled in compressed gas cylinders or tanks. Acetylene is dissolved in acetone (Maap gas and propane are liquefied by pressure), so it is especially important that these cylinder be kept upright when in use.

They will all form violently explosive mixtures with air or oxygen, so valves, regulators, hoses and other equipment must be tight and in good repair. **Shut off valves and regulators when they are not in use!**

Store space flammable gas cylinders in a well-ventilated location, separated by a fire-resistant barrier—preferably outside.

All gas cylinders must be secured and stored erect at all times. When moving, **cylinder caps must be in place**. Students should not move cylinders unless secured to carts.

## **OXYGEN**

For shop use, this gas is in a class by itself. It will combine with many common materials and under the right conditions will cause these materials to burn violently or to explode. Oxygen under high pressure can cause oils to explode. **NEVER USE OIL ON ANY OXYGEN VALVE OR REGULATOR EQUIPMENT!** If you change cylinders, always have the instructor check your work before opening the valve.

## **NONFLAMMABLE GASES**

These include nitrogen, argon, helium, Freon, sulphur dioxide, and to some extent ammonia, which is flammable only in high concentrations. Some are odorless, and others (sulphur dioxide, ammonia) have extremely strong odors. None will support life so adequate ventilation of the use area is essential. Read up on the specific characteristics and detailed safety precautions for the gas you will use and discuss them with your instructor before proceeding.

## **DUSTS, FUMES, AND COMBUSTIBLE METALS**

Dust or fumes (fine metal particles from burning) found in the industrial arts laboratory can be irritating to some people. Some can be highly flammable or explosive and possibly cause serious or permanent illness.

It is important to control classroom exposure by:

1. Using the ventilation equipment to remove dust from your work area.
2. Sweeping or vacuuming and properly disposing of dust produced.
3. Wear an appropriate respirator when working on dust producing operations.
4. Consulting your instructor before cutting, welding, or grinding on galvanized metals.
5. Asbestos dust is a particular hazard that requires extra precaution when cutting or drilling or machining. Appropriate respirators and protective clothing must be worn when working with this material.
6. Certain metals such as magnesium are flammable and unstable and should not be used in the industrial arts laboratory.
7. When working with lead or zinc, whether burning, welding, soldering, melting, or machining, good ventilation is essential.

## **FLAMMABLE AND COMBUSTIBLE LIQUIDS**

1. Flammable and combustible liquids are essential in many industrial arts classes. They must be stored and used in a manner that will provide a high degree of safety.
2. Always read the label on the container before using any of these materials.

## **FLAMMABLE AND COMBUSTIBLE LIQUIDS ARE POTENTIALLY DANGEROUS**

### **BECAUSE:**

1. Many produce vapors that are heavier than air and can accumulate along floors or other low points, lying in wait for a stray spark.
2. Many are readily oxidized or release heat in curing so that rags or waste coated with them will catch fire spontaneously.
3. Vapors from some have harmful effects and can cause damage to nervous and/or waste elimination systems of the body.
4. All are poisonous if taken internally.



5. Most will remove protective oils from the skin, and repeated exposure can cause dermatitis (skin rash).
6. Nearly all will burn violently. Such fires are difficult to extinguish without proper extinguishing agents.
7. When burning, most flammable liquids will produce dense black smoke that may drive you from the room before the fire can be put out.

**STORE AND HANDLE FLAMMABLE AND COMBUSTIBLE LIQUIDS SAFELY:**

1. Be sure the exhaust fan or vents are operating in the flammable liquids storeroom.
2. Draw out only as much as you need for your class period or particular operation.
3. Dump waste or excess materials only in covered metal containers as directed by the instructor.
4. Use a funnel when pouring into a small container.
5. Clean up spills and drips immediately, disposing of the rags and waste material as instructed.
6. Read and follow instructions for handling and mixing catalysts with resins or finishes.
7. Never pour catalysts back into the bottle.
8. Always add catalyst to resin, **not** resin to catalyst.
9. Never apply resin, paint or other finishing material near areas used for cutting, welding, grinding, or other hot work.
10. Be sure that the working area is well ventilated.
11. Store thinners and solvents only in original purchase containers or approved cans.
12. Use rubber gloves to minimize chances of skin irritation when working with epoxy and polyester resins.
13. Wash hands and other exposed skin areas before leaving the shop.

Some of the more hazardous flammable liquids that you may encounter in your shop activities are (listed in approximate order of hazard):

Starting fluid

\*\*Aerosol cans

Gasoline

\*Catalysts M.E.K. Peroxide

Carburetor cleaner

Acetone

Lacquer and lacquer thinner

Adhering liquid (for silk-screen process)

Paint thinner

Alcohol

Shellac

\*Japan dryer

Kerosene

Paint

Resin (polyester)

Stain and varnish

Danish oil

\*These materials could accelerate spontaneous combustion or could react violently when mixed with organic material.

\*\*The hazard could vary greatly depending upon the propellant used in the can.

**RECORDKEEPING**

- 1. Always keep an adequate record of accidents and report it through proper channels.
- 2. An analysis of accidents should be made for the purpose of corrective action.

**1.3 RESPONSIBILITY**

It is the responsibility of each instructor to insure that a safe environment is maintained in their area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By:  
President

\_\_\_\_\_  
Date





COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Auto Mechanics Safety Program</b>	
<b>Page 1 of 17</b>	<b>Implementing Procedure for Policy 8.05</b>
<b>Date Approved: 11/26/03</b> <b>Date Revised: 04/18/05</b> <b>Date Revised: 04/23/10</b>	<b>Division: Instruction</b>

**1.1 PURPOSE:**

The purpose of this procedure is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE**

**Safety Training**

Safety Training should be conducted at the beginning of each semester or prior to the individual using a specific piece of equipment. The training should be documented on the enclosed Training Record. These records should be maintained for a period of 3 years and are subject to inspection and audit by the CF Public Safety Department or State of Florida Department of Education or other agencies.

It is reasonable and prudent for an instructor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.

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## **GENERAL SAFETY PRACTICES**

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### **BODY MECHANICS**

1. Use proper muscle groups and distribute any weight.
2. Both hands should be used to pick up heavier objects.
3. Lifting heavy objects alone should be avoided. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people carry long pieces of equipment.
9. Do not lift heavy loads above shoulder level.

### **PERSONAL PROTECTION**

1. Confine long hair so that it is not exposed to machinery and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Provide respirators for use where harmful dusts or fumes exist. \*\* Respirator use requires appropriate certification, fit testing, and supervision to insure that there is proper fit, training, and inspection are all taking place.
4. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
5. Prohibit the wearing of loose clothing in the laboratory and shop areas.
6. Require students to remove rings and other jewelry while working in the laboratory and shop areas.
7. Where noise levels are excessive over long periods of time, ear protection should be worn.
8. Protective apparel, including safety shoes, aprons, shields, and gloves, are worn properly as required by the nature of the task.
9. Provisions are made for cleaning and sterilizing respirators, masks, and goggles.
10. Head protection is worn in all areas where there is danger of falling and/or flying objects.

**FACILITY CONDITION**

1. Aisles, machines, benches, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors are maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evaluation of premises.
10. Laboratories and workplaces should be free from excessive dust, smoke, and airborne toxic materials.
11. Utility lines and shutoffs should be properly identified.
12. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

**HOUSEKEEPING PRACTICES**

1. Provide for the storage and daily removal of all sawdust, metal cuttings, rags, and other waste materials.
2. Provide properly marked boxes, bins, or containers for various kinds of scrap stock and rags.
3. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
4. Employ a standard procedure to keep floors free of oil, water, and foreign material.
5. Provide for the cleaning of equipment and facilities after each use.
6. Provide regular custodial service in addition to end of class cleanup.
7. Prohibit the use of compressed air to clean clothing, equipment, and work areas.
8. Keep walkways and work areas free of all obstructions.
9. Floor surfaces must be maintained in a “nonskid” condition.
10. Tools and materials are stored orderly and safely.
11. File cabinets and other tall cabinets are required to be anchored.

**EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner’s manual.

2. Machines and apparatus should be arranged so that operators are protected from hazards of other machines or passing individuals.
3. Point of operation zones should be properly identified and guarded.
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4. Make all adjustments with the power off.
5. Never attempt repair on live circuits, electrical appliances, power tools, cables or wiring unless you are licensed/certified and authorized by your supervisor.
6. Inspect all portable power tools before operating, including power cables, extension cords and adapters. Do not use if defective or damaged.
7. Use "ground fault circuit interrupter" (GFCI) protected circuits to operate all portable power tools.

### **Drills**

1. Adjust the table or depth stop to avoid drilling into the table.
2. Securely lock drill bit or cutting tool into chuck.
3. Always wear eye protection (safety glasses or a face shield) when using drills.
4. Always keep finger on the portable drill switch so that power may be shut off instantly.
5. Do not use distorted or bent drill bit.
6. Disconnect extension cord before attempting to loosen a chuck on portable drills.
7. Discontinue using a drill, which overheats. (Hot to the touch or smells of burning wire.)
8. Secure work piece before drilling.

### **Grinders**

1. Adjust tool rests to within 1/8" of the abrasive wheel and thoroughly tighten it in place.
2. Adjust movable tongue guard to within 1/4 inch of the abrasive wheel.

3. Inspect the wheels for chips, cracks or grooves on the face or side before turning on grinder. Do not use wheels if any of these problems are recognized.
4. Dress grinding wheels on the face only.
5. When grinding, use the face of the wheel only.
6. If the grinding wheel vibrates, do not use it. Tag it out of service and report it to your supervisor.
7. Do not touch ground portion of work piece until you are sure work piece has cooled.
8. When finished using the grinder, shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean.
9. Do not operate grinders near flammable containers or where gasoline fumes are present.

### **Saws (Power)**

1. Do not operate any power saw unless your supervisor or other qualified trainer has trained you.
  2. Do not operate saws unless safety guards are in place and operational before use.
  3. Always keep hands and fingers away from the saw blade.
  4. Disconnect machine from power source when making adjustments.
  5. Shut off power and clean the saw and work area before leaving.
  6. When operating scroll saws, stop the machine before removing scrap pieces from the table.
  7. Turn off the machine if the material is to be backed out of an uncompleted cut or jammed cut.
  8. Clamp work when using hole saw or cutting tools larger than 1/2" diameter.
  9. On band saws, adjust the upper blade guide about 1/8" above the material being cut.
  10. On band saws, make adjustments for taut blade tension and centered blade tracking.
  11. Hold work piece firmly against the table.
  12. Use push sticks when operating power table saws.
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**AUTOMOBILE MECHANIC  
AUTOMOBILE TECHNICIAN**

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Safety is one aspect of the automotive repair industry that cannot be overemphasized. A good mechanic is a safe mechanic. If there is a fast way or a safe way to do the job, take the safe way. Otherwise, you may not get the job done at all.

Listed below are some of the potential exposures and safety precautions that you will be confronted with.

**GENERAL PRECAUTIONS**

1. Oil or adjust moving parts only if authorized.
2. Use caution when working near the fan and belt.
3. Whenever possible, work with the engine switch in the “OFF” position.
4. The fan belt should be tightened only when the engine is stopped.
5. Always consider the engine and exhaust system to be “HOT.”
6. Do not pour gasoline from an open container into the carburetor.
7. Use extreme care when welding on vehicles—provide fire protection.
8. Do not work directly above another student.
9. Wait for the radiator to cool before removing the cap.
10. Make sure that hoods are secured in an open position when working on the engine.
11. WHEN “PULLING ENGINES” BE SURE THAT ROPES OR SLINGS ARE PROPERLY FASTENED. DON'T STAND OR LIE UNDER AN ENGINE OR TRANSMISSION FASTENED TO A CHAIN OR LIFTING STRAP. THE CHAIN/STRAP COULD FAIL AND YOU COULD BE CRUSHED.

**PERSONAL HEALTH HAZARDS**

1. Wear appropriate personal protecting equipment while spray painting. THIS INCLUDES SPRAY PAINT CANS.
2. Do not clean hands in solvent or gasoline. These materials are explosive and also can cause a skin rash.
3. Avoid back strain when it is necessary to lift parts from the engine. Crouch down and let your legs/thighs do the work.
4. Never place hands in front of a high-pressure grease gun.
5. Keep open wounds properly dressed and covered.
6. Eliminate loose clothing and confine long hair. (This includes chains and long earrings.)
7. Never spray compressed air into the skin or eyes. A FATAL INJURY COULD RESULT.
8. Wear safety glasses when under a vehicle. This will protect your eyes from falling debris— dirt, and, glass, metal, etc.
9. Wash hands and clothing frequently—this prevents skin problems and prevents tools from slipping out of your hands.

**JACKING AND HOISTING**

1. Do not jack up the vehicle if anyone is under it.
2. Jack stands must be used when working under vehicles. When using a hoist, it must have air/hydraulic backup controls and/or locks.
3. Avoid excessive shaking of the vehicle when on jack stands.
4. Have the instructor inspect the jack stand supports before students work under any vehicle.
5. Long jack handles are a serious tripping hazard and they should be barricaded or raised out of position.
6. Do not use bumper jacks.

7. Do not run an engine when the car is on the hoist or on jack stands.
8. Caution should be observed when lowering a vehicle.

### **DRIVING AND LOCATING THE VEHICLE FOR WORK**

1. Do not wear eye protection with restricted vision when driving a vehicle in the shop.
2. Only students with valid driver licenses and with the instructor's permission should drive vehicles.
3. Work should not be performed on vehicles parked in heavily traveled areas or on public thoroughfares.
4. Towing or pushing should be done only with instructor approval.
5. Have a fellow student guide you when parking a vehicle in a congested area.
6. Someone must be in the driver's seat of a vehicle when the engine is being started.
7. Reckless driving or "peeling-out" in the work area is forbidden and constitutes a major safety violation that could cause termination of your participation in the auto mechanic program.

### **GREASES, OILS, FUELS, AND SOLVENTS**

1. Clean up all spills immediately and ventilate the area.
2. Use only approved solvents for cleaning parts. Do not use gasoline. Wear gloves when cleaning parts with solvents.
3. Be sure that there is proper ventilation before an engine is started.
4. Keep oil-soaked rags in approved rag waste containers.
5. Check fuel connections for leaks before starting an engine.
6. Keep flammable liquids in closed, approved containers.
7. Clean up all oil/fuel/solvent spots and/or spills before a "test" drive. Don't expect someone else to secure your mess.
8. Use drip pan for all vehicles stored overnight.

### **AIR PRESSURE**

1. Use an air gauge when inflating tires. Do not over inflate tires.
2. When inflating truck tires that have a snap ring, the tire should be confined within an approved cage.
3. Never aim an air hose at another student or at yourself.

### **WRENCHES AND TOOLS**

1. Keep all tools clean and free of oil and grease.
2. Keep tools picked up from the floor.
3. Make certain that wrenches fit properly
4. Hammers with loose handles should not be used.
5. Use tools only for the purpose for which they are designed—never use a file as a pry bar.
6. Creepers should be stood on end or stored in a rack when not in use.
7. Do not use chisels or punches with "mushroom" heads.
8. The palm of your hand is not a tool. Install wheel covers with a rubber mallet.

### **CARBON MONOXIDE**

Carbon monoxide is a poisonous gas caused by incomplete burning of gasoline or other fuels. It is present in gaseous form when the engine is running. Even a small amount of carbon monoxide in your body can be fatal. That is why it is imperative that you never run an engine in a poorly ventilated area.

**COMPRESSED GAS**—The most commonly used gases for cutting and welding are oxygen and acetylene. However, you may also be using hydrogen, nitrogen, Maap gas, argon, helium, Freon, ammonia, propane (liquefied petroleum gas), carbon dioxide, or sulphur dioxide in some of your projects.

To use them safely you need to know their characteristics and be sure you are using the right bottle. There is no standard color code for compressed gas bottles! **Read the labels.**

Treat compressed gas cylinders with the greatest respect. There is an immense amount of power in each cylinder. Careless handling resulting in valve or cylinder damage can produce instant death for you or your friends. Use a cart or hand truck for moving cylinders.

**FLAMMABLE GASES**—Acetylene, hydrogen, propane, and Maap gas are highly flammable. They are normally handled in compressed gas cylinders or tanks. Acetylene is dissolved in acetone (Maap gas and propane are liquefied by pressure), so it is especially important that these cylinders be kept upright when in use.

They will all form violently explosive mixtures with air or oxygen, so valves, regulators, hoses and other equipment must be tight and in good repair. **Shut off valves and regulators when they are not in use!**

Store spare flammable gas cylinders in a well-ventilated location, separated by a fire resistant barrier—preferably outside.

All gas cylinders must be secured and stored erect at all times. When storing or moving, **cylinder caps must be in place.** Students should not move cylinders unless secured to carts.

**OXYGEN**—For shop use, this gas is in a class by itself. It will combine with many common materials and under the right conditions will cause these materials to burn violently or to explode. Oxygen under high pressure can cause oils to explode. **NEVER USE OIL ON ANY OXYGEN VALVE OR REGULATOR EQUIPMENT!**

**NONFLAMMABLE GASES**—these include nitrogen, argon, helium, Freon, sulphur dioxide, and to some extent ammonia, which is flammable only in high concentrations. Some are odorless, and others (sulphur dioxide, ammonia) have extremely strong odors. None will support life, so adequate ventilation of the use is essential. Read up on the specific characteristics and detailed safety precautions for the gas you will use and discuss them with your instructor before proceeding.

### Key Control

The instructor is responsible for collecting all vehicle ignition keys and securing them. Students should not have access to vehicle ignition keys. Auto shop teachers should:

- Keep the keys to all vehicles in a locked area under their control
- Keep a log of the keys checked out to students for vehicle repair during class, and ensure all keys are collected at the end of class.

## Test Driving Vehicles

*Test-driving* a vehicle requires a person to drive a defective vehicle for diagnostic purposes or a repaired automobile to determine if all repairs have been made adequately. Test-driving an automobile is inherently dangerous. There is the possibility of mechanical failure resulting in a wreck. If test-driving on a public roadway, the risk is increased due to traffic concerns.

Young drivers are twice as likely to experience an automobile crash due to their lack of driving experience. According to the Insurance Institute for Highway Safety, the automobile crash death rate for 16-year-olds nearly doubled from 1975 to 1996. The institute cites high-risk circumstances such as night driving and driving with other teens in the car as factors in these statistics. The best loss control method to reduce this exposure is to allow **only** college employees (e.g., auto shop instructors) to *test drive* vehicles. Limit the number of student passengers to reduce the exposure.

However, if it is your choice to allow students to test drive vehicles, the following suggestions are made to limit this exposure:

- **Require** student to be 18 years old and/or have **at least** one year of driving experience.
- **Require** student to have successfully completed a driver's education course.
- **Ensure** the student has a valid motor vehicle license.
- **Require** students to obtain express permission from the instructor prior to test drives.
- Test drive vehicles on college property in **a safe place** away from traffic whenever possible.
- Test drive vehicles **only** during the full daylight hours.
- **Do not** test drive vehicles during inclement weather.
- **Do not allow** other student passengers in the car.
- Due to the potential of catastrophic accidents **prohibit** students from *test-driving* vehicles that have had brake repairs.

Also, remember that general liability and property coverage *specifically excludes* automobile racing. **Do not allow** students to build, repair, practice, or prepare any car intended for racing, speed or demolition contests, or any stunt activity.

## RECORDKEEPING

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

**1.3 RESPONSIBILITY**

It is the responsibility of each instructor to insure that a safe environment is maintained in his/her area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By:  
President

\_\_\_\_\_  
Date







## CENTRAL FLORIDA COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE

**Title: Criminal Justice Institute Safety Program**

**Page 1 of 4**

**Implementing Procedure for Policy 8.05**

**Date Approved: 11/26/03**

**Division: Instruction**

### **1.1 PURPOSE:**

The purpose of this policy is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

### **1.2 PROCEDURE:**

#### **Safety Training**

Specific safety training is determined by the Criminal Justice Standards and Training Commission. Specific requirements are contained in the Florida Statute 943.

## **GENERAL SAFETY PRACTICES**

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### **BODY MECHANICS**

1. Use proper muscle groups and distribute any weight.
2. Both hands are used to pick up heavier objects.
3. Lifting heavy objects alone is not recommended. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people should carry long pieces of equipment..
9. Do not lift heavy loads above shoulder level.

### **PERSONAL PROTECTION**

1. Confine long hair so that it is not exposed and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.

4. Where noise levels are excessive over long periods of time, ear protection should be worn.

### **FACILITY CONDITION**

1. Machines, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evacuation of premises.
10. Workplaces should be free of excessive dust, smoke, and airborne toxic materials.
11. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

### **HOUSEKEEPING PRACTICES**

1. Provide for the storage and daily removal of all waste materials.
2. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
3. Employ a standard procedure to keep floors free of oil, water, and foreign material.
4. Provide for the cleaning of equipment and facilities after each use.
5. Provide regular custodial service in addition to end of class cleanup.
6. Keep walkways and work areas free of all obstructions.
7. Floor surfaces must be maintained in a “nonskid” condition.

### **EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner’s manual.
2. Machines and apparatus should be arranged so that operators are protected from hazards of other machines or passing individuals.
3. Machines should be turned off when the instructor is out of the room and/or if the machine is unattended.
4. Proper cleaning equipment should be used (avoid air for cleaning purposes).

5. Nonskid areas should be maintained around dangerous equipment.
6. A preventive maintenance program should be established for all equipment.
7. Equipment cords and adapters should be maintained in a safe working condition.
8. Adjustment and repair of any machine should be restricted to experienced persons.
9. Ladders should be maintained and stored properly.

**RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

**1.3 RESPONSIBILITY**

It is the responsibility of each instructor to insure that a safe environment is maintained in their area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by:  
President

\_\_\_\_\_  
Date





<b>Title: Dental Safety Program</b>	
<b>Page 1 of 25</b>	<b>Implementing Procedure for Policy 8.05</b>
<b>Date Approved: 04/18/05</b>	<b>Division: Instruction</b>

## DENTAL SAFETY

### 1.1 Introduction:

An effective Infection and Hazardous Control Policy is mandatory for the safety of patients, students, faculty and staff in any health care environment. The CF Infection and Hazard Control Policy parallel the policy of the Marion County Health Department because of the close relationship between the two institutions. These policies have been reviewed and approved by the dental assisting program facilitator and the administrative dentist at the Marion County Health Department.

### 1.2 Purpose:

The purpose of infection control policies and procedures is to:

- Minimize the risk of transmission of blood born pathogens to patients and dental health care workers in the dental clinic setting.
- Assure that all biomedical waste is properly handled to eliminate exposure of the public to possible disease causing agent, which may be present in this type of waste.
- Minimize the human contact with potentially infectious materials, wastes, devices and disposal of biomedical materials/ waste generated within the County Health Department.
- Ensure minimal risk to client, staff, public and the environment for any biomedical material/waste.
- Ensure that all biomedical waste is disposed of in accordance with all applicable laws.

#### 1.2.1 Definitions:

Biomedical waste:

- Any solid waste or liquid waste, which may present a threat of infection to humans. The term includes, but is not limited to, non-liquid human tissue and body part, laboratory and veterinary waste, which contain human disease-causing agents, discarded sharps, human blood products and body fluids.
- Used, absorbent materials saturated with blood, body fluids, saliva in dental procedures or excretions or secretions contaminated with blood. Absorbent materials include items such as bandages, gauzes, sponges, cotton rolls or cotton balls, and paper barriers.
- Disposable devices, which retain visible blood adhering to the inner surfaces after use and thorough rinsing, such as intravenous tubing, disposable speculums, and dir-angles.

- Body fluids which have the potential to harbor pathogens such as Human Immunodeficiency Virus and Hepatitis B Virus and include lymph, semen, vaginal secretion, cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic fluids.
- Body excretions such as feces and secretions such as nasal discharges, saliva, sputum, sweat, tears, urine and vomit shall not be treated as biomedical waste unless visibly contaminate with blood.

Leak Resistant- the prevention of liquid from escaping to the environment in the upright position.

Onsite- an area that is part of or contiguous to the facility, where the biomedical is generated.

Point of Origin- the room or area where the biomedical waste is generated.

Puncture Resistant- able to withstand punctures from contained sharps during normal usage and handling.

Physical Hazard- any combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, phosphoric unstable or water reactive.

Health Hazard- means a chemical that causes acute or chronic health effects in exposed students/employees such as carcinogens, toxic agents, irritants, corrosives, sensitizers, or target specific organs.

Environmental Hazard- is considered any material, which will damage, significantly damage, or destroy human, plant or animal life or any naturally occurring thing.

**1.2.2 Don'ts for Hazardous Wastes:**

- Don't pour into a sink
- Don't pour into a public or private sewer system
- Don't pour into a septic tank
- Don't pour into the ground
- Don't bury on public or private land
- Don't place in dumpster, compactor, or other type of refuse system
- Don't transport by a private or college vehicle to a public or private dump or landfill

**1.2.3 Identification/Classification of Biomedical Wastes for Dental**

Human Blood and Blood Products	Waste blood, serum, plasma, and other blood products
Pathological Waste	Tissues, organs, body parts, blood and body fluid removed during biopsy.
Sharps	Contaminated hypodermic needles, syringes, scalpel blades, Pasteur pipettes, glass slides and broken glass

Surgery	Dressing, sponges, drapes, gloves, etc. which are saturated with blood and/or other body fluids
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**1.2.4 Segregation**

- All biomedical wastes will be segregated at the point of origin
- All sharps will be segregated from the other biomedical waste
- Any other waste which is co-mingled with biomedical waste shall be managed as biomedical waste
- All biomedical waste shall be placed in a clearly marked container or plastic bags specifically used for the purpose of biomedical waste

**1.2.5 Disposal**

- Biomedical waste shall be identified and segregated from other solid waste at the point of origin.
- Absorbent material (i.e. used cotton balls, gauze saturated with blood, body fluids or excretion or secretions contaminated with blood) shall be packaged in red bags that meet the specification.
- Human tissues and body parts (i.e. tissues, tissue cultures, teeth and nail with attached root) must be placed in a red bag.
- Sharps (i.e. needles, scalpels) are to be placed directly into the nearest sharps container (rigid, leak proof, one-way puncture-resistant container) without recapping, clipping or breaking.

**1.2.6 On-site disposal of biomedical waste**

Biomedical waste (not hazardous waste) may be disposed of into a sewer system if the following requirements are met.

- Waste is in a liquid or semi-liquid form.
- Aerosol formation from the waste materials is minimal.
- Protective equipment and apparel are used or worn by the person discharging material to the sewer system.

**1.2.7 Personal Protective Equipment Appropriate**

- Personal protective equipment must be worn when packaging biomedical waste for transport, and cleaning up spills/leakage and any time biomedical waste is handled.
- Personal protective equipment may consist of the following:

**Protective Eyewear/Splash-proof goggles:**

- Eye protection must be worn whenever splashes, spray, droplets or aerosols of blood or other potentially infectious materials may be generated and contamination can be reasonably anticipated.
- Prescription eyeglasses must be equipped with protective side shields if used for eye protection.



- Protective eyewear must be worn by persons wearing contact lenses when there is a potential for eye contamination.

**Face Mask:**

- Masks in combination with eye protection devices must be worn whenever splashes spray, droplets or aerosols of blood or other potentially infectious materials may be generated and there is potential for nose or mouth contamination.
- Disposable apron or fluid resistant lab coat.
- Fluid resistant clothing must be worn if there is potential for splashing or spraying of blood or other potentially infectious materials.
- When blood or other designated potentially infectious material has penetrated a garment; the garment shall be removed immediately (Or as soon as feasible) and the body surface washed with antiseptic soap and running water.

**Gloves:**

- Gloves must be worn when the student has the potential to have direct skin contact with blood, other potentially infectious body fluids or materials, mucous membrane, non-intact skin and when handling items or surfaces soiled with blood or other potentially infectious body fluids or materials.
- Disposable single use gloves must be changed as soon as possible when visibly soiled, torn and punctured or when their ability to function as a barrier is compromised.
- Gloves must be changed after contact with each patient and/or after contamination.

**Resuscitator Devices:**

- In the case that a student performs CPR, it is required that the student use mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
- Students using these devices must be able to follow manufacturer's instructions for appropriately using resuscitative equipment within the accepted medical practice.
- Direct mouth-to-mouth resuscitation without the use of a barrier as described by OSHA is not acceptable when the risk of exposure to the employee is "reasonably anticipated."
- All PPE shall be removed prior to leaving the work area.
- PPE Non-Compliance-students in PPE non-compliance shall be dismissed from the clinical or laboratory site and given a zero "O" grade for the day, which will adversely affect the final grade.

**1.2.8 Documentation and Labeling:**

- Red bags- must have the biomedical waste symbol imprinted on them.
- Sharps Boxes

- Must be labeled with the biomedical symbol, facility name, address and point of origin.
- Must be closed, dated, and taken to the biomedical waste room when full and then disposed of within 30 days. Sharps container is considered full when materials placed into it reach the designated fill line or if fill line is not indicated when additional material cannot be placed into the container without cramming.
- If an absorbent material is placed into a Sharps container, it must be dated at that time and then disposed of within 30 days.
- Sharps disposal containers shall be clearly labeled with the biomedical waste label. This labeling may be accomplished by applying a computer-generated stick on label.
- Each staff member that delivers a box or bag to the biomedical waste closet will sign in on the biomedical waste log. The biomedical waste closet is located in the sterilization lab.
- A biomedical waste log will be maintained at the main site.
- The Marion County Health Department will be responsible for removing the biomedical waste from the Hampton Center.
- Red bags and Sharps boxes are dedicated bio-hazardous waste containers and may not be used for any other purpose.

### **1.2.9 Packaging for Transport**

- The biomedical waste storage room/area will be identified by the international biological symbol and the phrase biomedical waste.
- At the end of the clinic session all small red bags are to be securely closed by lapping the gathered open end and binding together with tape or other device in such a manner that no liquid contained within the bag may leak.
- Small red bags will then be brought to the designated area and placed in the box being used for transport. Each large transport box will be lined with a red bag.
- Sharps container will be sealed at the point of origin and placed in a separate transport box.
- When full, the red bag used to line the transport box will be sealed by securely closing and taping the gathered open end and binding together with tape or other device in such a manner that no liquid contained within the bag may leak.
- The transport box should then be sealed with box sealing tape by the Health Support Aid Supervisor or other designated staff who have completed training in handling and proper management of bio-hazardous waste. Tape all box seams. Box weight should not exceed 40 pounds.
- The label shall be securely attached or permanently printed and clearly legible on the outer layer of the packaging in indelible ink. The following information shall be included on the label:
  - a. Transporter's name and address
  - b. Date the waste was packaged
  - c. International biohazard symbol
  - d. "Bio-hazardous" waste or "biohazard" or "infectious"
  - e. Transporter's registration number
  - f. Transporter's 24 hour telephone number

### 1.3 Biomedical Waste Storage Room

- The international biological symbol and the phrase biomedical waste will identify the biomedical waste storage room/area.
- The biomedical waste storage/area will have restricted access to prevent entry by unauthorized persons.
- The storage room/area will be maintained in such a manner as to prevent vermin, insects and objectionable odors.
- Trained personnel with the proper protective equipment for disposal will only remove biomedical waste from the storage room.

### 1.4 Spill Leakage/Cleanup

All spills or biomedical waste will be considered hazardous and handled appropriately.

- Block off the immediate areas.
- Wear appropriate personal protective clothing in relation to the spill.
- Have a dustpan and broom (used solely for this purpose) to clean up spillage.
- Carry an empty sharps container to place spillage.
- Contaminated surfaces shall be cleaned with a solution of one of the following agents:
  - A. OSHA approved cleanup kit
  - B. Bleach and water in a 1/10 solution
  - C. Chemical germicides that are registered by the EPA as hospital disinfectants and are tuberculocidal or virucidal for Human immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV) when used at recommended dilutions.
  - D. In the event of any hazardous material spill, immediately notify both the campus Public Safety Department and the Ocala Fire Department at the numbers listed in the CF Safety Manual page 36.

### 1.5 Transportation

All transportation of bio-hazardous waste is handled by Marion County Health Department.

### 1.6 Emergency Procedures

#### 1.6.1 Clinic Emergency

- Stay with the patient
- Have someone else get an instructor. Be ready to advise as the history of the situation, drug given, and patient's vital signs. The instructor will determine the need to call paramedics. Try to reassure patients by acting in an assured confident manner.
- Check patients for:
  - A. Open airway
  - B. Breathing
  - C. Heart beat

- Adjust chair position so that the patient is horizontal with feet even with head
- Give oxygen as indicated
- Give stimulants: Ammonia inhalant (white)—located on top of unit light are of each unit, and cold wet towel on forehead and back of neck
- Recheck vital signs
- Student's responsibility is to notify an instructor of an emergency or potential emergency. Instructors will coordinate basic life support and notify paramedics.

### **1.6.2 Laboratory Emergency**

- Stay with patient
- Have someone else get an instructor. Be ready to advise, as the history of the situation.
- The instructor will determine the need to call paramedics
- Administer first aid as indicated or stay with the student until arrival of paramedics, if needed.
- Have student, or other authorized individual, fill out an incident report as soon as possible after first aid or other treatment has been accomplished. This report must be completed and return to the dean within three working days.

NOTE: Eye stations are located in the back lab area of the clinic, in the instrumentation lab at the first sink on the left of the room doorway and in the sterilization room.

### **1.6.3 Bloodborne Pathogens Exposure Control Plan**

#### **General Information**

To comply with Federal Blood borne Pathogens Exposure Control Plan Standard (29CFR 1910,1030) as required by the Occupational Safety and Health Administration, the following Exposure Control Plan has been established. This policy statement serves to express administrations' commitment of involvement in the protection of Employees/Students safety and health. This safety program is the standard of practice of the College of Central Florida. Compliance with the Blood borne Pathogens Exposure Control Plan is required for all effected Employees/Students as a condition of employment. The Blood borne Pathogens Exposure Control Plan will be reviewed by CF on an annual basis.

#### **Blood borne Pathogens (What are they?)**

The two most dangerous blood borne pathogens are human immunodeficiency virus. (HIV), the virus that causes AIDS, and Hepatitis B (HBV), a virus that attacks the liver. A virus is a very primitive, very small microorganism that is invisible to the eye. It can enter the body through a cut in the skin, through your eye, nose or mouth. It can also be transmitted sexually and through breast milk.

#### **The purpose of this exposure control plan is to:**

Eliminate or minimize Employees/Students occupational Exposure to blood or certain other body fluids that is potentially infectious. Comply with the OSHA Blood borne Pathogens Standard, 29 CFR 1910, 1030.

## **Exposure Determination**

OSHA requires employers to perform an exposure determination concerning which Employees/Students may incur occupational exposure to blood or other potentially infectious materials. Exposure may occur even when the use of personal protection equipment (PPE) is worn. Job classifications in which all Employees/Students could incur such occupational exposure at the College of Central Florida are: Dental Assisting Instructors and Dental Assisting Students

## **Implementation Schedule and Methodology**

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with requirements:

## **Compliance Methods**

- Universal precautions will be observed at the College of Central Florida in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.
- Anyone witnessing and incident/accident shall call the Public Safety Department and a college incident report shall be completed. This report shall include a description of the incident involving exposure to blood or body fluids. The report will be forwarded to the Human Resources Office, as soon as possible.
- Engineering and work practice controls will be utilized to eliminate or minimize exposure to Employees/Students at our campuses. Where occupational exposure remains after institution of these controls, personal protection equipment shall also be utilized.
- Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. All needles or sharps will be placed in a sharps container.
- The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows: The department supervisor will check controls on a once a month schedule.
- Hand washing facilities are also available to Employees/Students who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be ready accessible after exposure. At the College of Central Florida, hand-washing facilities are located in all buildings.
- After removal of personal protective gloves. Employees/Students shall wash hands and any other potentially contaminated skin area immediately or as soon as feasibly possible with soap and water. If Employees/Students incur exposure to their skin or mucous membranes including the eyes, then those areas shall be washed or flushed with water as appropriate as soon as feasibly possible following contact.

## **Work Area Restrictions**

- In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials. Employees/Students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be consumed or kept in refrigerators, freezers, shelves,

cabinets, counter tops or bench tops where blood or other potentially infectious materials are present.

- Mouth pipe ting/ suctioning of blood or other potentially infectious materials are prohibited.
- All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

### **Personal Protection Equipment (PPE)**

- All personal protection equipment used at the College of Central Florida will be provided without cost to Employees/Students. Personal protection equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The personal protection equipment will be considered appropriate only if it does not permit blood or other potential materials to pass through or reach the Employees/Student's clothing, skin, eyes, mouth or other mucous membrane under normal conditions or use and for the duration of time, which the protective equipment will be used.
- Personal protection equipment will be provided to Employees/Students by their department. The department will keep a list of how the personal protection equipment will be provided to the Employees/Students who has responsibility or distribution, and which procedures require protective equipment and the type of protection required. Each department shall be responsible for determining safety procedures for each task that requires the use of PPE.
- All personal protection equipment will be cleaned, laundered, and disposed. All garments that are penetrated by blood shall be removed immediately or as soon as possible. All PPE will be removed prior to leaving the work area.
- Gloves shall be worn where it is reasonably anticipated that Employees/Students will have hand contact with blood or other potentially infectious materials. Gloves will be available from the department supervisor. Disposable gloves used at the College of Central Florida are not to be washed or decontaminated for re-use and are to be replaced as soon as feasibly possible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Masks in combination with eye protection devices, such as goggles or glasses with solid-state shields, or chin length face shields, are required to be worn whenever splashes, sprays, splatters or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can reasonably be anticipated.
- The OSHA standard also requires appropriate clothing to be used, such as coats, aprons or similar outer garments.
- College of Central Florida will clean and decontaminate anytime a spill or exposure occurs. Decontamination will be accomplished by utilization of the following materials: Bleach solutions or EPA registered germicides.
- All contaminated work surfaces will be decontaminated after completion of procedures and immediately or soon as feasibly possible after a spillage of blood or other infectious materials, as well as the end of the work shift if the surface may have been contaminated since the last cleaning. All bins, pails, cans and similar receptacles shall be inspected and decontaminated on a regular basis by a person assigned by the Director of Maintenance.
- Any broken glassware that may be contaminated will not be picked up directly by hand. Use a dustpan and brush, cardboard or tongs. Do not use a vacuum

cleaner. Broken glass must be put in a sharps container. Do not put in plastic bag.

### **Regulated Waste Disposal**

- All contaminated or possibly contaminated sharps shall be discarded as soon as feasibly possible in appropriate sharps containers. Regulated waste other than sharps shall be placed in appropriate containers that are labeled or color-coded for disposal.
- All bins, pails, cans, or similar receptacles intended for re-use which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and contaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visual contamination.
- When moving containers of contaminated material from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport or disposal; or placed in a secondary container if leakage is possible. The secondary container shall be closable; constructed to contain all contents and prevent leakage during handling, storage, transport, or disposal; and labeled or color-coded.
- Disposal of all regulated waste shall be in accordance with applicable regulations of the United States and State of Florida, and political subdivisions of the State of Florida.

### **Hepatitis B Vaccine**

- All students are counseled on the importance of the Hepatitis B vaccine. The first dose of the vaccine will be offered prior to their initial assignment of work involving the potential for occupational exposure to blood or other potentially infectious materials unless the Employees/Students has previously had the vaccine or who wish to submit to antibody testing which shows the Employees/Students to have sufficient immunity. Subsequent doses will be available at the appropriate time intervals.
- Employees/Students who decline the Hepatitis B Vaccine will sign a waiver that uses the workings in Appendix A of the OSHA standard. Employees/Students who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

### **Post-Exposure Evaluation and Follow-up**

- When a student incurs an exposure incident, it shall be reported in writing to their supervising instructor and then the dean of Health Occupations.
- The program facilitator shall contact the individual/student regarding post exposure evaluation and follow-up procedures.
- All students who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with OSHA standard (i.e. confidential medical evaluation and follow-up). This follow-up will include the following.

Documentation of the route of exposure and the circumstances related to the incident.

If possible, the identification of the source individual and if possible, the status of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.

Results of testing of the source individual will be made available to the exposed student and the exposed students will be informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

The student will be offered the option of having their blood collected for testing of the student HIV/HVB serological status. The blood sample will be preserved for up to 90 days to allow the student to decide if the blood should be tested for HIV serological status. However, if the student decides prior to that time, that testing will or will not be conducted then the appropriate action can be taken and the blood sample discarded.

The student will be offered post exposure prophylaxis in accordance with the current recommendations of the Center for Disease Control.

The student will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The student will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

#### **1.6.4 Interaction with Health Care Professionals**

- A written statement shall be obtained from a health care professional and will be obtained in the following instances:
- When the student is sent to obtain a Hepatitis B vaccine series.
- Whenever the student is sent to a health care professional following an exposure incident.
- The student will be informed of the results of the evaluation, and told about any medical conditions resulting from the exposure to blood or other potentially infectious materials. The student keeps one copy and turns in a copy to the program facilitator.
- All dental assisting students with occupational exposure must participate in a training program.

#### **Training shall occur:**

- At the time of initial assignment to tasks where occupational exposure may take place.
- Within ninety (90) days after effective date of a major OSHA standard change.
- As modification of tasks or procedures, affect the student's occupational exposure.

#### **The training program shall contain the following minimum requirements:**

- A copy of the OSHA regulations regarding occupational exposure to blood borne pathogens 29 CFR part 1910.1030;
- A copy and explanation of CF's exposure plan which will include procedures to follow if an exposure incident occurs, method of reporting



and documentation, universal precautions to follow, and medical follow-up;

- A general explanation of the epidemiology and symptoms of blood borne diseases;
- An explanation of the modes of transmission of blood borne pathogens;
- An explanation of the appropriate methods of recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including use of personal protection equipment;
- Information on types, proper use, location, handling, decontamination and disposal of personal protection equipment;
- An explanation on the basics for selection of personal protection equipment;
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, methods of administration, the benefits of being vaccinated, and where the vaccination will be offered free of charge.
- An opportunity for questions and answers.
- An explanation of container labeling and proper disposal.

### **Recordkeeping**

- College of Central Florida shall establish and maintain an accurate record for each Employees/Students with occupational exposure in accordance with 29 CFR 1910.20. This record shall include: Employees/Students name, Employees/Students social security number, a copy of the Employees/Students Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records related to the Employees/Students ability to receive required vaccinations, a copy of all results of examinations, medical testing, and follow-up procedures, the college's copy of the health care professionals' written opinion, and dates of when the Employees/Students attended required training/information sessions.
- College of Central Florida shall insure that Employees/Student's medical records are kept confidential and are not disclosed or reported without the Employees/Students' expressed written consent to any person within or outside the workplace except as required by the record keeping section of the standard as required by law.
- College of Central Florida shall maintain a list of qualified educational trainers and dates of training sessions.
- College of Central Florida shall maintain the records required for at least the duration of employment plus thirty (30) years in accordance with 29 CCFR 1910.20.
- All medical records required by the OSHA standard will be maintained by the Human Resources Department.

## Revision of Plan

The exposure plan shall be reviewed and updated annually and whenever necessary as due to medical or technological breakthroughs to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised Employees/Students positions with occupational exposure.

## Glossary

**Blood** - Human Blood, human blood components, and products made from human blood

**Blood Borne Pathogens** - Microorganisms that are present in human blood that can cause disease in humans. Examples of these pathogens include, but are not limited to, the hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

**Contaminated** - Marked by the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Contaminated Sharps** - Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

**Decontamination** - The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on the surface of items to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal (1/4 cup of bleach per gallon of tap water).

**Disinfectants/ Antiseptics** - Disinfectants are agents that inactivate viruses, bacteria and fungi on surfaces. Antiseptics are chemical germicides formulated for use on skin or tissue.

**Engineering Controls** - Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the blood borne pathogen hazard from the workplace.

**Exposure Incident** - Specific eye, mouth, other mucous membrane, non-intact skin, or puncture of skin contact with blood or other potentially infectious materials that result from Employees/Students performing their duties.

**Hand-washing facilities** - Locations that provide an adequate supply of running potable water, soap, and single-use towels or hot air drying machines.

**HBV** - Hepatitis B Virus

**Occupational Exposure** - Reasonably anticipated skin, eye, mucus membrane, or puncture contact with blood or other potentially infectious materials that may result from Employees/Students performing their duties.

**Other Potentially Infectious Materials** - The following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures and any body fluid that is visibly contaminated with blood. Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

**Personal Protection** - Specialized clothing or equipment worn by Employees/Students to protect against hazards (gloves, mask, body gown, etc.).

**Regulated Waste** - Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

**Source Individual** - Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the Employees/Students.

**Sterilize** - To use physical or chemical procedures to destroy all microbial life including highly resistant bacterial endospores.

**Standard (Universal) Precautions** - An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and/or other blood borne pathogens.

**Work Practice Controls** - Mandated procedures or policies that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. by prohibiting recapping of needles using a two-handed technique).

## **1.7 Health and Safety Provisions Radiographs**

### **1.7.1 Exposing Radiographs for Diagnostic Purposes**

- Student reviews the patient's completed medical history and the student signs their signature. The student will then have a dental faculty review the history and sign off, authorizing the patients as being medically and clinically acceptable for radiographs.
- Student will determine the need for radiographic survey following a completed medical history and oral inspection. The student may only take radiographs according to the radiographic policy or the patient presents a
- prescription for radiographic films from a dentist.
- If acceptable, the student requests faculty to authorize the taking of radiographs by signing the Authorization and Radiation Calculation Form, indicating the date, number and type of film to be taken. Once approved the student makes a radiology appointment for the patient following the protocol set forth by the radiology instructors.

**ANY STUDENT TAKING RADIOGRAPHS WITHOUT THE PROPER FORMS COMPLETED PRIOR TO THE APPOINTMENT WILL RECEIVE A GRADE OF AN "F" FOR THE RADIOGRAPHIC SURVEY.**

- A protective lead lined apron with thyroid collar must be worn by patients for all radiation exposure.
- Students will expose radiographs authorized for the prescribed patients.

- Students will process radiographs. Be sure the patient's full name, date of exposure and the student's name is on the mounted radiographic survey.
- Students will mount the radiographs immediately and put all patient information on the mount.
- A radiation exposure calculation must be entered in each patient's record of treatment. It must be kept current and will be monitored by faculty.
- Students will complete a self-evaluation form of the mounted radiographs. The student will complete the review indicating the errors in technique, processing, mounting, or labeling and write the recommendation or suggestions to correct the error in the future. This is done for the student to continue improving their techniques in the radiographic process.
- The student will indicate to the instructor if there is a need to retake any radiographs that is necessary for diagnostic purposes only. Radiographs are ONLY approved for retakes if diagnosis is unable to be made from the current film. NO retakes permitted for the improvement of a student's grade. If authorized, the faculty must sign and indicate the number of films which are to be retaken on the Authorization Form. The student must then update the Radiation Dosage Calculation Form with signature. Be sure to monitor the total dosage for every patient at each entry.

**IF A STUDENT RETAKES RADIOGRAPHS WITHOUT FACULTY AUTHORIZATION, A GRADE OF "ZERO" WILL BE RECORDED FOR THE RADIOGRAPHIC SURVEY.**

- Students will then place the radiographs in the "RADIOGRAPHS TO BE GRADED" box in the instrumentation label for faculty to grade. The following should be included for grading:
  - A. Mounted radiographs
  - B. Student self evaluation and recommendation grade sheet
  - C. Patient's medical history
  - D. The Authorization and Dosage Calculation Form
- The faculty member will grade the radiographs following the criteria outlined in the syllabus. The faculty will use the completed student self-evaluation form for grading using RED ink only. This will allow the faculty and student to decipher between the student's notes and the faculty notes during the post conference. The faculty will also write comments and/or suggestions to review with the student to improve technique in the future. The faculty will also review the dosage calculation.
- If the patients are Marion County Health Department patients, the completed radiographs will be submitted to clinical dentist for review and treatment planning.
- If the radiographs are to be mailed to dentist, proper paperwork will be completed and radiographs will be mailed.

**1.7.2 Radiographic Policies**

**Exposing Radiographs for Diagnostic Purposes**

- Patients may be exposed to ionizing radiation ONLY when authorized in writing by faculty or a patients' dentist.
- Radiographs will be authorized ONLY on the basis of a patient's needs for diagnostic purposes.
- No determination shall be made until a complete medical history and screening has been performed.

### **1.7.3 Selection Criteria for Radiographic Patients**

#### **Clinical conditions:**

#### **Positive Medical History Findings:**

- Previous periodontal or endodontic therapy
- History of pain or trauma
- Family history of dental anomalies
- Post-operative evaluations of healing
- Presence of implants

#### **Positive Clinical Signs/Symptoms:**

- Clinical evidence of periodontal disease
- Large or deep restorations
- Deep carious lesions
- Malposed or clinically impacted teeth
- Swelling or evidence of facial trauma
- Mobility of teeth
- Fistula or suspended sinus pathology
- Growth abnormalities
- Oral involvement in known/suspected systemic disease
- Positive neurologic findings in the head and/or neck
- Evidence of foreign objects
- Pain and/or dysfunction of the TMJ
- Facial asymmetry
- Abutment teeth for fixed or removable prosthodontics
- Unexplained bleeding/sensitivity of teeth
- Unusual eruption, spacing or migration of teeth
- Unusual tooth morphology, classification or color
- Missing teeth with unknown reason

#### **Patients at high risk for caries that may demonstrate any of the following:**

- High level of caries experience
- History of recurrent caries
- Existing restoration of poor quality
- Poor oral hygiene
- Inadequate fluoride exposure
- Prolonged nursing (bottle or breast)
- Diet with high sucrose frequency

- Poor family dental health
- Developmental enamel defects
- Developmental disability
- Xerostomia
- Genetic abnormality of teeth
- Many multi-surface restorations
- Chemotherapy
- Radiation therapy

#### **1.7.4 Frequency of Exposure:**

- The frequency of exposure shall be determined on the basis of an individual's needs for diagnostic purposes only and not on the basis of a routine.
- Patients that have had bitewing radiographs within one year will not be re-exposed unless there is a diagnostic purpose and a justifiable need.
- Patients that have had a full mouth series within two years may not receive another series unless there is a diagnostic purpose and a justifiable need.
- Patients that have had a panoramic radiograph within two years may receive another unless there is a diagnostic purpose and a justifiable need.
- No patient shall exceed the maximum permissible dose of 5R per calendar year.
- Clinical faculty shall make the final determination of need for all radiographs to be exposed.

#### **1.7.5 Radiographic Policy for Pregnant Operators**

- Pregnant students must present a note from their physician prior to being allowed to take radiographs.
- Student will be required to wear a lead apron while exposing radiographs.

#### **1.7.6 Radiographic Procedure**

- Student will determine the need for radiographic survey following a completed medical history and oral inspection.
- Students will obtain written approval of supervising instructor prior to exposing radiographs.
- Students will complete all necessary forms before beginning the procedure.

- A radiographic Approval Form must be filled out accurately and completely by the student.
- A protective lead lined apron with thyroid collar must be worn by patients for all radiation exposure.
- Students will expose radiographs authorized for the prescribed patients.
- Students will process radiographs.
- Students will mount the radiographs immediately and put all patient information on the mount.
- Radiographs will be displayed on the unit view box during the entire course of the patient's treatment and be utilized for:
  - A. Adaptations or modification of treatment
  - B. Dental charting
  - C. Patient education
- A radiation exposure calculation must be entered in each patient's record of treatment. It must be kept current and will be monitored by faculty.
- Students will complete a critique and self-evaluation of the mounted radiographs.
- Students will submit entire patient record with radiographs.

#### **1.7.7 Radiographic Retakes**

- Retakes must be authorized in writing and shall be indicated only when an instructor determines that a film is not diagnostically acceptable.
- The total number of retakes (if indicated) will be determined by the instructor in consultation with supervising clinical dentist.
- Students must be directly supervised by faculty when retakes are necessary. Unauthorized retakes are grounds for dismissal from the dental assisting program.

#### **1.7.8 Radiographic Evaluation**

- No radiographic films are to be kept by the student. The will be strictly enforced.
- Radiographs are not to be taken home and must never leave the dental clinic.
- These are confidential patient records and must be handled as such.
- Students are encouraged to turn in radiographic critiques at the time the radiographs are exposed and mounted. However, radiographs must be turned in for instructor evaluation within one week of exposure.
- All radiographic critiques should be done in the radiographic viewing area at the back of the clinic whenever clinical faculty are available on the floor.
- Faulty radiographic evaluation will be done on All exposed radiographs.

- Radiographs must be turned in to instructor authorizing and/or supervising the student. The patient's radiographic chart must accompany the radiographs to be evaluated.
- Radiographic evaluation sheets will be returned to student for review upon completion.

#### **1.7.9 Radiographs to be sent to a Dentist:**

- Patients requesting radiographs to be sent to dentist office must have a verbal or written request by a dentist. Notations must be made on the patient records of the dental office receiving radiographs. All radiographs being sent to private dentists will be approved by an instructor.
- All radiographs being sent to dental office must be approved by an instructor prior to mailing.
- Radiographs being sent to a dental office will be duplications of original radiographs. The original radiographs are placed in the patients' file and will become part of their permanent record.
- All students and faculty will wear name badges and/or display their name on their clinical gown. In addition, when taking radiographs, radiation monitoring devices will be attached to clinic gown.
- Dental records will reviewed at each visit of the patient by faculty to determine cumulative dose amount of radiation.
- Radiology equipment will be quality assessed semiannually by radiology instructor and/or dental supply maintenance personnel to ensure compliance with established standards.
- Monthly radiation monitoring devices reports on occupational workers (students and faculty) will be evaluated to ensure all personnel are within the required dose limits

#### **Protocol for Pregnant Students**

Students in the dental assisting program who are OR suspect that they are pregnant must notify their faculty supervisor immediately. Due to the potential damaging effects of ionizing radiation to the unborn fetus, the dental programs have the following policy:

Dental students:

- Must present a letter from their physician as soon as the pregnancy is confirmed with the following information: due date, special precautions, physical limitation.
- Must wear their film monitoring device in all areas of the office practice setting.
- May no work in an operators or areas adjacent to an unshielded operators during ionizing radiation exposure.
- May not operate panoramic radiographic equipment unless wearing a total lead apron (front and back)
- May process radiographic film.
- Must notify dental faculty of any misuse or accidental exposure.

I understand and agree to abide by this policy.

Student Signature: \_\_\_\_\_



Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

### **1.8 Infection Control Protocol For Radiographic Areas:**

#### **Radiographic Operatory:**

- Wash hands before proceeding with infection control
- Drape chair with plastic chair drape
- Cover tub head with plastic bag and tie knot to secure
- Cover control panel with plastic bag
- Cover exposure button with plastic bag
- Cover counter work surface with plastic bag and place clean bracket tray cover and plastic cup on surface.

#### **Seat the patient:**

- Seat patient
- Before gloving, place lead apron on patient
- Place patient napkin over lead apron

#### **During exposures:**

- Gloves must be worn at all times
- Unexposed radiographs will be placed on a clean bracket tray cover on the counter work surface
- Exposed radiographs will be placed in cup on counter work surface

#### **Following Exposure:**

- Bag XCP for sterilizations
- Remove gloves
- Remove patient napkin and discard
- Replace lead apron to hangers
- Dismiss patient
- Remove all plastic draping and covers and dispose of in designated container.

#### **Darkroom:**

- Put on clean pair of gloves
- Take cup with exposed films, paper towel and clean pair of gloves into darkroom
- Remove film from contaminated wrappers and place on paper towel. Discard contaminated wrappers in waste receptacle.
- When all films are unwrapped and contaminated wrappers discarded, remove gloves and throw away with used cup.
- Re-glove and process film

**Mounting:**

- Mount exposed radiographs in designated clean area without gloves and proceed with other protocol for evaluating of finished radiographs.

**1.9 Recordkeeping:**

- Always keep an adequate record of accidents and report it through proper channels.
- An analysis of accidents should be made for the purpose of corrective action.

**1.10 Responsibility:**

It is the responsibility of each instructor to ensure that a safe working environment is maintained in their area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By:  
President

\_\_\_\_\_  
Date



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Environmental Horticulture Safety Program</b>	
<b>Page 1 of 10</b>	<b>Implementing Procedure for Policy 8.05</b>
<b>Date Approved: 11/26/03</b> <b>Date Revised: 04/18/05</b> <b>Date Revised: 04/23/10</b>	<b>Division: Instructional Affairs</b>

**Environmental Horticulture Safety Procedure**

**1.1 PURPOSE:**

The purpose of this procedure is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE:**

**Safety Training**

Safety Training should be conducted at the beginning of each semester or prior to the individual using a specific piece of equipment. The training should be documented on the enclosed Training Record. These records should be maintained for a period of 3 years and are subject to inspection and audit by the CF Public Safety Department or State of Florida Department of Education or other agencies.

It is reasonable and prudent for an instructor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.

## **GENERAL SAFETY PRACTICES**

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### **BODY MECHANICS**

1. Use proper muscle groups and distribute any weight.
2. Both hands should be used to pick up heavier objects.
3. Lifting heavy objects alone should be avoided. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time is avoided.
7. Work should be done at the proper level.
8. Two people carry long pieces of materials.
9. Do not lift heavy loads above shoulder level.

### **FACILITY CONDITION**

1. Aisles and other equipment should be arranged to conform to good safety practices.
2. Aisles and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evaluation of premises.
10. Workplaces should be free from excessive dust, smoke, and airborne toxic materials.
11. Utility lines and shutoffs should be properly identified.

### **HOUSEKEEPING PRACTICES**

1. Provide properly marked boxes, bins, or containers for various kinds of equipment.
2. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
3. Employ a standard procedure to keep floors free of oil, water, and foreign material.
4. Provide for the cleaning of equipment and facilities after each use.
5. Provide regular custodial service in addition to end of class cleanup.
6. Prohibit the use of compressed air to clean clothing, equipment, and work areas.
7. Floor surfaces must be maintained in a “nonskid” condition.
8. Tools and materials are stored orderly and safely.

### **EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner’s manual.
2. Machines and apparatus should be arranged so that operators should be protected from hazards of other machines or passing individuals.
3. Equipment control switches for each machine should be easily available to the operator.
4. Machines should be turned off when the instructor is out of the room and/or if the machine is unattended.
5. Proper cleaning equipment should be used (avoid air for cleaning purposes).
6. Nonskid areas should be maintained around dangerous equipment.
7. A preventive maintenance program should be established for all equipment.
8. Cutting tools should be kept sharp, clean, and in safe working order.
9. Machines that should be defective or being repaired should be clearly marked and made inoperable by locking out the machine power switch.
10. Equipment cords and adapters should be maintained in a safe working condition.
11. Adjustment and repair of any machine should be restricted to experienced persons.
12. Ladders should be maintained and stored properly.

## **HAND TOOLS**

1. Instruct students to select the right tools for each job.
2. Establish regular tool inspection procedures to ensure tools are maintained in safe condition.
3. Instruct students in the correct use of tools for each job.
4. Provide proper storage facilities.
5. Do not lay tools on operating machinery or equipment.
6. Keep tools out of aisles and working spaces where they may become tripping hazards.
7. Do not put sharp objects or tools in pockets. This could result in cuts or being stabbed.

## **GENERAL USE OF TOOLS**

1. Keep cutting edges sharp and carry in a sheath or holster made for that purpose.
2. Report defective (worn, damaged and etc.) tools promptly to your supervisor for repair or replacement.
3. Keep tool handles free from splinters, burrs, etc. Handles must be tight on the head and free of cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have burred heads. Dress heads to remove burrs or chipped edges.
5. When handing a tool to another person, direct sharp points and cutting edges away from both you and the other person.
6. Use only insulated tools when working around energized electrical circuits or equipment.
7. When using a knife, pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.
8. Do not carry hand tools in your pockets, such as screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

## **Safety Controls**

In order to control the hazards of chemicals used in Environmental Horticulture, it is necessary to utilize a variety of safety controls. Engineering controls are always the best choice for regulating hazardous materials; they do not require continual monitoring but do require regular maintenance. They do not depend, on a day-to-day basis, on individuals to ensure they are working.

In working with biohazards, personal protective equipment includes the proper use of safety cabinets to contain the aerosols created by working with biohazardous materials.

## **CHEMICAL HANDLING**

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

### **▪ Responsibility**

It is every Employee/Student's and supervisor's responsibility to be aware of the hazards related to the use of solvents, chemical cleaning materials, water treatment, and other chemicals and enforce the rules related to their use. The location and use of eyewash/safety shower stations and other first aid materials shall be known prior to working in any area where their use may be required.

### **▪ Selection of Chemical Materials**

The hazards to be considered in the selection of solvents, chemical cleaning materials, water treatment and other chemicals shall be:

- (a) Contact with a hazardous material which can cause skin rash or dermatitis, corrosive burns, or eye damage.
- (a) Potential explosive or fire hazard.
- (c) The ingestion through the mouth or absorption through the skin of a poisonous, corrosive, or other hazardous substance.
- (d) The inhalation of a volatile solvent, gas, or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membranes and internal organs.

▪ **Hazard Guideline**

Glossary of Terms Related to Hazards:

- (a) Chronic – Longer period before reaction
- (b) Acute – Almost immediate reaction
- (c) Local – Contact on skin and eyes
- (d) Systemic – Ingested or inhaled
- (e) Danger – highest degree of hazard (flash point below 100 F)
- (f) Warning – Intermediate degree of hazard (flash point 100 F - 200 F)
- (g) Caution – Lowest degree of hazard (flash point 200 F - 1500 F)

The selection of chemical materials should be based on safety as well as the ability to meet specific performance requirements.

**Inventory Control**

**Conducting an annual inventory**

- To check for ethers and other chemicals with limited shelf life.
- To remove surplus hazardous chemicals.
- To remove chemicals that will not or has not been used in the past 1-3 years.
- To correct incompatible storage.
- To identify which chemicals are present.
- To conduct a regular clean-up of containers and shelving.



## Chemical Storage

### General Rules

- Store in central, properly ventilated area.
- Know the location of the master control shut-off valves for gas, water and electricity
- Smoke detector is required.
- Shelving should be accessible with chemicals at eye level or lower; no high shelf storage.
- Avoid floor chemical storage.
- Firmly secure shelf assemblies to walls. Avoid island shelf assemblies.
- Provide anti-roll lips on all shelves.
- Shelving assemblies should be of wood construction (except for storage of oxidizers).
- Avoid metal, adjustable shelf supports and clips; use fixed, wooden supports.
- For emergencies, have:
  - Fire extinguishers of the approved type positioned near an escape route
  - Spill control and clean-up materials
  - Approved eye/face wash and shower.

### Introduction

Safety cabinets should be used for specialized groups of compatible substances.

Examples of compatibility problems arising from storing chemicals alphabetically include:

- Alkanes and Ammonium Nitrate
- Hydrogen Peroxide and Hydrazine
- Ammonia and Bromine
- Nitric Acid and Phenol
- Aldehydes and Amines

- Sodium Cyanide and Sulfuric Acid
- Calcium Hypochlorite and Carbon

Even apparently safe storage can be a potential problem. The following materials are often stored together even though there are hazards should the materials mix:

- Acetic Acid and Nitric Acid
- Perchloric Acid and Sulfuric Acid
- Concentrated Acids and Bases

Separate by Compatibility

"Compatibility is Synonymous with Chemical Functionality"

Refer to:

- Material Safety Data Sheets
- Chemical Catalogues
- US School System Lab. Storage Guide

Isolate and store chemicals using the suggested guidelines outlined below.

### **Acid and Bases**

- store acids and bases separately
- store acids in dedicated acid cabinet
- store oxidizing acids (e.g. nitric acid) away from organic acids (e.g. acetic acid)
- store hydrofluoric and perchloric acids in secondary containers manufactured from compatible materials
- safety showers and eye wash facilities must be within easy access
- protective equipment must be inspected regularly to insure proper working order, especially in corrosive atmospheres

## **First Aid**

- (a) In the event an Employee/Student should come in contact with any type of chemical in the eyes or on the skin, first aid must be rendered to that Employee/Student as soon as possible.
- (b) Contact the Employee/Student supervisor, the Public Safety Department, the operator, or 9-1-1 without delay to initiate emergency response action.
- (c) The following steps are necessary in reporting an emergency:
  - Name of victim;
  - Nature of emergency;
  - Location of emergency (victim); and
  - Physical condition of victim.
- (d) In rendering assistance, follow first aid instructions on the container label. If first aid instructions are available, get the victim to an area where clean running water is available. Flush or irrigate the affected area for a minimum of fifteen (15) minutes or until help arrives.

## **RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through the proper channels.
2. An analysis of accidents should be made for the purpose of corrective action

**1.3 RESPONSIBILITY**

It is the responsibility of each instructor to ensure that a safe working environment is maintained in their area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By: President

\_\_\_\_\_  
Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Heating and Air-Conditioning Technology Safety Program</b>	
<b>Page 1 of 15</b>	<b>Implementing Procedure for Policy 8.05</b>
<b>Date Approved: 11/26/03</b> <b>Date Revised: 04/18/05</b> <b>Date Revised: 04/23/10</b>	<b>Division: Instruction</b>

**Heating and Air-Conditioning Technology**

**1.1 PURPOSE:**

The purpose of this policy is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE:**

**Safety Training**

Safety Training should be conducted at the beginning of each semester or prior to the individual using a specific piece of equipment. The training should be documented on the enclosed Training Record. These records should be maintained for a period of 3 years and are subject to inspection and audit by the CF Public Safety Department or State of Florida Department of Education or other agencies.

It is reasonable and prudent for an instructor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.

## **GENERAL SAFETY PRACTICES**

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### **BODY MECHANICS**

1. Use proper muscle groups and distribute any weight.
2. Both hands should be used to pick up heavier objects.
3. Lifting heavy objects alone is avoided. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people carry long pieces of materials.
9. Do not lift heavy loads above shoulder level.

### **PERSONAL PROTECTION**

1. Confine long hair so that it is not exposed to machinery and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Provide respirators for use where harmful dusts or fumes exist (see WISHA rules). \*\* Respirator use requires appropriate certification, fit testing, and supervision to insure that there is proper fit, training, and inspection should be all taking place.
4. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
5. Prohibit the wearing of loose clothing in the laboratory and shop areas.
6. Require students to remove rings and other jewelry while working in the laboratory and shop areas.
7. Where noise levels should be excessive over long periods of time, ear protection should be worn.
8. Protective apparel, including safety shoes, aprons, shields, and gloves, should be worn properly as required by the nature of the task.
9. Provisions should be made for cleaning and sterilizing respirators, masks, and goggles.
10. Head protection is worn in all areas where there is danger of falling and/or flying objects.

### **FACILITY CONDITION**

1. Aisles, machines, benches, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evaluation of premises.
10. Laboratories and workplaces should be free from excessive dust, smoke, and airborne toxic materials.
11. Utility lines and shutoffs should be properly identified.
12. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

### **HOUSEKEEPING PRACTICES**

1. Provide for the storage and daily removal of all sawdust, metal cuttings, rags, and other waste materials.
2. Provide properly marked boxes, bins, or containers for various kinds of scrap stock and rags.
3. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
4. Employ a standard procedure to keep floors free of oil, water, and foreign material.
5. Provide for the cleaning of equipment and facilities after each use.
6. Provide regular custodial service in addition to end of class cleanup.
7. Prohibit the use of compressed air to clean clothing, equipment, and work areas.
8. Keep walkways and work areas free of all obstructions.
9. Floor surfaces must be maintained in a “nonskid” condition.
10. Tools and materials are stored orderly and safely.



11. File cabinets and other tall cabinets are required to be anchored.

### **EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner's manual.
2. Machines and apparatus should be arranged so that operators should be protected from hazards of other machines or passing individuals.
3. Point of operation zones should be properly identified and guarded.
4. Permanent enclosure guards properly protect pulleys, gears, and belts.
5. Guards should be removed only for repair purposes and then replaced immediately.
6. Equipment control switches for each machine should be easily available to the operator.
7. Machines should be turned off when the instructor should be out of the room and/or if the machine is unattended.
8. Proper cleaning equipment should be used (avoid air for cleaning purposes).
9. Nonskid areas should be maintained around dangerous equipment.
10. A preventive maintenance program should be established for all equipment.
11. Machines should be guarded to comply with WISHA code.
12. Cutting tools should be kept sharp, clean, and in safe working order.
13. All hoisting devices should be maintained in a safe operating condition and specified load ratings should be easily identified.
14. Machines that should be defective or being repaired should be clearly marked and made inoperable by locking out the machine power switch.
15. Machines and apparatus should be marked with proper color code.
16. Equipment cords and adapters should be maintained in a safe working condition.
17. Adjustment and repair of any machine should be restricted to experienced persons.
18. Ladders should be maintained and stored properly.
19. Machines designated for fixed location are securely anchored.

## **HAND TOOLS**

1. Instruct students to select the right tools for each job.
2. Establish regular tool inspection procedures to ensure tools are maintained in safe condition.
3. Instruct students in the correct use of tools for each job.
4. Provide proper storage facilities.
5. Do not lay tools on operating machinery or equipment.
6. Keep tools out of aisles and working spaces where they may become tripping hazards.
7. Do not put sharp objects or tools in pockets. This could result in cuts or being stabbed.

## **GENERAL USE OF TOOLS**

1. Keep cutting edges sharp and carry in a sheath or holster made for that purpose.
2. Report defective (worn, damaged and etc.) tools promptly to your supervisor for repair or replacement.
3. Keep tool handles free from splinters, burrs, etc. Handles must be tight on the head and free of cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have burred heads. Dress heads to remove burrs or chipped edges.
5. When handing a tool to another person, direct sharp points and cutting edges away from both you and the other person.
6. Use only insulated tools when working around energized electrical circuits or equipment.
7. When using a knife, pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.
8. Do not carry hand tools in your pockets, such as screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

### **Files/Rasps**

1. Never use a file as a pry.
2. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

### **Hammers**

1. Do not use hammer with cracked, broken, splintered or loose handle. It must be securely set in the head. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles.
2. Do not use hammer with oily, greasy or wet hands.
3. Use the claw for pulling nails. Do not use as a pry or wedge, or for pulling spikes.
4. Never use a hammer with a hardened face on tempered, machined or hardened surfaces. Rawhide, plastic, rubber, lead, brass or copper hammers will prevent damage to parts and also eliminate the danger of flying chips of metal.

### **Knives**

1. Do not place the hand or fingers over the back of a knife blade while it is in use.
2. Do not try to catch a falling knife. Move out of its path, allow it to fall, and then pick it up.
3. Always cut away from the body.
4. Keep knives sharp.
5. Replace knives with worn handles.
6. Use knives with retractable blades when available.

### **Pliers**

1. Never cut through live wires; turn off the current first. Use insulated pliers for electrical work.
2. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire or whatever is being cut; this will prevent the loose ends from flying and causing possible eye injury.

### **Saws/Hacksaw**

1. Adjust blade (hacksaw) so that it is taut in the frame before using.
2. Keep saw blades sharp.

### **Screwdrivers**

1. Select the correct size and type of screwdriver to fit the job.
2. Never use a screwdriver as a chisel or as a substitute for a pinch bar or pry bar. (Exceptions are dry point and impact screwdriver).
3. Do not put fingers near blade when tightening a screw.
4. For electrical work, use only screwdrivers that have insulated handles of nonflammable material.
5. Do not use screwdrivers to tighten/loosen screws on hand-held objects.

### **Wrenches**

1. Do not use a makeshift wrench.
2. Do not use a wrench if the jaws are cracked or worn.
3. Always use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.
4. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.
5. Never use a piece of pipe, tubing or another wrench to extend the handle of the wrench in order to secure additional leverage.
6. Do not use wrench with oily, greasy or wet hands.

### **Machines/Power Tools (General)**

1. Operate a machine only after you have received thorough instructions and advised by your supervisor that you are qualified to operate that machine.
2. When working around machinery, do not wear loose clothing, torn sleeves, ties, key chains, rings, watches or any item that could become entangled in the machinery.
3. Use a hair net, rubber band, cap, clamp or other mechanism approved by your supervisor to contain long hair when working around machinery such as drills, grinders, power saws and other machinery with exposed rotating parts.
4. Make all adjustments with the power off.

5. Never attempt repair on live circuits, electrical appliances, power tools, cables or wiring unless you are licensed/certified and authorized by your supervisor.
6. Inspect all portable power tools before operating, including power cables, extension cords and adapters. Do not use if defective or damaged.
7. Use "ground fault circuit interrupter" (GFCI) protected circuits to operate all portable power tools.

### **Drills**

1. Adjust the table or depth stop to avoid drilling into the table.
2. Securely lock drill bit or cutting tool into chuck.
3. Always wear eye protection (safety glasses or a face shield) when using drills.
4. Always keep finger on the portable drill switch so that power may be shut off instantly.
5. Do not use distorted or bent drill bit.
6. Disconnect extension cord before attempting to loosen a chuck on portable drills.
7. Discontinue using a drill, which overheats. (Hot to the touch or smells of burning wire.)
8. Secure work piece before drilling.

### **Grinders**

1. Adjust tool rests to within 1/8" of the abrasive wheel and thoroughly tighten it in place.
2. Adjust movable tongue guard to within 1/4 inch of the abrasive wheel.
3. Inspect the wheels for chips, cracks or grooves on the face or side before turning on grinder. Do not use wheels if any of these problems are recognized.
4. Dress grinding wheels on the face only.
5. When grinding, use the face of the wheel only.

6. If the grinding wheel vibrates, do not use it. Tag it out of service and report it to your supervisor.
7. Do not touch ground portion of work piece until you are sure work piece has cooled.
8. When finished using the grinder, shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean.
9. Do not operate grinders near flammable containers or where gasoline fumes are present.

### **Saws (Power)**

1. Do not operate any power saw unless your supervisor or other qualified trainer has trained you.
  2. Do not operate saws unless safety guards are in place and operational before use.
  3. Always keep hands and fingers away from the saw blade.
  4. Disconnect machine from power source when making adjustments.
  5. Shut off power and clean the saw and work area before leaving.
  6. When operating scroll saws, stop the machine before removing scrap pieces from the table.
  7. Turn off the machine if the material is to be backed out of an uncompleted cut or jammed cut.
  8. Clamp work when using hole saw or cutting tools larger than 1/2" diameter.
  9. On band saws, adjust the upper blade guide about 1/8" above the material being cut.
  10. On band saws, make adjustments for taut blade tension and centered blade tracking.
  11. Hold work piece firmly against the table.
  12. Use push sticks when operating power table saws.
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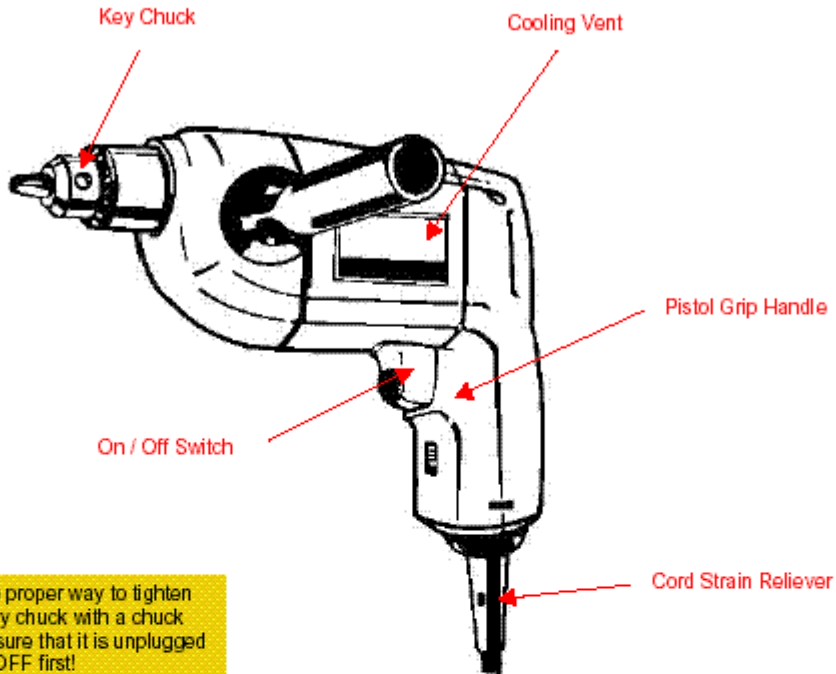
***Portable Drill Notes***

**Requirements:**

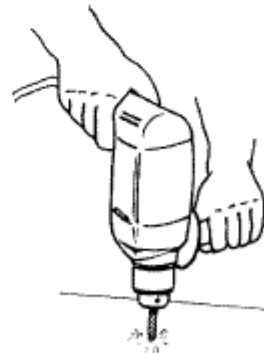
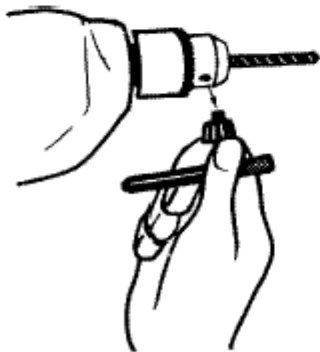
Proper eye protection must be worn—operate only with instructor’s permission and after proper instructions have been received.

1. Select the correct drill bit just like you would for the drill press.
2. Secure a piece of scrap wood and the good wood to the table so that it will not move around while drilling.
3. Make sure that the switch is OFF, the chuck key is removed, and that your work area is clean and dry BEFORE you plug the drill in and turn it ON!
4. Drill with straight, even, and steady pressure.
5. When drilling deep holes, withdraw the drill bit several times to clear the area. This helps to provide a SAFE and even drilling process.
6. As with any machine DO NOT PANIC if something “goes wrong.” Turn it OFF, unplug it, and tell a teacher.

## Portable Drill Parts



**NOTE:** The proper way to tighten down the key chuck with a chuck key. Make sure that it is unplugged and turned OFF first!



**NOTE:** The correct and SAFE way to drill.



### ***Soldering Station/Pencil Notes***

#### **Requirements:**

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

1. Operate only with instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Make sure all guards are in place and operating correctly.
4. Always wear eye protection.
5. Avoid serious burns by treating all soldering equipment as though it was hot.
6. Always place equipment back in holder after use. Never lay it on the bench.
7. Handle all soldering equipment with caution.
8. Solder over the bench top to prevent hot solder from dropping on the operator's legs.

***Portable Belt Sander Notes***

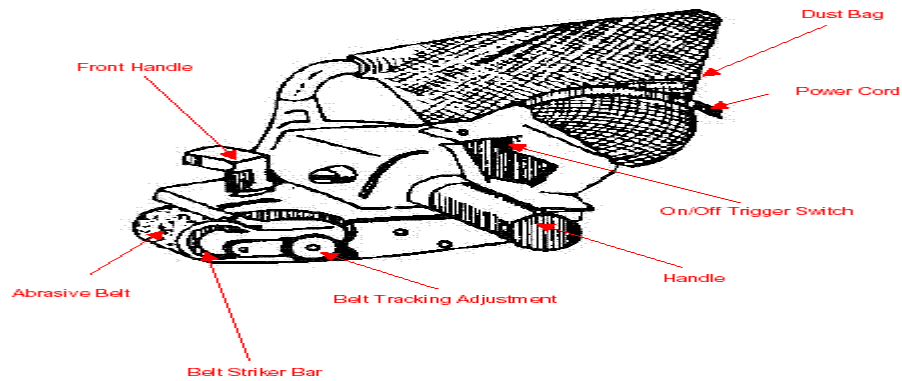
**Requirements:**

Proper eye protection must be worn—operate only with instructor’s permission and after proper instructions have been received.

1. Check to see if the belt is worn or torn, tracking properly, and is the correct grit size for the job.
2. Before connecting to a power source, make sure the switch is “OFF.”
3. Start sander above the work, let rear of belt touch first then level the tool.
4. Keep the sander moving back and forth in the direction of the grain. Do not pause in one spot.
5. Lift the sander off the stock when stopping.
6. Always allow the sander to come to a complete stop before placing the sander on the table.
7. Keep electrical cord and dust bag away from working area.

8. When changing belts make sure the new belt runs as the arrow indicates.

**Portable Belt Sander Parts**



**RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

**1.3 RESPONSIBILITY**

It is the responsibility of each instructor to ensure that a safe working environment is maintained in their area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by:  
President

\_\_\_\_\_  
Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Laboratory Safety Program</b>	
<b>Page 1 of 16</b>	<b>Implementing Procedure for Policy 8.05</b>
<b>Date Approved: 11/26/03</b> <b>Revised: 05/03/10</b>	<b>Division: Instructional Affairs</b>

**1.1 PURPOSE:**

The purpose of this policy is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE:**

**Safety Training**

Safety Training should be conducted at the beginning of each semester or prior to the individual using a specific piece of equipment. The training should be documented on Training Records. These records should be maintained for a period of 3 years and are subject to inspection and audit by the CF Public Safety Department or State of Florida Department of Education or other agencies.

It is reasonable and prudent for an instructor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.

**Lab Safety vs. Risk**

Hazards present in laboratories include toxic chemicals, electrical equipment, radioisotopes, compressed gasses, and biohazards. By identifying sources of hazards and by assessing the risks of accidents, however, even activities of high potential risk can be engaged in safely. Most hazards that are faced in the laboratory are already known and their associated risks have been defined. Techniques to avoid unnecessary

exposure to these hazards have been developed and are incorporated into the safety standards, regulations, policies, and procedures which you will be expected to follow.

The best way to learn about the hazards in the workplace and how to avoid them is to work with an experienced and knowledgeable person and to actively seek relevant information and training.

Safety Standards, Policies, and Guidelines are designed to reduce to an acceptable level the risks inherent in the use of dangerous materials. They are for the protection of all students.

This policy includes general rules of laboratory safety, fume hood use, and emergency procedures, chemical storage, and electrical safety.

### **Preplanning and Clean-up**

Preplanning experiments and a properly organized work area can eliminate a lot of potential problems. Clean-up and decontamination must be a routine part of experimental design for all lab personnel.

The careful routing and identification of contaminated and waste materials as they are generated can make clean-up safer for lab personnel as well for the other people who must deal with the glassware, discards, and wastes once they have left the lab. Be knowledgeable about what happens to any hazardous, radioactive, or other dangerous material that leaves the lab. Make sure that it is placed in an appropriate container, that it is appropriately labeled, and that it is placed in the appropriate location for pick-up.

Don't depend on sophisticated equipment set up to protect you. Thousands of dollars worth of safety cabinets, fume hoods, disinfectants, and the barrier protection offered by gloves, shielding, and lab coats can be easily defeated by sloppy work habits and a reluctance to recognize or deal with a problem. Safe and acceptable working habits and personal hygiene are the most important protection against an accident or a laboratory acquired infection. Recognize and understand the risks that exist in the work place and be able to logically assess which risks are acceptable and which are not. If the appropriate equipment that is required to do an experiment safely is not available, redesign the experiment or perform it until it can be done safely.

### **Guidelines for Personal Laboratory Safety**

- Eye protection should be worn at all times.
- No eating, drinking or smoking in laboratories.

- Lab coats must be worn when handling corrosive, toxic, or flammable materials. Gloves should be worn when necessary, especially when handling corrosive and highly toxic materials.
- Never work alone.
- Do not mouth pipette.
- If you see a student doing something dangerous, point it out to him or her.
- Know where safety equipment (eyewash, shower, extinguishers) is located and how to use it.
- Know how to clean up spills of the chemicals that you use.
- Wash your hands after handling chemicals and before leaving the lab.
- Open shoes are not to be worn.
- Bare legs are not acceptable when handling hot, cold or sharp materials as well as toxic or corrosive chemicals.

### **Preliminary Hazard Analysis Checklist**

1. Conduct literature search but remember accidents and unusual results are not always reported.
2. List possible reactions and side reactions. Can less hazardous chemicals be substituted to achieve desired results?
3. Obtain MSDS Sheets. Review the characteristics of all reactants, intermediates and products in terms of flammability, toxicity and reactivity hazards. Where information is not available, treat the materials as hazardous.
4. What is the flash point, flammability range, auto-ignition point, vapor pressure and density?
5. What is the threshold limit value and type of hazard (inhalation, ingestion, skin contact)? What protective measures are required?
6. What is the recommended first aid in case of accidental exposure?
7. Will work require radiation or noise control measures, monitoring for biological or chemical air contaminants, or medical surveillance?
8. How much material/energy is involved and how violent may the reaction be? Determine quantity and rate of evolution of heat and gases.
9. Does it decompose and if so, how rapidly, and to what?



10. Is it impact sensitive?
11. What is its stability on storage to cold, heat, light, water, metals, etc.?
12. What are effects of catalysts, inhibitors, or contaminants (like iron) on the reactions?
13. Will water or air affect the reaction?
14. Can mischarge or wrong addition order affect the reaction?
15. Are incompatible chemicals involved or likely to be generated?
16. Will requires special precautions to prevent odor problems, air pollution, or sewer contamination?
17. Can wastes be safely handled and arrangements for disposal completed?
18. Does equipment fit safely into area allocated? Need isolation, shielding, pressure relief, ventilation, redundant controls, automatic shutdown, etc.?
19. Can all parts of the system be vented before breaking any lines?
20. What would happen and what should be done if:
  - Electric power fails?
  - Cooling or heating system fails?
  - Automatic controls or equipment air fails?
  - Ventilation fails?
  - Pressure gets out of hand?
  - Water or air leaks into system?
  - Material or reaction container falls and breaks or spills contents?
21. Have personnel who may be involved been notified of any special hazards or precautions:  
neighbors, service, medical, emergency response personnel, etc.?

### **Safety Controls**

In order to control the hazards of chemicals used in the laboratory, it is necessary to utilize a variety of safety controls. Engineering controls are always the best choice for regulating hazardous materials; they do not require continual monitoring but do require regular maintenance. They do not depend, on a day-to-day basis, on individuals to ensure they are working. They are more expensive to implement but also more likely to

be used. They do not cause the personal discomfort offered by personal protective equipment. In laboratories where hazardous materials are used, engineering controls usually comprise fume hoods, local exhaust hoods and safety cabinets. In some biology or medical laboratories, laminar flow hoods are used to protect the product from contamination from humans. It is extremely important to be aware of the differences between simple fume hoods, laminar flow hoods, and the various types of biological safety cabinets.

In working with biohazards, personal protective equipment includes the proper use of safety cabinets to contain the aerosols created by working with biohazardous materials. There are several different types of air flow cabinets and hoods used in research and diagnostic labs and they are not interchangeable, although they may be visibly quite similar in appearance.

## **Chemical Storage**

### **A. Inventory Control**

#### **I. Conducting an annual inventory**

- To check for ethers and other chemicals with limited shelf life.
- To remove surplus hazardous chemicals.
- To remove chemicals that will not or has not been used in the past 1-3 years.
- To correct incompatible storage.
- To identify which chemicals are present.
- To conduct a regular clean-up of containers and shelving.

#### **II. Locating chemicals**

Develop system for finding information such as a Cardex or Computer database system. A good system should direct you quickly to the chemical, and be easy to use and maintain. Keep inventory up to date.

## **B. Chemical Storage**

### **General Rules**

- Store in central, properly ventilated area; this includes forced ventilation from floor to ceiling with exhaust above roof level.
- Know the location of the master control shut-off valves for gas, water and electricity
- Smoke detector is required.
- Shelving should be accessible with chemicals at eye level or lower; no high shelf storage.
- Avoid floor chemical storage.
- Firmly secure shelf assemblies to walls. Avoid island shelf assemblies.
- Provide anti-roll lips on all shelves.
- Shelving assemblies should be of wood construction (except for storage of oxidizers).
- Avoid metal, adjustable shelf supports and clips; use fixed, wooden supports.
- For emergencies, have:
  - Fire extinguishers of the approved type positioned near an escape route
  - Spill control and clean-up materials
  - Approved eye/face wash and shower.

## **II. Laboratory Chemical Storage**

Laboratories are not storerooms. This applies to the storage of chemicals, solvents and equipment. For success in chemical storage, use these criteria.

### **1. Small amounts, not stockpiled**

Ordering the 1 kilogram (kg) size, because it is cheaper than the 100 gram size, is often false economy in the long run. The result is:

- it takes up more valuable space
- it presents a greater potential hazard
- it may eventually be a disposal problem.

If you need to check out a reaction, try borrowing a small amount of the necessary chemical from another researcher instead of buying it on speculation.

## **2. Secure**

- Do not overcrowd shelves.
- Do not store too high; provide a proper kick stool or ladder where necessary.
- Chain compressed gas cylinders.
- Store lecture bottles upright and chain or secure in a proper holder.
- Store solvents in a proper flammable liquids cabinet, and keep door closed.
- Use appropriate containers for solvents and waste.
- Store highly toxic or controlled materials in a secure or locked cupboard.

## **3. Signed properly (labeled)**

- Label contents clearly.
- Labels must be intact and legible.
- Do not overwrite labels.
- Label solvent stills.
- Label and regularly check peroxidizable materials.

## **4. Sealed**

- Keep solvent containers closed.
- Ensure chemical containers are intact.
- Ensure container lids are intact and closed.
- Regularly vent materials capable of building up pressure; e.g. formic acid.

## **5. Segregated**

- Know what is in storage; separate incompatible materials.

- Be aware of nomenclature problems

e.g. PHENOL is also known as:

- carbolic acid
- hydroxy benzene
- oxybenzene
- phenic acid
- phenyl hydroxide
- phenylic acid or phenylic alcohol.

### **III. Methods**

#### **1. Introduction**

Chemical storage, whether in a laboratory or central storeroom, should be under the supervision of a qualified person; storerooms must have adequate security.

Safety cabinets should be used for specialized groups of compatible substances.

The alphabet was one of the first things that you learned. However, when it comes to chemical storage, it should be one of the last criteria used. Examples of compatibility problems arising from storing chemicals alphabetically include:

- Alkanes and Ammonium Nitrate
- Hydrogen Peroxide and Hydrazine
- Ammonia and Bromine
- Nitric Acid and Phenol
- Aldehydes and Amines
- Sodium Cyanide and Sulfuric Acid
- Calcium Hypochlorite and Carbon

Even apparently safe storage can be a potential problem. The following materials are often stored together even though there are hazards should the materials mix:

- Acetic Acid and Nitric Acid
- Perchloric Acid and Sulfuric Acid

- Concentrated Acids and Bases

Separate by Compatibility

"Compatibility is Synonymous with Chemical Functionality"

Refer to:

- Material Safety Data Sheets
- Chemical Catalogues
- US School System Lab. Storage Guide

Isolate and store chemicals using the suggested guidelines outlined below.

## **2. Acid and Bases**

- store acids and bases separately
- store acids in dedicated acid cabinet
- store oxidizing acids (e.g. nitric acid) away from organic acids (e.g. acetic acid)
- store hydrofluoric and perchloric acids in secondary containers manufactured from compatible materials
- safety showers and eye wash facilities must be within easy access
- protective equipment must be inspected regularly to insure proper working order, especially in corrosive atmospheres

## **3. Flammable Liquids**

Flammable liquids should be stored in a dry, cool well-ventilated area, such as a flammable liquid storage room or cabinet.

### **i) Laboratory Storage**

Flammable liquids should be stored according to the following rules:

- maximum size of containers recommended for lab use is 5 liters
- maximum volume outside flammable liquid cabinet, in the open lab, is 25 liters of those materials with a flash point below 37.8°C.
- flammable liquids should preferably be stored in metal safety cans which meet the fire code requirements (listed approved safety cans equipped with flash arrestor and self-closing lid)

glass containers, of >1 liter, may be used only if purity of the material is affected by exposure to metal, or it is the original container

- waste solvent containers must be capped when not in active use; their volume is included in the 5 liter container size for laboratories and 25 L maximum volume in open lab

## **ii) Flammable Liquid Cabinets**

An approved flammable liquid storage cabinet may be used when quantities of flammables exceed those previously mentioned. Unlike a regular metal type cabinet, an approved flammable liquid storage cabinet must be listed by an acceptable testing agency.

Advantages of flammable liquid cabinets are:

- better control of flammables, thus eliminating the problem of careless open storage of small containers
- offers a safe means of storage over a short period of time time-saving method of storage by locating cabinets in, or adjacent to, work areas.

This reduces the frequency of trips to the drum storage or dispensing facility.

Flammable liquids cabinets must:

- be U.L.C. listed and approved
- be closed at all times, with door latches operable
- have vents that are either plugged or vented directly to the outside
- be either wood (must meet specifications of fire code) or metal
- be suitably placed, i.e. not located near an exit door or blocking access to an exit
- may have to be in a room which has a second exit depending on the quantity and hazards of flammable liquids in the room
- contain no more than 500 liters maximum of flammable and combustible liquids of which no more than 250 liters may be flammable be no more than one (1) per fire compartment, unless otherwise approved by the local Fire Department.

## **iii) Refrigerator Storage**

In the event that chemicals need to be stored in a refrigerator, certain guidelines must be followed. The materials must be securely packaged, tightly sealed and properly labeled. Ensure that materials, especially those that are highly reactive or corrosive, are

inspected regularly and that lids are intact. Flammable materials, when they must be kept cool, must be stored in an explosion proof refrigerator.

Refrigerators must be approved (U.L.C.) for storage of flammable liquids (explosion-proof), or acceptably tested and approved. A number of refrigerators have exploded due to flammable vapors.

#### **iv) Flammable Compressed Gas Cylinders**

- protect against mechanical damage
- store in a secure area
- store with protective caps on
- store in a dry, well-ventilated area
- store flammable, oxidizing and poison gases separately
- if stored indoors, the room must have a 2-hour fire separation with entry from the exterior
- natural ventilation to outside wall must exist
- room must have no other purpose
- compressed gas is heavier than air
- only 1 cylinder is allowed in any one room and must not be located below grade
- poisonous compressed gases shall be separated from remainder of building by a gas tight fire separation
- poisonous compressed gases shall be stored in a room with an exterior entrance and not with combustible or flammable material.

#### **v) Flammable Liquid Storage Rooms**

A properly designed flammable liquid storage room must satisfy many requirements, e.g. location, ventilation, electrical equipment, fire protection, etc. It must also meet the needs of the user, e.g. adequate size, conveniently located, etc.

The flammable liquids room should be easily accessible to fire fighting. From a fire safety standpoint, rooms located in corners of buildings meet this requirement; e.g. window openings and doors all providing sufficient entry; also, explosion venting can be incorporated into the exterior walls. From a management point of view, such a location is advantageous in that incoming shipments of flammables can be handled without having to transport them through the main work area.



There are specific guidelines for flammable liquid storage rooms. The maximum number of liters per square meter of floor space; maximum room size with and without a sprinkler system (or other automatic extinguishing system); fire resistance rating of the interior walls. Other additional requirements include: a raised liquid-tight sill of at least 102 mm in height (a sunken floor or open grated trench is also permissible); floor drains which drain to a safe location; self-closing, listed, one and one-half hour Class B fire door (listed 3-hour Class A may be required for walls with a rating greater than 2 hours).

Rooms containing Class I flammables must have electrical equipment suitable for Class I, division 2; for Class II and Class III liquids, electrical fixtures must be approved for general use. The room must also have gravity or mechanical exhaust ventilation system (ICFM/sq.ft. of floor area) equipped with suitable interlocks.

#### **4. Oxidizing Materials**

Oxidizing materials must be stored away from flammable and combustible materials as well as separate from reducing agents.

The simplest method of ensuring that this occurs is to locate all oxidizing materials and store them in a separate location. Read material safety data sheets to ensure that they are all compatible with each other.

#### **5. Dangerously Reactive Materials**

Read MSDS. Isolate from other chemicals and ensure that storage conditions are appropriate. Cool, dry well-ventilated areas are required. Additional criteria may include an oxygen free environment for water reactive materials.

Once the chemicals are sorted into the previously described groupings, they can then be sorted into organic and inorganic classes. The Flinn Chemical Catalogue Reference Manual suggests organic and inorganic grouping which are further sorted into compatible families (see next page). The compatible families suggested are:

##### **Inorganic**

Metals, hydrides

Halides, sulfates, sulfites, thiosulfates

Amides, nitrates\*\* (except ammonium nitrate), nitrites\*\*, azides\*\*, nitric acid

Ethers\*\*, ketones, ketenes, halogenated carbon

Sulfides, selenides, phosphides, carbides, nitrides

Chlorates, perchlorates\*\*, perchloric acid\*\*, chlorites, hypochlorites, peroxides\*\*, hydrogen peroxide

Arsenates, cyanides, cyanates  
Borates, chromates, manganates, permanganates  
Acids (except nitric)  
Sulfur, phosphorus\*\*, arsenic, phosphorus pentoxide\*\*

### **Organic**

Acids, anhydrides, peracids  
Alcohols, glycols, amines, amides, imines, phosphates, halogens, imides  
Hydrocarbons, esters, aldehydes  
Hydroxides, oxides, silicates, carbonates, hydrocarbons, ethylene oxide  
Epoxy compounds, isocyanates  
Peroxides, hydroperoxides, azides\*\*  
Sulfides, polysulfides, sulfoxides, nitriles  
Phenols, cresols

\*\* potentially unstable

### **Guidelines for Handling Compressed Gases**

- Know the hazards associated with the gases you work with.
- Use the appropriate personal protective equipment (i.e. foot guards).
- Keep cylinders away from fire, sparks, and electricity.
- Always use a hand truck for transport. Chain cylinders to hand truck.
- Do not transport in closed vehicles.
- Cylinders should be chained in place or other wise secured at all times.
- Protect cylinders from any objects that might cut or scrape them.
- Do not drop cylinders, or otherwise permit them to strike each other.
- Leave valve cap on cylinder until secured and ready for use.
- Ground all cylinders containing flammable gases.
- Use only in an upright position.
- All valves should be closed when not in use.
- Use the proper regulator for the particular gas.
- Carefully open all valves and adjust gas flow rates.
- Always consider cylinders to be full and handle accordingly.

- Discontinue using a high-pressure cylinder when the pressure approaches 30 psi, and clearly mark EMPTY; then remove for return to vendor.
- Oily regulators should never be used with oxygen. Oxygen under pressure will rapidly oxidize oil or grease, resulting in an explosion.
- Acetylene under pressure can decompose with explosive force. It can explode with extreme violence if ignited. Copper or brass (with more than 65% copper) can form explosive compounds in contact with acetylene.
- Glass equipment should not be pressurized. A general rule is no pressure greater than 10 inches of water, without special protective equipment.
- Never mix gases in a cylinder. Explosion, contamination, corrosion, and other hazards can result.
- Cylinders containing large amounts of a flammable gas (hydrogen, acetylene, ethylene) should be stored outside in a protected area and piped into the working area.
- Store in a fire-proof, well ventilated area.
- Storage area temperature should not exceed 100 F.
- Store gases supporting combustion (O<sub>2</sub>, CO<sub>2</sub> etc.) at least 25 feet from fuel gases, preferably in another gas storage area.
- Store with valve caps in place, even when empty.

### **Pressure Regulator Handling and Use**

- Pressure regulators are used in a gas system to reduce the pressure from high pressure sources, such as gas cylinders or gas supply pipelines, to a safe working pressure range.
- A pressure regulator should be attached to a cylinder without forcing the threads. If the inlet of a regulator does not fit the cylinder outlet, no effort should be made to try to force the fitting. A poor fit may indicate that the regulator is not intended for use on the gas chosen. (Regulators for "fuel" gases -H<sub>2</sub>, acetylene, etc.- generally have a left hand thread.)
- The following procedure should be used to obtain the required delivery pressure:
- After the regulator has been attached to the cylinder valve outlet, turn the delivery pressure-adjusting screw counter-clockwise until it turns freely.
- Open the cylinder valve slowly until the tank gauge on the regulator registers the cylinder pressure. At this point, the cylinder pressure should be checked to see if

it is at the expected value. A large error may indicate that the cylinder valve is leaking.

- With the flow-control valve at the regulator outlet closed, turn the delivery pressure-adjusting screw clockwise until the required delivery pressure is reached. Control of flow can be regulated by means of a valve supplied in the regulator outlet or by a supplementary valve put in a pipeline downstream from the regulator. The regulator itself should not be used as a flow control by adjusting the pressure to obtain different flow rates.

## **Use of Animals or Plants**

### **Animals**

Before using animals, teachers should establish guidelines to avoid any intentional or unintentional abuse, mistreatment, or neglect of animals and to promote humane care and proper animal husbandry practices. Whenever animals are to be used in science activities with students, it is imperative that care be exercised to protect both the animals and the students. If animals are to be kept for any time in the room in cages, be certain that adequately sized and clean cages are provided to all animals. Keep cages locked and in safe, comfortable settings.

Animals can stimulate and enhance learning and should be used safely in the laboratory/classroom. Because increased activity and sudden movements can make animals feel threatened, ALL student contact with animals should be highly organized and supervised. Teachers should keep the following precautions in mind to ensure an enjoyable and comfortable experience for their students.

- Inquire beforehand about student allergies associated with animals.
- Allow students to handle/touch animals only after proper directions and demonstrations have been given.
- Have students use gloves while handling vertebrates and appropriate invertebrates and wash hands afterward.
- Report to Public Safety immediately any animal bites or scratches.
- Have a veterinarian evaluate all animals that die unexpectedly.
- Never dispose of fecal matter in sinks or with commonly used equipment.
- Never use wild animals. Obtain classroom animals from reputable pet suppliers.
- Never use poisonous animals in the classroom.
- Never allow students to tease animals or touch animals to their mouths.

## Plants

While plants produce the oxygen necessary for animal life, provide us with food, and beautify our surroundings, some produce very toxic substances. Teachers should familiarize themselves thoroughly with any plants they plan to use in the classroom.

- Inquire beforehand about student allergies associated with plants.
- Never use poisonous or allergy-causing plants in the classroom.
- Never burn plants that might contain allergy-causing oils, e.g., poison ivy.
- Make a clear distinction between edible and non-edible plants.
- Never allow plants to be tasted without clear direction from the teacher.
- Have students use gloves while handling plants and wash hands afterward.

## **RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

## **1.3 RESPONSIBILITY**

It is the responsibility of each instructor to insure that a safe environment is maintained in their area and that this procedure is adhered to.

\_\_\_\_\_

Vice President of Instructional Affairs

\_\_\_\_\_

Date

Approved By:

\_\_\_\_\_

President

\_\_\_\_\_

Date





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Nursing Safety Program**

**Page 1 of 4**

**Implementing Procedure For Policy 8.05**

**Effective Date: 01/07/04**

**Division: Instructional Affairs**

**Revised: 05/03/10**

**1.1 PURPOSE:**

The purpose of this policy is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE:**

**Safety Training**

Safety Training information is embedded within the various classes of the Nursing curriculum. Subjects covered within the curriculum include but are not limited to the following:

- Infection control
- Blood borne pathogens
- Age related safety factors
- Risks related to alcohol and drug abuse
- Isolation techniques
- Turning, lifting, positioning patients
- Patient transfers and ambulation
- Restraints
- Safe handling, use, and disposal of sharp objects
- Safety factors related to medication administration
- Identification and elimination of fall hazards
- Care of violent patients
- Safe application of heat and cold
- Preventing electrical hazards
- Prevention and treatment of poisoning
- Preventing and treatment of smoke inhalation, carbon monoxide poisoning, and burn injury
- Prevention and treatment of overexertion and dehydration
- Safe oxygen administration

It is reasonable and prudent for an instructor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.

## **GENERAL SAFETY PRACTICES**

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### **BODY MECHANICS**

1. Use proper muscle groups and distribute any weight.
2. Both hands should be used to pick up heavier objects.
3. Lifting heavy objects alone should be avoided. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people should carry long pieces of equipment.
9. Do not lift heavy loads above shoulder level.

### **PERSONAL PROTECTION**

1. Confine long hair so that it is not exposed and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Provide respirators or dust masks for use where harmful dusts or fumes exist.
4. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
5. Where noise levels are excessive over long periods of time, ear protection should be worn.
6. Provisions are made for cleaning and sterilizing of all equipment.



### **FACILITY CONDITION**

1. Aisles, machines, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel know the procedures for notification of fire and evacuation of premises.
10. Workplaces should be free of excessive dust, smoke, and airborne toxic materials.
11. Utility lines and shutoffs should be properly identified.
12. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

### **HOUSEKEEPING PRACTICES**

1. Provide for the storage and daily removal of all waste materials.
2. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
3. Employ a standard procedure to keep floors free of oil, water, and foreign material.
4. Provide for the cleaning of equipment and facilities after each use.
5. Provide regular custodial service in addition to end of class cleanup.
6. Keep walkways and work areas free of all obstructions.
7. Floor surfaces must be maintained in a “nonskid” condition.

### **EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner’s manual.

2. Machines and apparatus should be arranged so that operators are protected from hazards of other machines or passing individuals.
3. Machines should be turned off when the instructor is out of the room and/or if the machine is unattended.
4. Proper cleaning equipment should be used (avoid air for cleaning purposes).
5. Nonskid areas should be maintained around dangerous equipment.
6. A preventive maintenance program should be established for all equipment.
7. Equipment cords and adapters should be maintained in a safe working condition.
8. Adjustment and repair of any machine should be restricted to experienced persons.
9. Ladders should be maintained and stored properly.

### **OXYGEN**

This gas is in a class by itself. It will combine with many common materials and under the right conditions will cause these materials to burn violently or to explode. Oxygen under high pressure can cause oils to explode. **NEVER USE OIL ON ANY OXYGEN VALVE OR REGULATOR EQUIPMENT!** If you change cylinders, always have the instructor check your work before opening the valve.

### **RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

### **1.3 RESPONSIBILITY**

It is the responsibility of each instructor to insure that a safe environment is maintained in their area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
President





**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Personal Services Institute Safety Program</b>	
<b>Page 1 of 7</b>	<b>Implementing Procedure for Policy 8.05</b>
<b>Date Approved: 11/26/03</b> <b>Revised: 05/03/10</b>	<b>Division: Instructional Affairs</b>

**Personal Services Institute Safety Procedure**

**1.1 PURPOSE:**

The purpose of this procedure is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE:**

**Safety Training**

Safety Training should be conducted at the beginning of each semester or prior to the individual using a specific piece of equipment. The training should be documented on the enclosed Training Record. These records should be maintained for a period of 3 years and are subject to inspection and audit by the CF Public Safety Department or State of Florida Department of Education or other agencies.

It is reasonable and prudent for an instructor or supervisor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.

## **GENERAL SAFETY PRACTICES**

---

### **BODY MECHANICS**

1. Use proper muscle groups and distribute any weight.
2. Both hands should be used to pick up heavier objects.
3. Lifting heavy objects alone should be avoided. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people carry long pieces of materials.
9. Do not lift heavy loads above shoulder level.

### **FACILITY CONDITION**

1. Aisles and other equipment should be arranged to conform to good safety practices.
2. Aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evacuation of premises.
10. Workplaces are free from excessive dust, smoke, and airborne toxic materials.

### **HOUSEKEEPING PRACTICES**

1. Provide properly marked boxes, bins, or containers for various kinds of equipment.
2. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
3. Employ a standard procedure to keep floors free of oil, water, and foreign material.
4. Provide for the cleaning of equipment and facilities after each use.
5. Provide regular custodial service in addition to end of class cleanup.
6. Prohibit the use of compressed air to clean clothing, equipment, and work areas.
7. Floor surfaces must be maintained in a “nonskid” condition.
8. Tools and materials are stored orderly and safely.

### **EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner’s manual.
2. Machines and apparatus should be arranged so that operators should be protected from hazards of other machines or passing individuals.
3. Equipment control switches for each machine should be easily available to the operator.
4. Machines should be turned off when the instructor is out of the room and/or if the machine is unattended.
5. Proper cleaning equipment should be used (avoid air for cleaning purposes).
6. Nonskid areas should be maintained around dangerous equipment.
7. A preventive maintenance program should be established for all equipment.
8. Cutting tools should be kept sharp, clean, sanitized and in safe working order.
9. Machines that should be defective or being repaired should be clearly marked and made inoperable by locking out the machine power switch.
10. Equipment cords and adapters should be maintained in a safe working condition.
11. Adjustment and repair of any machine should be restricted to experienced persons.

## CHEMICAL HANDLING

All chemicals and solvents should be treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

### ▪ **Responsibility**

It is every Employee/Student's and supervisor's responsibility to be aware of the hazards related to the use of solvents, chemical cleaning materials, water treatment, and other chemicals and enforce the rules related to their use. The location and use of eyewash stations and other first aid materials shall be known prior to working in any area where their use may be required.

### ▪ **Selection of Chemical Materials**

The hazards to be considered in the selection of solvents, chemical cleaning materials, water treatment and other chemicals shall be:

- (a) Contact with a hazardous material which can cause skin rash or dermatitis, corrosive burns, or eye damage.
- (a) Potential explosive or fire hazard.
- (c) The ingestion through the mouth or absorption through the skin of a poisonous, corrosive, or other hazardous substance.
- (d) The inhalation of a volatile solvent, gas, or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membranes and internal organs.

### ▪ **Hazard Guideline**

Glossary of Terms Related to Hazards:

- (a) Chronic – Longer period before reaction
- (b) Acute – Almost immediate reaction
- (c) Local – Contact on skin and eyes
- (d) Systemic – Ingested or inhaled
- (e) Danger – highest degree of hazard (flash point below 100 F)

(f) Warning – Intermediate degree of hazard (flash point 100 F - 200 F)

(g) Caution – Lowest degree of hazard (flash point 200 F - 1500 F)

The selection of chemical materials should be based on safety as well as the ability to meet specific performance requirements.

### **Conducting an annual inventory**

- To check for ethers and other chemicals with limited shelf life.
- To remove surplus hazardous chemicals.
- To remove chemicals that will not or has not been used in the past 1-3 years.
- To correct incompatible storage.
- To identify which chemicals are present.
- To conduct a regular clean-up of containers and shelving.

### **Chemical Storage**

#### **General Rules**

- Store in central, properly ventilated area.
- Know the location of the master control shut-off valves for gas, water and electricity
- Smoke detector is required.
- Shelving should be accessible with chemicals at eye level or lower; no high shelf storage.
- Avoid floor chemical storage.
- Firmly secure shelf assemblies to walls. Avoid island shelf assemblies.
- Provide anti-roll lips on all shelves.
- Shelving assemblies should be of wood construction (except for storage of oxidizers).



- Avoid metal, adjustable shelf supports and clips; use fixed, wooden supports.
- For emergencies, have:
  - Fire extinguishers of the approved type positioned near an escape route
  - Spill control and clean-up materials
  - Approved eye/face wash and shower.

Refer to:

-Material Safety Data Sheets  
-Chemical Catalogues  
-US School System Lab. Storage Guide

Isolate and store chemicals using the suggested guidelines outlined below.

### **First Aid**

- (a) In the event an Employee/Student should come in contact with any type of chemical in the eyes or on the skin, first aid must be rendered to that Employee/Student as soon as possible.
- (b) Contact the Employee/Student supervisor, the Public Safety Department, the operator, or 9-1-1 without delay to initiate emergency response action.
- (c) The following steps are necessary in reporting an emergency:
  - Name of victim;
  - Nature of emergency;
  - Location of emergency (victim); and
  - Physical condition of victim.
- (d) In rendering assistance, follow first aid instructions on the container label. If first aid instructions are available, get the victim to an area where clean running water is available. Flush or irrigate the affected area for a minimum of fifteen (15) minutes or until help arrives.

**RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through the proper channels.
2. An analysis of accidents should be made for the purpose of corrective action

**1.3 RESPONSIBILITY**

It is the responsibility of each instructor to ensure that a safe working environment is maintained in their area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs      Date

Approved By:

\_\_\_\_\_  
President      Date





COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Theater &amp; Set Design Safety Program</b>	
<b>Page 1 of 21</b>	<b>Implementing Procedure for Policy 8.05</b>
<b>Date Approved: 11/26/03</b> <b>Revised: 05/03/10</b>	<b>Division: Instructional Affairs</b>

**Theater & Set Design Safety Procedure**

**1.1 PURPOSE:**

The purpose of this procedure is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

**1.2 PROCEDURE:**

**Safety Training**

Safety Training should be conducted at the beginning of each semester or prior to the individual using a specific piece of equipment. The training should be documented on the enclosed Training Record (Attachment 1). These records should be maintained for a period of 3 years and are subject to inspection and audit by the CF Public Safety Department or State of Florida Department of Education or other agencies.

It is reasonable and prudent for an instructor to provide all students with adequate safety training. This could include, but it not limited to:

- Safety demonstrations – attentively watched by all
- Safety videos
- The proper and adequate wearing of personal protective equipment (PPE) appropriate to the industry or program area.
- Safety quizzes and tests, etc.
- Students demonstrate proficiency in facility, tool, and equipment safety to the instructor, who uses his or her professional assessment in allowing the student to utilize shop facilities.

## **GENERAL SAFETY PRACTICES**

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### **BODY MECHANICS**

1. Use proper muscle groups and distribute any weight.
2. Both hands should be used to pick up heavier objects.
3. Lifting heavy objects alone should be avoided. Help is requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people should carry long pieces of equipment.
9. Do not lift heavy loads above shoulder level.

### **PERSONAL PROTECTION**

1. Confine long hair so that it is not exposed to machinery and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Provide dust masks for use where dusts or fumes which may be classified as irritants are present.
4. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
5. Prohibit the wearing of loose clothing in the shop areas.
6. Require students to remove rings and other jewelry while working in the shop areas.
7. Where noise levels are excessive over long periods of time, ear protection should be worn.
8. Protective apparel, including safety shoes, aprons, shields, and gloves, are worn properly as required by the nature of the task.
9. Provisions are made for cleaning and sterilizing respirators, masks, and goggles.
10. Head protection is worn in all areas where there is danger of falling and/or flying objects.

### **FACILITY CONDITION**

1. Aisles, machines, benches, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evaluation of premises.
10. Laboratories and workplaces should be free from excessive dust, smoke, and airborne toxic materials.
11. Utility lines and shutoffs should be properly identified.
12. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

### **HOUSEKEEPING PRACTICES**

1. Provide for the storage and daily removal of all sawdust, metal cuttings, rags, and other waste materials.
2. Provide properly marked boxes, bins, or containers for various kinds of scrap stock and rags.
3. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
4. Employ a standard procedure to keep floors free of oil, water, and foreign material.
5. Provide for the cleaning of equipment and facilities after each use.
6. Provide regular custodial service in addition to end of class cleanup.
7. Keep walkways and work areas free of all obstructions.
8. Tools and materials are stored orderly and safely.
9. File cabinets and other tall cabinets are required to be anchored.

## **EQUIPMENT**

1. All equipment should be operated in accordance with specifications as stated in the owner's manual.
2. Machines and apparatus should be arranged so that operators are protected from hazards of other machines or passing individuals.
3. Point of operation zones should be properly identified and guarded.
4. Permanent enclosure guards properly protect pulleys, gears, and belts.
5. Guards should be removed only for repair purposes and then replaced immediately.
6. Equipment control switches for each machine should be easily available to the operator.
7. Machines are turned off when the instructor should be out of the room and/or if the machine is unattended.
8. Proper cleaning equipment should be used (avoid air for cleaning purposes).
9. Nonskid areas should be maintained around dangerous equipment.
10. A preventive maintenance program should be established for all equipment.
11. Cutting tools should be kept sharp, clean, and in safe working order.
12. All hoisting devices should be maintained in a safe operating condition and specified load ratings are easily identified.
13. Machines that should be defective or being repaired are clearly marked and made inoperable by locking out the machine power switch.
14. Equipment cords and adapters should be maintained in a safe working condition.
15. Adjustment and repair of any machine should be restricted to experienced persons.
16. Ladders should be maintained and stored properly.
17. Machines designated for fixed location should be securely anchored.

## **HAND TOOLS**

1. Instruct students to select the right tools for each job.
2. Establish regular tool inspection procedures to ensure tools are maintained in safe condition.
3. Instruct students in the correct use of tools for each job.
4. Provide proper storage facilities.
5. Do not lay tools on operating machinery or equipment.
6. Keep tools out of aisles and working spaces where they may become tripping hazards.
7. Do not put sharp objects or tools in pockets. This could result in cuts or being stabbed.

## **GENERAL USE OF TOOLS**

1. Keep cutting edges sharp and carry in a sheath or holster made for that purpose.
2. Report defective (worn, damaged and etc.) tools promptly to your supervisor for repair or replacement.
3. Keep tool handles free from splinters, burrs, etc. Handles must be tight on the head and free of cracks or splits.
4. When handing a tool to another person, direct sharp points and cutting edges away from both you and the other person.
5. Use only insulated tools when working around energized electrical circuits or equipment.
6. When using a knife, pliers, or other cutting tools, avoid directing the blade toward you. Cut away from your body and stand clear of others.
7. Do not carry hand tools in your pockets, such as screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

## **Files/Rasps**

1. Never use a file as a pry.



2. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

### **Hammers**

1. Do not use hammer with cracked, broken, splintered or loose handle. It must be securely set in the head. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles.
2. Do not use hammer with oily, greasy or wet hands.
3. Use the claw for pulling nails. Do not use as a pry or wedge, or for pulling spikes.
4. Never use a hammer with a hardened face on tempered, machined or hardened surfaces. Rawhide, plastic, rubber, lead, brass or copper hammers will prevent damage to parts and also eliminate the danger of flying chips of metal.

### **Knives**

1. Do not place the hand or fingers over the back of a knife blade while it is in use.
2. Do not try to catch a falling knife. Move out of its path, allow it to fall, and then pick it up.
3. Always cut away from the body.
4. Keep knives sharp.
5. Replace knives with worn handles.
6. Use knives with retractable blades when available.
7. When handing any tool or knife with an open blade ask the other person if they have control of the object before releasing.

### **Pliers**

1. Never cut through live wires; turn off the current first. Use insulated pliers for electrical work.
2. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire or whatever is being cut; this will prevent the loose ends from flying and causing possible eye injury.

### **Saws/Hacksaw**

1. Adjust blade (hacksaw) so that it is taut in the frame before using.
2. Keep saw blades sharp.

### **Screwdrivers**

1. Select the correct size and type of screwdriver to fit the job.
2. Never use a screwdriver as a chisel or as a substitute for a pinch bar or pry bar. (Exceptions are dry point and impact screwdriver).
3. Do not put fingers near blade when tightening a screw.
4. For electrical work, use only screwdrivers that have insulated handles of nonflammable material.
5. Do not use screwdrivers to tighten/loosen screws on hand-held objects.

### **Wrenches**

1. Do not use a makeshift wrench.
2. Do not use a wrench if the jaws are cracked or worn.
3. Always use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.
4. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.
5. Never use a piece of pipe, tubing or another wrench to extend the handle of the wrench in order to secure additional leverage.
6. Do not use wrench with oily, greasy or wet hands.

### **Machines/Power Tools (General)**

1. Operate a machine only after you have received thorough instructions and advised by your supervisor that you are qualified to operate that machine.
2. When working around machinery, do not wear loose clothing, torn sleeves, ties, key chains, rings, watches or any item that could become entangled in the machinery.
3. Use a hair net, rubber band, cap, clamp or other mechanism approved by your supervisor to contain long hair when working around machinery such as drills, grinders, power saws and other machinery with exposed rotating parts.
4. Make all adjustments with the power off.

5. Never attempt repair on live circuits, electrical appliances, power tools, cables or wiring unless you are licensed/certified and authorized by your supervisor.
6. Inspect all portable power tools before operating, including power cables, extension cords and adapters. Do not use if defective or damaged.
7. Use "ground fault circuit interrupter" (GFCI) protected circuits to operate all portable power tools.
8. When using any power tool/machine, make sure to use proper eye protection.
9. If using a large mobile tool, make sure the footing is secure and it is immobile before plugging in and activating machinery.

### **Drills**

1. Adjust the table or depth stop to avoid drilling into the table.
2. Securely lock drill bit or cutting tool into chuck.
3. Always wear eye protection (safety glasses or a face shield) when using drills.
4. Always keep finger on the portable drill switch so that power may be shut off instantly.
5. Do not use distorted or bent drill bit.
6. Disconnect extension cord before attempting to loosen a chuck on portable drills.
7. Discontinue using a drill, which overheats. (Hot to the touch or smells of burning wire.)
8. Secure work piece before drilling.

### ***Portable Drill Notes***

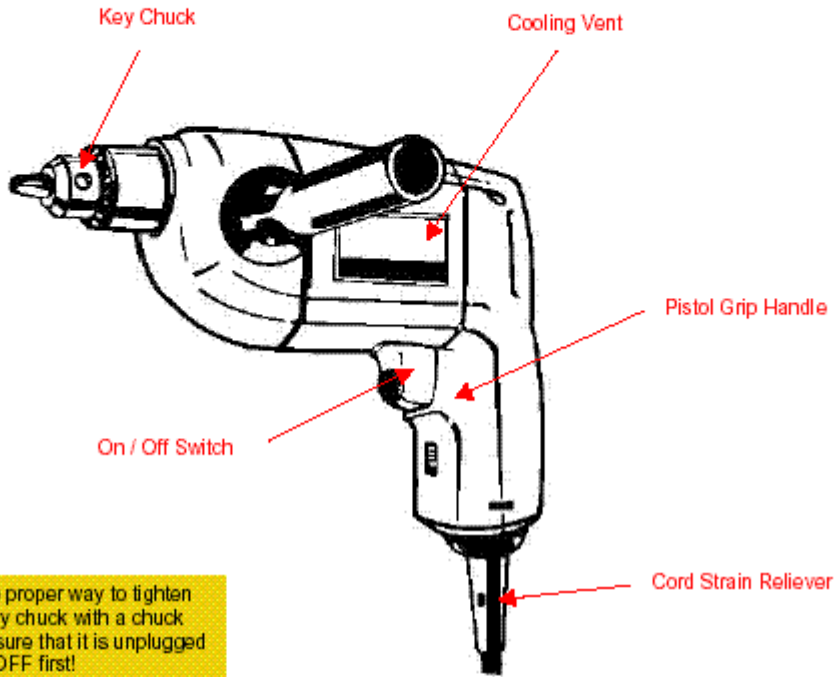
#### **Requirements:**

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

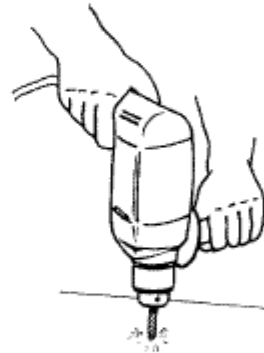
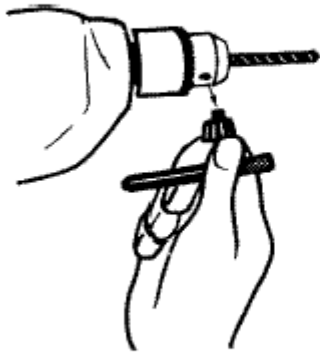
1. Select the correct drill bit just like you would for the drill press.

2. Secure a piece of scrap wood and the good wood to the table so that it will not move around while drilling.
3. Make sure that the switch is OFF, the chuck key is removed, and that your work area is clean and dry BEFORE you plug the drill in and turn it ON!
4. Drill with straight, even, and steady pressure.
5. When drilling deep holes, withdraw the drill bit several times to clear the area. This helps to provide a SAFE and even drilling process.
6. As with any machine DO NOT PANIC if something “goes wrong.” Turn it OFF, unplug it, and tell a teacher.

**Portable Drill Parts**



**NOTE:** The proper way to tighten down the key chuck with a chuck key. Make sure that it is unplugged and turned OFF first!



**NOTE:** The correct and SAFE way to drill.

### ***Soldering Station/Pencil Notes***

#### **Requirements:**

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

1. Operate only with instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Make sure all guards are in place and operating correctly.
4. Always wear eye protection.
5. Avoid serious burns by treating all soldering equipment as though it was hot.
6. Always place equipment back in holder after use. Never lay it on the bench.
7. Handle all soldering equipment with caution.
8. Solder over the bench top to prevent hot solder from dropping on the operator's legs.
9. Never attempt to melt anything other than solder, as it may cause fires.

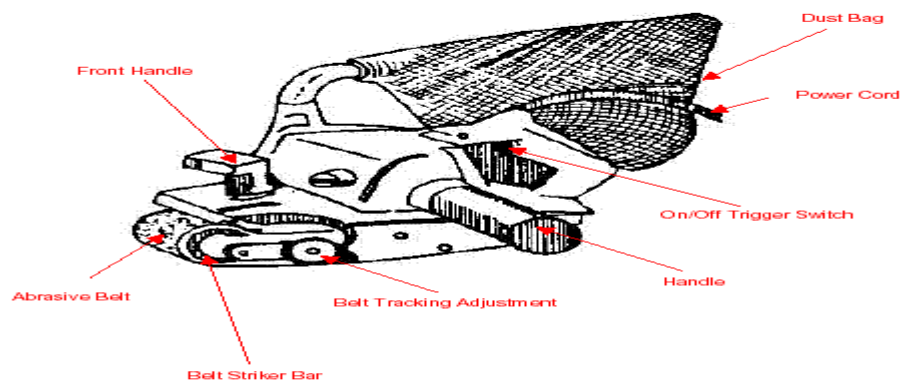
### ***Portable Belt Sander Notes***

#### **Requirements:**

Proper eye protection must be worn—operate only with instructor’s permission and after proper instructions have been received.

1. Check to see if the belt is worn or torn, tracking properly, and is the correct grit size for the job.
2. Before connecting to a power source, make sure the switch is “OFF.”
3. Start sander above the work, let rear of belt touch first then level the tool.
4. Keep the sander moving back and forth in the direction of the grain. Do not pause in one spot.
5. Lift the sander off the stock when stopping.
6. Always allow the sander to come to a complete stop before placing the sander on the table.
7. Keep electrical cord and dust bag away from working area.
8. When changing belts make sure the new belt runs as the arrow indicates.

#### ***Portable Belt Sander Parts***



## **Grinders**

1. Adjust tool rests to within 1/8" of the abrasive wheel and thoroughly tighten it in place.
2. Adjust movable tongue guard to within 1/4 inch of the abrasive wheel.
3. Inspect the wheels for chips, cracks or grooves on the face or side before turning on grinder. Do not use wheels if any of these problems are recognized.
4. Dress grinding wheels on the face only.
5. When grinding, use the face of the wheel only.
6. If the grinding wheel vibrates, do not use it. Tag it out of service and report it to your supervisor.
7. Do not touch ground portion of work piece until you are sure work piece has cooled.
8. When finished using the grinder, shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean.
9. Do not operate grinders near flammable containers or where gasoline fumes are present.

## **Saws (Power)**

1. Do not operate any power saw unless your supervisor or other qualified trainer has trained you.
2. Do not operate saws unless safety guards are in place and operational before use.
3. Always keep hands and fingers away from the saw blade.
4. Disconnect machine from power source when making adjustments.
5. Shut off power and clean the saw and work area before leaving.
6. When operating scroll saws, stop the machine before removing scrap pieces from the table.
7. Turn off the machine if the material is to be backed out of an uncompleted



cut or jammed cut.

8. Clamp work when using hole saw or cutting tools larger than 1/2" diameter.
  9. On band saws, adjust the upper blade guide about 1/8" above the material being cut.
  10. On band saws, make adjustments for taut blade tension and centered blade tracking.
  11. Hold work piece firmly against the table.
  12. Use push sticks when operating power table saws.
  13. Make sure the cutting guide is either in place, locked, or in proper stowed position.
  14. All persons using saw must be wearing eye protection.
  15. If cutting against the grain on a piece of wood, be aware of possible kickback and make necessary precautions.
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## **THEATER & SET DESIGN**

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### **General Safety Concerns in Theater & Set Design**

For basic theater safety, many accidents can be lessened by the use of safety equipment. Always wear hard-toed shoes when using materials or tools that could cause foot injury. Eye and body protection are important when handling or using materials that could cause bodily injury. And lastly always pay attention to your surroundings, knowing where your co-workers are at any time can reduce unexpected injuries.

The following equipment safety sheets and tests represent some of these areas of concern. However, most accidents in the theater design lab occur when students are using simple hand tools or handling paper, plates, chemicals, and other materials that they use every day.

Some important areas of GENERAL SAFETY CONCERN are:

#### Hand tools

- X-acto knives and razor blades
- Felt pens (toxic)
- Hand paper cutters
- Compasses
- Scissors
- T-squares and triangles
- Scribing tools

#### Furniture

- Stools
- Glass light tables
- Carts/hand truck/dollies

#### General

- Toxic chemicals
- Flammable materials and chemicals
- Skin irritants
- Wax (hot)
- Paper (sharp)
- Metal plates (sharp)
- Oily rags and other fire hazards
- Electrical hazards
- Lifting hazards
- Storage hazards
- Roller, gears, cylinders

### *HOT GLUE GUN SAFETY NOTES*

You will use a hot glue gun on some activities or projects. A HOT glue gun provides melted glue that dries quickly and provides a very strong bond.

Because the HOT glue can cause burns, you must follow these SAFETY rules when using the gun.

1. Never touch the melted glue or the nozzle of the glue gun
2. Do not put anything except glue sticks into the glue gun.
3. Use the correct size glue sticks in the glue gun. Do not try to trim a glue stick that is too big.
4. Wait until the glue has melted completely before using it on your project. Test the glue by squirting a small amount on a piece of scrap material. It should be runny and soft.
5. Be careful when holding glued pieces together. Melted glue can soak through thin or porous material and cause burns.
6. Never place an active hot glue gun on a surface which cannot handle heat. Also if the glue gun has a resting clip – make sure it is active before placing it down.



## Theatrical Lighting Equipment

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1. Make sure all lighting instruments have yolk and adjustable lens unit in a locked and tightened position before moving lights.
2. Be sure that all electrical cords and connectors are in good condition before connecting them to the source of power. Notify the technical director or theater manager if frayed cords are found.
3. Edison (otherwise known as household circuits) should not exceed 1500 watts of lighting instruments plugged into them.
4. Bates Pin (Stage Pins) should not exceed 2400 watts of lighting instruments plugged into a single circuit. As some circuits on the catwalks are doubled, keep in mind not to over circuit. If you are in doubt as to cabling/circuiting please consult the theater manager.
5. Do not move or focus lights when directly above any performer or technical personnel.
6. If cables for lighting instruments are in pathways of movement, tape all exposed cable to remove tripping hazards.
7. When working on boom lights, make sure the boom stand is securely in place and placed on a level surface.
8. All sidearms on booms are to be securely tightened and should carry no more than four lights per full beam, and one light per single side beam.
9. When working with or focusing lighting instruments, please keep away from the barrel of the instrument as these areas get extremely hot after a period of use and can cause burns. Only focus and adjust instruments wearing gloves and using selected adjustment locations.
10. When using color gel or gobos in a lighting instrument be certain that the frame or gobo holder is securely in place, and the gel or gobo is securely locked into the apparatus.
11. If the manager gives permission for you to change bulbs make sure to use the correct bulb type as well as wattage.
12. When changing a bulb – do not ever touch the glass portion of the bulb.
13. When changing a bulb – always make sure the instrument is unplugged.
14. Never use the lightboard unless properly trained.

15. When hanging lights make sure that all bolts are securely in place to hold position as well as to avoid equipment damage.
16. Specialty lighting effects can come in many shapes and sizes, make sure to use all proper setup conditions before utilizing special instruments or effect.
17. Make sure to run cables lines as efficiently as possible in order to reduce fire and tripping hazards.
18. Do not hang a lighting instrument in such a manner where it will be brought into contact with any surface (Special circumstances are allowed in accordance with theater manager or instructor).
19. Working on theatrical lighting is only permitted with the permission of the theater manager due to the training needed in this field.

### **Strobe lights**

1. Know how to operate strobe equipment before using it.
2. Be extremely careful not to touch any hot parts.
3. Do not operate strobe lights with a frayed or damaged cord. If an extension cord is necessary, be sure it has suitable amperage rating.
4. Let the equipment cool completely before storing it away.

### **Theatrical Pyrotechnics**

Theatrical Pyrotechnics are used for effects purposes in various types of shows. They require a licenses technician to oversee the usage of these effects. Pyrotechnics differ from normal fireworks, as they do not use black powder as part of the composition.

Listed below are a basic rule set for use and firing of pyrotechnics:

1. Never work alone on a pyrotechnics display. In case of an emergency, someone needs to be able to call for help.
2. Use safety equipment whenever possible.
3. Never use non-commercial effects – non-standardized production can cause unwanted problems.
4. Keep people, animals, and flammable object at a safe distance from effects.

5. Research local laws concerning the use of special effects.
6. Store pyrotechnics in a cool dry area under secured conditions.
7. Transport pyrotechnics in a wood lined box or manufacturer's shipping container.
8. Never mix of load pyrotechnics near heat or open flame.
9. Never fire a pyrotechnic device unless the operator is in full of the effect at all times.
10. The person firing the effect has the final say over whether an effect is fired, not a director or stage manager. Final responsibility rests with the pyrotechnic operator.

**General Theater Equipment**  
**Hand-Operated Paper Cutter**

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1. Operate only with the teacher's permission and after instructions have been received.
2. Use the paper cutter with great care as it can cause serious cuts and pinches.
3. When operating the paper cutter, keep the fingers behind the safety guard and never remove the guard.
4. Place a ruler, not the fingers, next to the blade to hold the paper flat.
5. When using a paper cutter, cut only one sheet of paper or film at a time. Do not use the paper cutter to cut anything except paper or film.
6. When finished, always close the cutting blade and fasten it with the safety lock.

**CUTTING TOOLS**

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1. Use all cutting tools (scissors, X-acto knives, matte knife, etc.) very carefully.
2. Keep all cutting tools sharp since dull blades can be dangerous.
3. To prevent serious cuts, never try to catch a dropped cutting tool.

1. SCALE OF INCHES
2. KNIFE
3. GUARD
4. PAPER TABLE

**SPRAY ADHESIVES AND PAINT**

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1. Get instructions on how to use these materials properly and safely before proceeding.
2. Use spray adhesives and paint in a well-ventilated place. They are flammable.
3. Avoid breathing the fumes. There is evidence that these fumes can seriously damage one's health.
4. Do not use these materials in areas where others will have to breathe the fumes.
5. Treat these substances just like any other flammable material would be treated.

**RECORDKEEPING**

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

**1.3 RESPONSIBILITY**

It is the responsibility of each instructor and student to maintain a safe environment is maintained in their area and that this policy is adhered to.

\_\_\_\_\_  
Vice President of Instructional Affairs      Date

Approved By:

\_\_\_\_\_  
President      Date



