



District Board of Trustees Policy Manual

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DISTRICT BOARD OF TRUSTEES POLICY MANUAL

Introduction

This manual is provided for all employees as a reference on policies adopted by Edison State College District Board of Trustees. It is based upon and interpreted according to the Florida Statutes, State Board of Education Administrative Rules, and the Florida Community Colleges and Workforce Education.

The policies contained herein, for the operation and administration of Edison State College District, are effective on the date approved by the Board unless stated otherwise. Any revisions made by the Board to these policies will be distributed with appropriate notation as to the effective date. This general policies manual was made a part of the official record of the meeting of the District Board of Trustees on April 23, 1992.

**TITLE: DUTIES, POWERS AND RESPONSIBILITIES OF
THE DISTRICT BOARD OF TRUSTEES**

AUTHORITY:

**Florida Statute 112.061; 112.313; 112.3143; 112.3144; 286.0105;
286.011; 1001.02; 1001.03; 1001.61; 1001.64; 1001.65; 1004.65
State Board of Education Rule Chapter 6A-14**

POLICY:

The District Board of Trustees of the Edison State College District is the governing board of the College. It is charged by Florida Statutes and State Board of Education Rules with responsibility for establishing the policies which are necessary to operate Edison State College.

TITLE: DUTIES, POWERS AND RESPONSIBILITIES OF THE PRESIDENT OF THE DISTRICT

**AUTHORITY: Florida Statutes 1001.02; 1001.61(5); 1001.64; 1004.65
State Board of Education Regulation Rules Chapter 6A-14**

POLICY:

The College District President is the executive officer and corporate secretary of the District Board of Trustees as well as the chief administrative officer of the College. The District Board of Trustees delegates to the District President the responsibility, authority and duties for leadership, supervision and management of the College in accordance with the Florida Statutes, State Board of Education Rules, Division of Florida Colleges, Rules and Policies of the District Board of Trustees. Without limiting the generality of the foregoing, the District Board of Trustees specifically delegates to the College District President the authority to execute all documents, agreements, contracts and instruments of payment and conveyance on behalf of the District Board of Trustees up to an amount not exceeding five hundred thousand dollars (\$500,000).

The District President is authorized by the District Board of Trustees to delegate any duties and responsibilities as may be appropriate. The District President is authorized to perform such other duties and make decisions which are necessary, proper and lawful for the operation of the College, and to make interpretations of Statutes, State Board of Education, Division of Florida Colleges, Rules and District Board Policies in accordance with Florida Statute 1001.65.

TITLE: EDISON STATE COLLEGE FOUNDATION, INC.

AUTHORITY: Florida Statute 1001.64; 1004.70

POLICY:

Pursuant to Florida Statute 1004.70, the Edison State College District Board of Trustees may certify, as a direct support organization, Edison State College Foundation, Inc. (Foundation), whose purpose is to provide funds for student scholarships, instructional services, the Barbara B. Mann Performing Arts Hall, and other proper activity of Edison State College. The District President of the College is authorized to implement the Board's procedures and guidelines to allow the Foundation the use of property, facilities and personal services pursuant to the provisions of Florida Statute 1004.70. In order to use such property, facilities and personal services, the Foundation shall:

1. Maintain exemption from Federal income tax as an organization described in section 501 (c) (3) of the Internal Revenue Code.
2. Provide that the College District President and Chairman of the District Board of Trustees, or trustee designee, serve on the Board of Directors and the executive committee of the Board of Directors of the Foundation.
3. Employ an independent auditing firm, and submit annual audited financial statements and management letters to the District Board of Trustees and the District President of the College.
4. Submit the annual budget to the District Board of Trustees.
5. Provide in its By-Laws that the Executive Director of the Foundation shall be appointed by, and be responsible to, the District President of Edison State College.
6. Adopt and maintain an investment policy as approved by the District Board of Trustees.
7. Operate in accordance with Section, 286.011, Florida Statutes (the Sunshine Law).
8. Operate in a manner consistent with the mission of Edison State College and the goals of the Florida College System institution and in the best interest of the state.
9. The Foundation shall not accept any gift, donation, grant, enter into any transaction or contract that creates any liability for the College, without advance written approval by the President of College.

TITLE: BOARD AGENDAS

AUTHORITY: Florida Statutes 1001.61(4)(5); 1001.64; 1001.65 State Board of Education Rule 6A-1 4.0261

POLICY:

1. The District President of the College in consultation with the Chair of the District Board of Trustees shall prepare the agenda for all District Board of Trustees meetings in the following order:
 - a. Call to order
 - b. Pledge of Allegiance to the flag
 - c. Reports to the District Board of Trustees
 - d. Old Business
 - e. New Business
 - f. Other Business
 - g. Adjournment
2. The agenda for all regular meetings of the District Board of Trustees shall be prepared for delivery to all District Board of Trustees members at least five (5) calendar days prior to the District Board of Trustees meeting. The agenda shall list the specific items to be considered.
3. Agenda items having a direct fiscal impact in excess of fifteen thousand dollars (\$15,000) shall include on the agenda cover page a concise identification of the dollar amount of the impact and an identification of the fund from which the amount will be paid.
4. Once the agenda is published, changes in the agenda shall only be made for good cause as determined by the District President in consultation with the Chair of the District Board of Trustees.
5. The meeting and workshop agendas and available backup materials shall be posted on the College's website and shall also be available to the public in the libraries located on the Charlotte County, Collier County, and Lee County Campuses as well as the Henry/Glades Center. In addition, the approved minutes of all workshop and regular meetings of the District Board of Trustees shall be posted on the College's website and shall also be available to the public in the College's libraries located on the Charlotte County, Collier County and Lee County Campuses as well as the Henry/Glades Center within fifteen calendar days of their approval by the District Board of Trustees

TITLE: EDISON STATE COLLEGE FINANCING CORPORATION

AUTHORITY: Florida Statute 1001.64; 1004.70

POLICY:

Pursuant to Section 1004.70, Florida Statutes, the Edison State College District Board of Trustees has certified Edison State College Financing Corporation ("Financing Corporation"), as a community college direct support organization, whose purposes are to (i) provide housing opportunities for the students of the College; (ii) to finance capital projects to meet current and future needs of the College, such as student housing, parking facilities, and/or other improvements; (iii) manage and invest funds held by it; (iv) operate or administer contracts for auxiliary enterprises and (v) any other proper activity of Edison State College.

The District President of the College is authorized to implement the Board's procedures and guidelines to allow the Financing Corporation the use of property, facilities and personal services pursuant to the provisions of Section 1004.70, Florida Statutes, as may be amended. In order to use such property, facilities and personal services, the Financing Corporation shall:

1. Maintain exemption from Federal income tax as an organization described in section 501(c) (3) of the Internal Revenue Code.
2. Maintain bylaws which provide that (i) the College District President or his or her designee and (ii) a designee of the Chairman of the District Board of Trustees, will serve as members of the board of Directors and the Executive Committee of the Financing Corporation.
3. Employ an independent auditing firm, and submit (i) annual audited financial statements and management letters, (ii) a copy of the Financing corporation's Form 1023 Application for Recognition of Exemption filed with the IRS and (iii) annual Form 990's as filed with the IRS, to the District Board of Trustees and the District President of the College.

TITLE: EDISON STATE COLLEGE FINANCING CORPORATION

4. Submit an annual budget to the District Board of Trustees.
5. Provide in its By-Laws that the President of the Financing Corporation shall be appointed by, and shall be responsible to, the District President of Edison State College.
6. Adopt and maintain an investment policy as approved by the District Board of Trustees.
7. Operate in accordance with Section 286.011, Florida Statutes (the Sunshine Law).
8. Operate in a manner consistent with the mission of Edison State College and the goals of the Florida College System institution and in the best interest of the state.
9. Not undertake any activity or enter into any transaction or contract that creates any liability for the College, without advance written approval by the President of College.

TITLE: THE EDISON STATE COLLEGE INVESTMENT POLICY

AUTHORITY:

Florida Statute 218.415, State Board of Education Rule 6A-14.0765

POLICY:

1. Scope and General Guidelines

- A. This Investment Policy applies to the surplus funds, in excess of those required to meet current .
- B. Management of the Fund shall be in accordance with Florida Statute 218.415, State Board of Education rule 6A-14.0765, and Edison State College policy.
- C. Subject to the limitations provided above and throughout the Investment Policy, the Investment Manager shall have managerial discretion in terms of asset mix, security selection and timing of transactions.

2. Investment Objectives

The Fund's primary objective is to place the highest priority on the safety of principal and liquidity of funds to meet cash flow demands. A secondary objective is to maximize investment income while providing minimal risk of market volatility. As a tertiary objective, the portfolio seeks to outperform its benchmark on a total return basis.

3. Performance Measurement

In order to assist in the evaluation of the portfolios' performance, the College will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the College to measure its returns against other investors in the same markets.

- A. The short-term investment portfolio shall be evaluated in comparison with the weighted average return (net book value rate of return) of the Standard & Poor's Local Government Investment Pool All 30 Day rate (LGIP30D). The Standard & Poor's LGIP30D represents Government Investment Pools that maintain a stable net asset value of \$1 per share with an average maturity of 30 days and is rated in Standard & Poor's two highest money market fund rating categories: "AAAm" and "AAm."

TITLE: THE EDISON STATE COLLEGE INVESTMENT POLICY

POLICY:

- B. The long-term investment portfolio shall be designed with the annual objective of achieving a comparable return to the Merrill Lynch 1-3 Year Treasury Index. The Merrill Lynch 1-3 Year Treasury Index represents all U.S. Treasury securities maturing over one year, but less than three years. This maturity range is an appropriate benchmark based on the objectives of the College.

4. Prudence and Ethical Standards

Investments shall be made in accordance with the “Prudent Person Rule,” which states that: “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the 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 from the investment.”

Any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of “Prudent Expert”. The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

5. Authorized Investments

In accordance with Section 218.415 (16), investments shall be limited to fixed income securities selected from the following types:

- A. The Local Government Surplus Funds Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act as provided in Sec. 163.01, FS.
- B. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- C. Interest-bearing time deposits or savings accounts in qualified public depositories as defined in Sec. 280.02, FS.
- D. Direct obligations of the United States Treasury.
- E. Federal agencies and instrumentalities.

TITLE: THE EDISON STATE COLLEGE INVESTMENT POLICY

POLICY:

- F. Securities of, or other interest in, any open-ended management type instrument company or investment trust registered under the Investment Company Act of 1940, 15USC ss 80a-1, provided that the portfolio of such instrument company or investment trust is limited to obligations of the United States Government or any such agency or instrumentality thereof.
- G. Other investments authorized by law or by ordinance for a county or a municipality.
- H. Other investments authorized by law or by resolution for a school district or special district.

It should be recognized that certain securities may meet the above definition of an authorized investment but their risk characteristics, as created by their structure, may be such that a prudent person would deem them inappropriate for the Fund. Securities of this type, which are prohibited include:

- A. Reverse repurchase agreements
- B. Floating rate securities whose coupon floats inversely to an index or whose coupon is determined based upon more than one index
- C. Tranches of Collateralized Mortgage Obligations (CMO) which receive only the interest or principal from the underlying mortgage securities; commonly referred to as "IO's" and "PO's"
- D. Derivatives and other securities whose future coupon may be suspended because of the movement of interest rates or an index. The only exceptions allowed are (1) "plain vanilla" floating rate notes which would have their coupon rate of interest directly linked to a published interest rate index such as LIBOR or U.S. Treasury Bills and (2) other authorized investments specifically listed above which, by the most strict interpretation, may be considered a derivative (e.g. AAA-rated Asset-Backed and Mortgage-Backed Securities).
- E. Any financial institution or company domiciled in the United States, or foreign subsidiary of a company domiciled in the United States, which directly or through a United States or foreign subsidiary makes any loan, extends credit of any kind or character, advances funds in any manner, or purchases or trades any goods or services with Cuba, the government of Cuba, or any company doing business in Cuba in violation of federal law.
- F. Any financial institution or company domiciled outside of the United States if the President of the United States has applied sanctions against the foreign country in which the institution or company is domiciled pursuant to Sec. 4 of the Cuban Democracy Act of 1992.

TITLE: THE EDISON STATE COLLEGE INVESTMENT POLICY

POLICY:

6. Maturity and Liquidity Requirements

The Fund shall be constructed in such a manner as to provide sufficient liquidity to pay obligations as they come due. To the extent possible, investment maturities will be matched with known cash needs and anticipated cash-flow requirements.

7. Portfolio Composition

Recognizing that market volatility is a function of duration, the Investment Manager shall maintain the Fund as a short-term duration portfolio. Additionally, it is recognized that proper diversification is considered a prudent investment approach. Diversification guidelines with maximum investment limits are defined in the Edison State College Investment Operating Procedure.

8. Risk and Diversification

Investments held shall be diversified to the extent practicable to control the risk of loss resulting from over concentration of assets in a specific duration, issuer, instrument, dealer or bank through which financial instruments are bought and sold. Diversification strategies shall be reviewed and revised quarterly by the Investment Committee.

9. Authorized Investment Institutions and Dealers

The Investment Manager will maintain an approved list of investment institutions and dealers for the purchase and sale of securities. The Investment Manager is responsible for establishing and maintaining the approved list and will make it available to the Investment Committee quarterly.

10. Third-Party Custodial Agreements

All securities purchased by Edison State College or by its approved Investment Manager under this Policy shall be properly designated as an asset of the College and held in safe keeping by a third party custodial bank or other third party custodial institution. If a bank or trust company serves in the capacity of Investment Manager, said bank or trust company could also perform required custodial and reporting services. No withdrawal of securities, in whole or in part, shall be made from safekeeping except by those designated within the Investment Management and Custodial Agreement between the Custodian and the College.

TITLE: THE EDISON STATE COLLEGE INVESTMENT POLICY

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Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a “delivery vs. payment” basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

11. Master Repurchase Agreement

All approved institutions and dealers transacting repurchase agreements are to execute and perform as stated in the master repurchase agreement and all transactions are to adhere to the requirements of the master repurchase agreement.

12. Bid Requirement

The Investment Manager shall execute purchases and sales in a competitive bid environment wherein at least three (3) offers or bids are obtained for each security. Exceptions to this approach may be made when (1) prices for purchases/sales are compared to systems providing current market prices and deemed reasonable, (2) when the security to be purchased is unique to one institution and has the approval of the Investment Committee or (3) the security has recently been issued and is trading at the same price by all financial institutions.

13. Internal Controls

The Vice President of Financial Services will establish a system of internal controls as described in College Administrative Procedures No. 6037. The internal controls will be reviewed by the Investment Committee and Independent Auditors as part of any financial audit periodically required. The controls will be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College.

14. Continuing Education

The Vice President of Financial Services will annually complete eight hours of continuing education in subjects or courses related to investment practices and products.

TITLE: THE EDISON STATE COLLEGE INVESTMENT POLICY

POLICY:

15. Reporting

Unless otherwise indicated, the following are the responsibilities expected of the Investment Manager:

- A. Monthly reporting of holdings and transactions occurring in the Fund to the Edison State College Investment Committee. This report is to include at least (1) all assets held by the Fund by class/type, book value, approximate market value, income earned, accrued income and (2) all transactions occurring in the Fund during the month.

- B. Quarterly reporting of the Fund's performance. The Investment Manager will report the Fund's total rate of return, which reflects the true earnings of the Fund and incorporates cash flows, changes in market value and income earned to the Edison State College Investment Committee.

- C. Calculation of the Fund's total rate of return will comply with the performance measurement standards as defined by the Association of Investment Management and Research (AIMR).

**TITLE: TRANSFER OF FUNDS FROM THE EDISON STATE COLLEGE
AUXILIARY ENTERPRISE FUND**

AUTHORITY: Florida Statute 1001.64; 1004.70

POLICY:

Pursuant to Section 1004.70, Florida Statutes, the Edison State College District Board of Trustees has certified Edison State College Financing Corporation (“Financing Corporation”), as a community college direct support organization of Edison State College (the “College”), whose purposes include, but are not limited to, managing and investing funds on behalf of the College and operating or administering contracts for the College’s auxiliary enterprises.

Subject to the prior express approval of the District Board of Trustees, the District President of the College, or his or her designee, is authorized to transfer “Legally Available Auxiliary Enterprise Funds” to the Financing Corporation, which the Financing Corporation shall hold, invest and use exclusively for the benefit of the College. For purposes of this policy, the term “Legally Available Auxiliary Enterprise Funds” shall mean all funds of the College that are not (i) derived from tuition revenues; (ii) appropriated for designated purposes; (iii) pledged to secure obligations of the College, or if pledged, are in excess of amounts necessary to pay such obligations in the current fiscal year or (iv) otherwise legally or contractually restricted as to use.

In order to remain eligible to receive or to continue to receive such “Legally Available Auxiliary Enterprise Funds”, the Financing Corporation must at all times:

1. Continue to be designated as a community college direct support organization of Edison State College; and
2. Be in compliance with each of the requirements of the College’s Policy entitled “EDISON STATE COLLEGE FINANCING CORPORATION”, effective November 27, 2007.

TITLE: DEBT ISSUANCE BY THE COLLEGE AND THE COLLEGE'S DIRECT SUPPORT ORGANIZATIONS

AUTHORITY:

Florida Statutes 1001.64; 1004.70(4)(e); 1009.22; 1009.23

POLICY:

I. College Debt

1. Financing Short Term and Long Term Debt

The District Board of Trustees of Edison State College is authorized to enter into short term loans and installment, lease purchase, and other financing contracts for a term of not more than 5 years, including renewals, extensions, and refundings. Payments on short term loans and installment, lease purchase, and other financing contracts shall be subject to annual appropriation by the District Board of Trustees. The District Board of Trustees is authorized to borrow funds and incur long term debt, including promissory notes, installment sales agreements, lease purchase agreements, certificates of participation, and other similar long term financing arrangements, only specifically provided in Florida Statutes 1009.22(6) and (9) and 1009.23(11) and (12).

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

- a. Capital Improvement Fee revenues
- b. Parking Fee revenues
- c. Motor Vehicle License Revenues (Capital Outlay and Debt Service)

Revenue bonds may not be secured by or paid from, directly or indirectly, tuition, financial aid fees, the Community College Program Fund, or any other operating revenues of the College. Lease purchase agreements may be secured by a combination of revenues as specifically authorized pursuant to Sections 1009.22(6) and 1009.23(11) Florida Statutes. Long term debt must be financed through the Division of Bond Finance, except for the pledge of parking fee revenue for a period of seven years or less.

TITLE: DEBT ISSUANCE BY THE COLLEGE AND THE COLLEGE'S DIRECT SUPPORT ORGANIZATIONS

II. Direct Support Organization Debt

Except as expressly set forth below, the District Board of Trustees must authorize all debt incurred by a direct support organization. Such debt shall:

1. Definitions

For purposes of this Policy:

- 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.

2. Financing Short-Term Debt

The District Board of Trustees hereby delegates to the Board of Directors of Edison State College Foundation, Inc. and the Board of Directors of Edison State College Financing Corporation the authority to approve short-term debt in an amount not to exceed one hundred thousand dollars (\$100,000) in the aggregate total amount. All short-term debt in excess of the delegated limit must be approved by the District Board of Trustees. The following guiding principles should be considered with regard to any debt issued by Edison State College Foundation, Inc. and Edison State College Financing Corporation pursuant to this delegation of authority:

1. The debt should be competitively bid;
2. The use of the funds must serve the interest of Edison State College;
3. Edison State College Foundation, Inc. and Edison State College Financing Corporation cannot pledge an endowment or restricted donor funds as collateral; and,
4. The revenue stream pledged to repay the loan must be reasonably certain and able to cover the required annual payments.

TITLE: DEBT ISSUANCE BY THE COLLEGE AND THE COLLEGE'S DIRECT SUPPORT ORGANIZATIONS

3. Issuance of Long-Term Debt

All debt issued with a term of more than five years (long-term debt) must be approved by the District Board of Trustees and will be evaluated in accordance with these guidelines. After completing an evaluation of a proposal for issuance of long-term debt, the District Board of Trustees will take formal action regarding the proposal.

4. Forms of Debt

Debt of the College's Direct Support Organizations (DSO) may be issued as either fixed rate debt or variable rate debt, subject to the approval of the District Board of Trustees, and based on the following considerations, in addition to other considerations contained, or referred to, in this Policy:

- a) Fixed Rate Debt. Fixed rate debt will be the primary source of capital infrastructure financing.
- b) Variable Rate Debt. The amount of variable rate debt will vary depending on capital market conditions, level of interest rates, and financing structures available to the respective DSO. Due to the typically low interest rate cost of variable rate debt relative to fixed rate debt, it may be beneficial for the DSO to issue debt in a variable rate format for any given financing. Variable rate debt, however, introduces a number of significant risks: the potential volatility of debt service requirements; a risk that the associated financing or credit arrangement may expire prior to the maturity of the underlying debt, thereby exposing the DSO to difficult or costly renewal or replacement of the financing or credit arrangement; financing arrangements that may include rating triggers or covenants that could accelerate debt payment and collateral pledge requirements. Thus, variable rate debt should be limited to circumstances where fixed rate committed funding for the full term of the debt is not available or the terms are not deemed to be reasonable and prudent by the District Board of Trustees.

5. Financial Management Related to Debt

Edison State College Administration will develop operating procedures for advising the District Board of Trustees on the use of derivative financial instruments, including interest rate swaps, and the ongoing monitoring and evaluation of such instruments.

TITLE: DEBT ISSUANCE BY THE COLLEGE AND THE COLLEGE'S DIRECT SUPPORT ORGANIZATIONS

POLICY:

6. Evaluation of Debt by the District Board of Trustees

All short-term debt of the Edison State College Foundation, Inc. and the Edison State College Financing Corporation beyond the delegated authority and all long-term debt shall be evaluated by the District Board of Trustees pursuant to the Debt Evaluation Guidelines for Community College Direct Support Organizations issued by the Florida Department of Education, as those guidelines may be modified from time to time as set forth in the College's Operating Procedures.

7. Effect

The foregoing shall be effective immediately and apply prospectively to all Edison State College Foundation, Inc. and Edison State College Financing Corporation debt and not affect adversely debt currently outstanding or projects approved by the District Board of Trustees prior to the implementation of these guidelines.

Reviewed and approved by General Counsel on: 09/16/10; 11/30/10

TITLE: CONFLICT OF INTEREST AND UNDUE INFLUENCE FOR MEMBERS OF THE DISTRICT BOARD OF TRUSTEES

AUTHORITY:

Florida Statutes: Chapter 112 (Part III)

POLICY:

Members of the Edison State College District Board of Trustees are public officers and are thus subject to the “Code of Ethics for Public Officers and Employees” adopted by the Legislature and found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. As stated in the Legislative Intent of Florida Statute 112.311, “It is essential to the proper conduct and operation of government that public officials be independent and impartial and that public office not be used for private gain”.

The Edison State College District Board of Trustees serves a public role and thus has a clear obligation to conduct all affairs in accordance with Florida statutes. All decisions of the District Board of Trustees and Edison State College administrators shall be based on promoting the best interests of the College and the public good. The Board must fully disclose any potential conflicts of interests and will not participate in matters where undue influence is inflicted upon the Board members.

Reviewed and approved by General Counsel on: 09/16/10

Effective Date: 09/28/10

TITLE: PROPERTY

AUTHORITY:

Florida Statute Chapters 274; 1001.64 4(b); 1001.65 (5)

POLICY:

The District President shall act as the custodian of College property and maintain proper records and procedures to control such property.

1. The District President may make available the use of College property and equipment on a loan, with or without charge, for tax supported agencies and non-taxable organizations. Requests will be approved in accordance with the procedures established by the District President or designee where it will not adversely affect the operation of the College.
2. Student organizations and clubs - inasmuch as the property and materials acquired by student activities are for the sole purposes designed in the charter of the student organization or club and are procured by means of funds generated through the organization or club, it is not considered necessary that these properties be added to the official property accounts of the College and accounted for in accordance with the property accounting instructions. This property will be maintained and accounted for in the manner prescribed by the student organization or club.
3. The use of College property for personal purposes is prohibited.

TITLE: COPYRIGHT POLICY

AUTHORITY:

Florida Statute 1001.64; 1004.726

POLICY:

The District Board of Trustees encourages the faculty and staff to develop and produce educational work products which can be copyrighted. The following guidelines shall be maintained:

1. All work products subject to copyright produced by faculty and staff of Edison State College utilizing its facilities during duty or non-duty hours, shall be the property of Edison State College.
2. Should a faculty or staff member develop a work product as a result of his/her individual initiative, without the use of Edison State College's facilities, and during non-duty hours, ownership shall reside with the individual author.
3. The District Board of Trustees shall consider the relative contribution by the personnel employed in the development of such work products, and may enter into binding agreements with such personnel, organizations, corporations or government entities, which agreements shall establish the percentage of ownership of such copyrights, and each party's respective rights and obligations.
4. The District President shall cause a procedure to be developed for the governance of materials to be copyrighted, and may delegate responsibility and authority for the implementation of that procedure to an appropriate administrator.
5. This Policy and Procedure shall not be retroactive.

TITLE: DISCRIMINATION AND HARASSMENT POLICY

AUTHORITY:

Florida Statute 1000.05; 1001.64 (18); 1001.65 (3)

POLICY:

Edison State College is committed to providing an educational and working environment free from discrimination or harassment based on such factors as race, sex, age, religion, national origin, disability, sexual orientation, marital or veteran status. Edison State College, as a matter of policy and in compliance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Florida Civil Rights Act of 1992 for employees, Title IX of the Education Act of 1972 and the Florida Education Equity Act, absolutely opposes any act of discrimination or harassment and strictly prohibits and will not tolerate such action, whether those involved stand in a subordinate-supervisory relationship, student-faculty relationship, student-student relationship or others doing business with Edison State College.

For purposes of this Policy “discrimination” includes, but is not limited to, action with partiality or prejudice for or against a person of a group on the basis of one of the protected categories above.

For the purposes of this Policy “harassment” includes, but is not limited to, verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working or educational environment or that interferes with work performance or educational opportunities.

There are two types of educational/workplace sexual harassment. The first is “quid pro quo” which generally means that type of harassment where a person is promised better

TITLE: DISCRIMINATION AND HARASSMENT POLICY

employment conditions such as a promotion or a desired transfer or, in the alternative, is threatened with lesser conditions such as a demotion or termination if the person refuses sexual overtures from a supervisor or some other person in the management structure of the employer. The second type of sexual harassment is a “hostile environment.” A hostile environment is created by a pervasive sexually oriented work/educational atmosphere. For example, disparagement related to one’s sex, unwelcome sexual flirtations, sexually offensive jokes or comments, and sexually offensive material displayed in the workplace can create a sexually hostile environment. A sexually hostile environment will exist if the type of conduct described above has the purpose or effect of unreasonably interfering with an individual’s work performance or academic or professional performance or creating an intimidating, hostile or offensive working or educational environment.

Edison State College is also equally opposed to willful and intentional bad faith claims of discrimination or harassment. Bad faith claims are those that are known or should be known by the alleging employee/student to be false. The College takes this strong stand because such claims often affect the future employment and important family relationships of, not only the claimant, but also the person against whom the claim is made.

If an employee or student becomes aware of any behavior that may constitute discrimination or harassment, it is the responsibility of that person to report such conduct. Discrimination or harassment complaints or concerns may be reported to the designated Equity Coordinator. Additionally, employees should notify their immediate supervisor, the Associate Vice President of Human Resources at (239) 489-9293 or the Executive Vice President at (239) 489-9089.

TITLE: DISCRIMINATION AND HARASSMENT POLICY

Students should notify either the Dean of Student Services at (239) 489-9388 or the Associate Vice President of Human Resources at (239) 489-9293.

Any report of alleged discrimination or harassment will be promptly and fully investigated by the individual contacted above or his or her designee in accordance with College Operating Procedure 05-0102, Discrimination and Harassment Complaint Procedure. The College will protect the confidentiality of the persons involved to the extent possible.

Appropriate disciplinary action will be taken against any employee, student or applicant who is determined to have violated this policy against discrimination or harassment or against anyone who knowingly files false claims of discrimination or harassment. Based on the seriousness of the offense, disciplinary action may include a verbal or written reprimand, suspension, or termination. Certain disciplinary actions, as determined by the President, may require action by the District Board of Trustees, depending upon the nature of the offenses and the resulting severity of the action to be taken. In such cases, the District President will recommend appropriate action to the District Board of Trustees following the completion of the investigation and the communication of the District President's position to the individuals involved. Claims of discrimination or harassment made against a student may be referred to the student disciplinary committee. Results of the hearing may lead to suspension or expulsion.

TITLE: DISCRIMINATION AND HARASSMENT POLICY

Retaliatory action against anyone filing a valid complaint of any type of discrimination or harassment will not be tolerated. The individual investigating such reports or claims on behalf of the College, with the District President's full support, will make all efforts necessary to safeguard against any retaliation against any individual involved in the discrimination or harassment claim and any witnesses interviewed during the investigatory process.

This policy is intended to reflect applicable laws regarding discrimination and harassment, as such laws may from time to time be stated or clarified, and to provide no greater or lesser protection than the laws provide. This policy is to be interpreted and applied with that understanding.

The Associate Vice President of Human Resources has been appointed as the Equity Coordinator. Questions pertaining to discrimination or harassment should be addressed to the Associate Vice President of Human Resources at (239) 489-9293, or 8099 College Parkway, Fort Myers, FL 33919.

TITLE: DRUG AND ALCOHOL POLICY

AUTHORITY:

Florida Statute 893.01-03; 1001.64 (44); 1001.65

POLICY:

It is the policy of Edison State College to promote and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on and off College premises. The possession or use of alcohol under the circumstances described herein is also prohibited. All students and employees are required to abide by the terms of this policy as a condition of initial and continued enrollment and/or employment.

This policy is based on the Florida Comprehensive Drug Abuse Prevention and Control Act, 41 U.S.C. 70-1 et.seq., as amended and is supplemented by College administrative policies and procedures.

1. The illegal use, possession, manufacture, dispensation and distribution of any controlled substance, at any time, whether on or off duty or on or off College premises is strictly prohibited as a matter of College policy.
2. Except as hereinafter provided, use or possession by an employee or student of alcohol in the workplace, or use of alcohol on College property is prohibited. The possession or consumption of alcohol by employees or students of legal age at a College sponsored or approved function where alcoholic beverages are served by the College or sponsor is not a violation of this Section.
3. Any employee or student who reports to work or class or performs his/her duties while under the influence of drugs or alcohol will be in violation of this policy.
4. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion or termination, and/or a requirement of satisfactory participation in a College approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

TITLE: EQUAL ACCESS/EQUAL EMPLOYMENT OPPORTUNITY

AUTHORITY:

Florida Statute 1001.64 (18); 1001.65 (3)

POLICY:

The following guidelines regarding Equal Employment/Equal Access Opportunities shall be maintained:

1. Edison State College, in implementing both the spirit and the letter of the Civil Rights Act of 1964, is dedicated to the principle of equal employment opportunity for all persons without regard to race, religion, national origin, sex, age, marital or veteran status, sexual orientation, or disability.
2. Edison State College offers its services to all persons without discrimination. No person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for reasons of race, religion, national origin, sex, age, marital or veteran status, sexual orientation, or disability. This policy of equal access applies to all programs, activities and facilities of the College regardless of type or location.
3. The District President is authorized to designate the coordinator for Equal Access/Equal Opportunity and for the Educational Equity Act.

The Associate Vice President of Human Resources has been appointed as the Equity Coordinator. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to the Associate Vice President of Human Resources at (239) 489-9293 8099 College Parkway, Fort Myers, FL 33919.

TITLE: DUTY-DAY CALENDAR

AUTHORITY:

Florida Statute 1001.02 (9)(d); 1001.64; 1001.65 (7)

POLICY:

The duty-day and non-duty-day calendars shall be as follows:

1. Duty-day calendars and the College calendar for the succeeding year will be presented by the District President to the District Board of Trustees for approval.
2. The following non-duty days will be observed at Edison State College and taken into account when setting out the duty-day and College calendars:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day

3. When one of the above non-duty days falls on Saturday, the preceding Friday will be used as a non-duty day; when it falls on Sunday, the succeeding Monday will be used as the non-duty day.
4. To complete the required duty-day calendars, certain non-duty days listed in 2 and 3 may be designated as duty days and observed as non-working holidays.

TITLE: CAMPUS VIOLENCE PREVENTION

AUTHORITY:

Florida Statute 775; 784; 794.03; 1001.64 (23)

POLICY:

Edison State College is committed to preserving the safety and security of students, staff, faculty, and visitors to the College. Breach of the peace and other violations, including threats, intimidation, violence, assault, batteries, sexual batteries, or other disruptive behavior will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that may communicate a direct or indirect threat of physical harm. Edison State College will not tolerate threats, direct or implied: physical conduct that results in harm to people or property; possession of deadly weapons on College property; or intimidating conduct or harassment that disrupts the teaching/learning and/or work environment or results in fear for personal safety. Threats, threatening behavior, or other acts of violence carried out off College-owned or leased property but directed at College employees, students, or visitors while conducting official College business are a violation of this policy. Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium.

Any student found in violation of this policy will be subject to disciplinary action up to and including dismissal. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination. Individuals who commit such acts may be immediately removed from the premises. The College, through its Public Safety office, will refer violations to local and state law enforcement agencies for criminal prosecution and further action as determined by those agencies.

To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises.

1. ASSISTANCE

Generally, the office of Public Safety should be the first department contacted after an incident occurs at a campus or College site. Upon preliminary investigation, the appropriate local law enforcement agency may be notified and the incident may be referred to the agency. The Public Safety office will notify the appropriate campus administrator, or designee.

2. CONFIDENTIALITY

Pursuant to Section 794.03, Florida Statutes, it is unlawful to print, publish or broadcast in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.

TITLE: CAMPUS VIOLENCE PREVENTION

3. INFORMATION AND RESOURCES

The College will develop, make available and distribute information regarding safety, security, and/or sexual assault through the use of handouts, programs and seminars designed to promote awareness and prevention among the College's students, employees and the public.

4. REPORTING

Any violent, threatening, harassing, intimidating, or other disruptive behavior or other violations or potentially hazardous situations witnessed or received should be reported immediately to Public Safety and/or to a supervisor or manager. NOTE: Threats or assaults that require immediate attention by police should be reported first to the police at 911.

Victim support and assistance is available through various support services, both on campus and off campus. Counseling and medical care should be pursued as soon as possible. The District Director of Human Resources and the District Vice President of Student Services are designated to serve as victim advocates.

TITLE: CLEAN INDOOR AIR ACT

AUTHORITY:

**Florida Statute 386.201; 386.204; 386.208; 386.209 775.08
Department of Health and Rehabilitative Services Rules
10D-105.008; 10D-105.012**

POLICY:

The purpose of this policy is to protect the health, comfort, and environment of Edison State College's students, employees and guests by creating areas on campus that are reasonably free from tobacco smoke.

1. **PROHIBITION**

Smoking is prohibited on the campuses of Edison State College except in designated smoking areas.

2. **DEFINITION**

"Smoking" means possession of any lighted tobacco product.

3. **DESIGNATED SMOKING AREA**

Smoking areas on the campus will be designated by the Campus President or the designee of the Campus President of each Edison State College campus. This provision shall not be construed to require sheltered or fixed structures. No area will be designated as a smoking area which is inside any building or within fifty (50) feet of any entrance to any building located on the campuses of Edison State College.

4. **POSTING OF SIGNS**

Conspicuous signs shall be posted in any designated smoking area, stating that smoking is permitted in such area.

5. **REPORTING OF COMPLAINTS**

Complaints of non-compliance of this policy shall be reported to the Campus President of each respective campus or the Campus President's designee.

6. **ADMINISTRATION AND ENFORCEMENT**

The Department of Public Safety shall, in consultation with proper state authorities, investigate and notify alleged violators of this Clean Indoor Air Policy. Violators are subject to further fines and penalties from the Department of Health and Rehabilitative Services.

TITLE: CLEAN INDOOR AIR ACT

POLICY:

7. VIOLATIONS AND PENALTIES

Any person who violates Florida Statute 386.204, which states in part that a person may not smoke in a public place or at a public meeting except in designated smoking areas, commits a non-criminal violation as provided for in Florida Statute 775.08(3), punishable by a fine of not more than \$100 for the first violation and not more than \$500 for each subsequent violation in Florida Statute 386.208.

TITLE: INFORMATION SECURITY

AUTHORITY:

Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Gramm-Leach-Bliley Act of 1999 (GLB)
Sarbanes-Oxley Act of 2002 (SOX)
Fair and Accurate Credit Transactions Act (FACTA)
Family Educational Rights and Privacy Act (FERPA)
Florida Statutes 282.318, 817.568, 1001.02, 1010.01, 1012.81
State Board of Education Rules 6A-14.047, 6A-14.072
International Organization for Standardization (ISO) 17799

POLICY:

The purpose of this policy is to protect the College's information assets¹ from all threats, whether internal or external, deliberate or accidental and to ensure operational continuity by preventing breaches of security.

1. The College will use all reasonably practicable measures to ensure that information will be protected against unauthorized access.
2. The College will designate an information security manager who shall administer the security program of the College for its data and information technology resources.
3. Confidentiality of information will be assured to the extent required by applicable Florida and Federal law.
4. Integrity of information will be maintained.
5. Regulatory and legislative requirements will be met.
6. The College will conduct, and periodically update, a comprehensive risk analysis to determine the security threats to the data and information technology resources as needed.
7. Operational continuity plans will be produced, maintained and tested as needed.
8. College requirements for availability of information and information systems will be met.

TITLE: INFORMATION SECURITY

POLICY:

9. All College administrators will be directly responsible for implementing the Policy within their areas of responsibility, and for adherence by their staff.
10. Students, faculty and staff will report breaches of information security, actual or suspected, to any College administrator who will immediately escalate the incident to the College's designated Security Manager.
11. Breaches of the security policy will be investigated and handled in accordance with the College's disciplinary procedures.

Notes

¹ *Information assets take many forms and include:*

- *data stored on computers,*
- *data transmitted across networks,*
- *data printed or written on paper,*
- *data sent by fax,*
- *data stored on tape, CDs, DVDs and other removable computer data storage devices, or*
- *informational representations spoken in conversations or over the telephone.*

TITLE: SUSPECTED OR KNOWN FRAUD, ABUSE OR OTHER ILLEGAL ACTS

AUTHORITY:

Florida Statutes 1001.64

POLICY:

Edison State College maintains an environment where fraud, abuse and other illegal acts are not tolerated. All Edison State College employees are responsible for: 1) complying with the Edison State College District Board of Trustees policies that govern their conduct and; 2) ensuring that all resources entrusted to them are used ethically, prudently, and as designated.

To ensure that Edison State College resources are used appropriately, managers and supervisors are responsible for educating employees about proper conduct by creating an environment that deters dishonesty and maintains internal controls. Such actions are designed to provide reasonable assurances of achieving management objectives and detecting dishonest acts. Furthermore, managers and supervisors must be cognizant of the risks and exposures inherent in their area(s) of responsibility and aware of symptoms of fraud, abuse or other illegal acts. Should such acts occur, they must be reported in accordance to College administrative procedure.

TITLE: PROCUREMENT OF PREQUALIFIED CONTRACTORS

AUTHORITY:

**Florida Statute 1013.46
State Requirements for Educational Facilities (2007) Chapter 4, Section 4.1**

POLICY:

Edison State College maintains an environment promoting fair and open competition in procuring goods and services.

In accord with the State Requirements for Educational Facilities (SREF), the Edison State College District Board of Trustees supports the prequalification of construction contractors on an annual basis. Furthermore, the Edison State College District Board of Trustees empowers the College's District President, or designee, to develop and implement Prequalification College Operating Procedures (COP) in accordance with the State Requirements for Educational Facilities.

TITLE: TOBACCO-FREE ENVIRONMENT

AUTHORITY:
Florida Statute 1001.64(5)

POLICY:

Edison State College is dedicated to providing a safe, healthy, comfortable, and productive learning environment for students, faculty, staff, and visitors. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. Therefore, Edison State College declares the College to be a Tobacco-Free organization and sets the following rules regarding tobacco use.

Tobacco use, distribution, or sale, including, but not limited to smoking, is prohibited on College-owned, operated or leased property.

Enforcement of this policy depends upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy.

1. Violations of this policy should be referred to the appropriate administrative office for review and appropriate action.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, using Edison State facilities are required to abide by this policy. Organizers of such events are responsible for communicating this policy to attendees and its enforcement.

For the purposes of this policy, tobacco is defined as any product made of tobacco including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, and any and all chewing tobacco products.

Approved: January 26, 2010
Effective: May 17, 2010

TITLE: CHANGE ORDERS IN CONSTRUCTION REQUIREMENTS AFTER A CONTRACT HAS BEEN AWARDED

AUTHORITY:
Florida Statute 1013.48

POLICY:

The District Board of Trustees authorizes the President or designee to approve change orders in the name of the Board for amounts up to \$500,000 for the purpose of expediting work in progress.

Changes in construction and their impact on contracts will be reported to the Board and entered into the official minutes.

TITLE: COURSE SYLLABUS

AUTHORITY:
Florida Statute 1001.64(6)

POLICY:

All faculty will provide each student a course syllabus in a timely manner in accordance with the following provisions:

1. The course syllabus will be in written form and will consist of, but will not be limited to (a) learning objectives, (b) assessment procedures and (c) class attendance policy, and will be strictly adhered to by the professor for the entire term.
2. The course description in the Catalog, together with the approved course syllabus, constitutes an agreement between the College and the student.

**TITLE: ESTABLISHMENT OF INSTRUCTIONAL PROGRAMS, CLASSES
AND EVALUATION**

AUTHORITY:

**Florida Statute 1001.64(6); 1001.65(9); 1004.03(2)(a-d)
State Board of Education Rules 6A-14.030**

POLICY:

The District President shall recommend to the District Board of Trustees the establishment, alteration, or elimination of all College instructional programs. The District President or designee should develop procedures for evaluating the efficiency and effectiveness of instructional programs.

**TITLE: NOTIFICATION & PLACEMENT OF STUDENTS IN ALTERNATIVES
TO TRADITIONAL COLLEGE-PREPARATORY INSTRUCTION**

AUTHORITY:
Florida Statute 1001.64; 1007.263

POLICY:

Students who are required to enroll in college preparatory courses shall be notified of alternatives to traditional courses including private provider instruction. Students shall be assisted in placement into any of the alternatives to traditional college preparatory instruction.

TITLE: DUAL ENROLLMENT

AUTHORITY:

Florida Statute 1007.235

POLICY:

The College is committed to provide dual enrollment programs to district high school students. These programs are based upon the philosophy of creating educational pathways for students thus enabling them to participate in higher education coursework based upon merit.

To participate in the Edison State College Dual Enrollment program, districts must enter into articulation agreements with the College. These agreements are required by Section 1007.235, Florida Statutes. These agreements will stipulate the following:

- The College is responsible for the academic standards and rigor of dual enrollment courses. Faculty must meet SACS accreditation criteria and be certified by the College.
- Faculty teaching dual enrollment courses must be supervised by Edison State College administration and must comply with all College policies and procedures.
- Students must be academically qualified by the College prior to enrolling in these courses.
- Dual enrollment courses are available, upon qualification, to eleventh and twelfth grade students. In unique situations, ninth and tenth grade students can petition admission to dual enrollment courses in accordance with College procedures.

Reviewed and approved by General Counsel on: 09/16/10

Effective Date: 09/28/10

TITLE: PURCHASING CONTRACTS

AUTHORITY:

**Florida Statute 1001.02(9b); 1001.64(26); 1001.65(5)
State Board of Education Rules 6A14.0734**

POLICY:

The District President or designee shall be responsible to the District Board of Trustees for all purchasing contracts for the College. Expenditures from all revenues, regardless of source from which derived, shall be subject to the Florida Statutes, State Board of Education Rules, Division of Community Colleges Rules, and Rules of the District Board of Trustees. No obligations for materials or services for use by the College or for which payment would be made from funds administered by the College are permitted without the written approval of the District President or designee.

TITLE: BANK DEPOSITORIES

AUTHORITY:

**Florida Statute 1001.64 (4)(b)(28)(44)
State Board of Education Rules 6A14.075**

POLICY:

The District Board of Trustees shall, upon the recommendation of the District President, establish such bank depositories as are necessary for the efficient operation of the College.

TITLE: COLLECTION OF FUNDS

AUTHORITY:

**Florida Statute 1001.02(9)(g); 1009.23
State Board of Education Rule 6A-14.075**

POLICY:

Collection of funds shall be authorized by the District Board of Trustees or as permitted by the State Board of Education Rules and Florida Statutes. At any campus or other facility operated by the College, all funds shall be collected and accounted for in accordance with procedures established by the College.

TITLE: REFUNDS

AUTHORITY:

**Florida Statutes 1001.02(9)(e)(g); 1001.64(4)(b)
State Board of Education Rule 6A-14.0541**

POLICY:

Refunds shall be made in accordance with the Florida Statutes, State Board of Education Rules and Board Policies, and the policy for refunds shall be published in the College Catalog. Requests for refunds must be initiated at the Office of Registration and Records.

TITLE: PETTY CASH AND CHANGE FUNDS

AUTHORITY:
Florida Statute 1001.64(4)(b); 1001.65(6)

POLICY:

1. The Campus President may authorize the establishment of petty cash funds at all campuses. Such funds are to be maintained subject to applicable laws and rules.
2. The District President or designee shall designate a custodian of the petty cash fund for each Campus.
3. These funds shall not exceed:

Lee County Campus	\$1,000
Charlotte County Campus	\$ 500
Collier County Campus	\$ 500
Hendry/Glades site	\$ 175

**TITLE: USE OF FUNDS FROM AUXILIARY ENTERPRISES
(PROMOTION, PUBLIC RELATIONS, & BUSINESS HOSPITALITY)**

**AUTHORITY:
Florida Statutes 1001.02(9)(g); 1001.65(5)(6); 1010.08; 1011.81**

POLICY:

The District President is authorized to establish procedures for the use of funds derived from auxiliary enterprises for the purpose of promotion, development, public relations, business hospitality, and for other purposes as authorized by the Florida Statutes and State Board of Education Rules.

TITLE: RECEIPT OF PROPERTY DONATED AS GIFTS OR BEQUESTS

AUTHORITY:

Florida Statutes 1001.64 (4)(b)(37); 1010.08; 1001.65(6)

POLICY:

The District President shall recommend to the Board any property that a donor wishes to give to the College valued at \$250,000 or more. The donor must provide a description of the property, its appraised value and the condition of the donation.

Items of lesser value shall be reviewed and accepted by the District President or his designee. Edison State College designates Edison State College Foundation as the primary entity for accepting such gifts for charitable purposes.

An item(s) may be accepted under this policy only when the gift(s) adds strength to a program, department, or division and will not impose any significant constraint in the housing, handling, or disposition of the item(s).

Personal property shall not be accepted under conditions that obligate the College to own the property in perpetuity. When it is deemed that a gift to the College no longer has value, or becomes obsolete, the disposal of the property shall be in accordance with the Florida Statutes and State Board of Education Rules.

Note: See Edison State College Foundation regarding acceptance of gifts.

TITLE: SALE OF SURPLUS COLLEGE PROPERTY

AUTHORITY:

Florida Statutes 274.05; 274.06; 1001.64(4)(b)(34)(37)

POLICY:

Property on the College inventory must be declared surplus to the needs of the College and be submitted to the District Board of Trustees for approval before disposal.

The District President or designee shall dispose of surplus property in accordance with Chapter 274 of the Florida Statutes.

TITLE: TRAVEL AND PER DIEM

AUTHORITY:

Florida Statute 112.061 1001.02(9)(g); 1001.64(4)(b); 1001.65(16)

POLICY:

The District President shall recommend procedures for the payment of travel and per diem in accordance with Florida Statutes, State Board of Education Rules, and the Division of Community Colleges and shall be within the budgeted College funds. Such payments shall not exceed the maximum amount allowed by law.

The District President or designee may establish monthly travel allowances with proper documentation for amount of allowance.

TITLE: DELINQUENT ACCOUNTS

AUTHORITY:

**Florida Statute 68.065; 832.07; 1001.02 (9)(g); 1001.64 (4)(b) (8)(f) (41);
1009.95; 1010.03**

POLICY:

The following guidelines are established pertaining to delinquent accounts:

1. A delinquent account is defined as any amount owed to the college which remains unpaid past the due date established by the college. A financial hold will be placed on the student's account preventing future registration and the release of transcripts.
2. The District President or designee shall take such action necessary to enforce the collection of or otherwise settle delinquent accounts including, but not limited to, turning over delinquent accounts to a college-approved collection agency. Any expense incurred in enforcing the collection of a delinquent account may be recovered from the debtor to the extent permitted by law.
3. Delinquent accounts with a past due balance of one hundred dollars or less may be charged off as uncollectible when it becomes 6 months past due and the cost of further collection effort or assignment to a collection agent would not be warranted. Any delinquent accounts that remain uncollected after two years will be analyzed and if determined to be uncollectible, will be charged off upon approval of the District Board of Trustees.
4. Upon the death of a currently enrolled Edison State College student who has an outstanding delinquent account, the debt will be cancelled by the college upon confirmation of the death of the student by the District President's designee.

TITLE: STUDENT FEES

AUTHORITY:

**Florida Statutes 1001.02(9)(e); 1001.64(10); 1001.65(11); 1009.22; 1009.23;
1009.25; 1009.26; 1009.27; 1011.83
State Board of Education Rule 6A-14.054**

POLICY:

Fees assessed to students enrolled in college credit courses and postsecondary education programs specified in Section 1001.64, Florida Statutes are established by the District Board of Trustees upon the recommendation of the District President and are published annually in the college Catalog, the college's Schedule of Classes and the college's Annual Operating Budget.

The District Board of Trustees delegates approval of continuing education non-credit course fees to the District President or designee. These continuing education non-credit course fees will comply with the statutory requirement for recovery of the cost of such instruction. Continuing education as a cost center shall at least generate revenue equal to the full cost of such instruction.

Fees may be waived in accordance with Florida Statutes, State Board of Education Rules, and proviso language in the annual appropriation act.

TITLE: LEARNING RESOURCE CENTER CHARGES

AUTHORITY:

Florida Statutes 1001.64(8)(f); 1001.65(6); 1009.23(12)

POLICY:

The District President or designee may establish, when necessary, charges for books or materials belonging to the Learning Resources Center when they are not returned on time or when they have been lost or mutilated.

**TITLE: POLICY REGARDING EMPLOYEES WITH
HUMAN IMMUNODEFICIENCY VIRUS (HIV)**

AUTHORITY:
Florida Statute 1001.64(18); 1006.68

POLICY:

The following guidelines are established regarding employees with Human Immunodeficiency Virus (HIV):

1. **DEFINITION:** For purposes of this policy, an employee with HIV falls into one of the following categories:
 - a. An individual who tests positive for HIV antibody but who has no symptom manifestations, or
 - b. An individual who is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS)—displaying one or more opportunistic infections.
2. **EMPLOYEE RIGHTS:** The College recognizes that an employee with HIV has rights to employment which must be balanced against the rights of employees without HIV to work in an environment in which they are protected from contracting the virus.
 - a. Both the Federal Vocational Rehabilitation Act of 1973 and the Florida Educational Equity Act prohibit discrimination against persons with disabilities; and a person who has HIV is classified as disabled.
 - b. The College will ordinarily impose no rules or restrictions on an employee with HIV which would have the effect of unnecessarily limiting participation in educational programs or activities.
 - c. It is the policy of the College that no inquiry will be made of a potential employee as to whether or not that person has HIV.
 - d. The College will not subject a potential employee to serological testing to determine the presence or absence of HIV.
 - e. Any employee who voluntarily informs the College that he/she has HIV will be afforded confidentiality regarding disclosure of the medical condition, in accordance with appropriate statute and/or case law.
 - f. An employee with HIV who does not request special accommodations ordinarily will be treated in the same manner as an employee without HIV with an illness, injury, or disability.
 - g. An employee with HIV will be allowed to use accrued sick leave or annual leave as needed and upon approved request to use same.

**TITLE: POLICY REGARDING EMPLOYEES WITH
HUMAN IMMUNODEFICIENCY VIRUS (HIV)**

POLICY:

- h. Under most circumstances, an employee with HIV will be able to remain employed so long as that person is able to meet customary job performance standards without hazard or harm to self or to others.
 - (1) As may be deemed necessary by the College, an employee may be required to submit to competent medical examination by a College-designated physician to determine if the employee is indeed able to perform his/her duties without hazard or harm to himself/herself or to the College community.
 - (2) All recommendations regarding disposition of such matters will be made by the District Vice President for Administrative Services to the District President, who has final authority.
- i. Where feasible and practical, and when requested by the employee, reassignment or job restructuring may be done to permit continued employment.
 - (1) The latest issue of such guidelines will always be maintained in the Learning Resources Center.
 - (2) The District Director of Human Resources shall provide information upon request to employees with HIV regarding available services within the community.
- 3. Any employee with HIV who feels that he/she has been discriminated against should notify the District Director of Human Resources.

TITLE: EMPLOYMENT OF PERSONNEL

AUTHORITY: Florida Statute 1001.64(18); 1001.65(3); 1012.81-83; 1012.855-875

POLICY:

The following policies of the College are established regarding employment of personnel:

1. To be an equal access/equal opportunity employer and to hire individuals upon the basis of their qualifications, suitability, and ability to do the job that is vacant. Unless otherwise provided in writing, employment with the College is considered at-will so that either party may terminate the relationship at any time.
2. To separate employment because of an employee's resignation, termination, retirement, the expiration of an employment contract or a reduction in the work force. Termination can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason.
3. To pay compensation and benefits, which are nondiscriminatory and competitive with rates and benefits being paid for similar jobs by other employers in the labor market. However, all policy decisions regarding compensation and benefits must take into consideration the College's overall economic condition and competitive position. The College will pay employees on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations.
4. To provide vacation, sick, jury/court-related, workers' compensation leaves; other leaves of absence and holidays in accordance with established guidelines.
5. To implement fair and effective personnel policies and other conditions relating to the employment of personnel and to require all employees to serve the College's best interest.
6. Notwithstanding the provisions of Policy 6Hx6:1.02, employment contracts shall not be for a term in excess of one year in duration nor shall any development allowance; housing allowance; automobile or travel allowance; or other allowance or other special benefit of employment not otherwise extended to all College administrative personnel be granted by contract without the prior express approval of the District Board of Trustees.

The District President is authorized by the District Board of Trustees to establish procedures to implement these policies, to execute all employment contracts and appointments, to establish compensation and to make adjustments in the staffing as deemed necessary for carrying out the mission of the College.

TITLE: CODE OF ETHICS FOR COLLEGE EMPLOYEES

AUTHORITY:
Florida Statutes 112.311; 112.313

POLICY:

All Edison State College employees shall follow the associated Florida State Statutes in full, including but not limited to the following items:

College employees shall observe, in their official acts, the highest standards of ethical conduct consistent with this code.

All decisions made by College employees in the course of their professional responsibilities shall reflect a commitment to promoting the best interests of the College and shall be in accordance with all policies and procedures.

Employees shall act in a manner that is consistent with their position and shall take all necessary precautions to avoid any actual, potential, or perceived conflicts of interest.

Employees will exercise good judgment in avoiding the perception of securing a special privilege, benefit, or exemption based on his/her position at the College.

Employees pledge to adhere to the highest standards of good stewardship in the handling of College assets and resources.

Employees shall demonstrate fairness and respect in all college transactions and adhere to the mission and values of the College in all that they do.

Employees will maintain an arm's length relationship with all vendors etc. and will avoid real or perceived improper activity.

Employees will be prudent in accepting modest meals; rarely, and in special situations, travel can be accepted with the approval of the appropriate executive administrator.

Note: See College Policy No. 6.06 *Code of Ethics for College Staff Regarding Financial Aid for students*

TITLE: CONTROL AND DISCIPLINE OF STUDENTS

AUTHORITY:

Florida Statute 1001.65(22); 1006.62(3)

POLICY:

The District President or designee is authorized to suspend or expel any student who is found to have violated any code, policy, procedure, rule or law in accordance with the policies of the District Board of Trustees.

Upon registration and enrollment, students become responsible for knowledge of and conformance to Student Code of Conduct; College policy and procedure; State Board of Education Rules; and Florida Law.

The administration of student discipline is flexible and is essentially consistent with the philosophy and objectives of the College. In all cases of student discipline, the rights of the student and of the College shall be protected.

**TITLE: POLICY REGARDING STUDENTS WITH
HUMAN IMMUNODEFICIENCY VIRUS (HIV)**

**AUTHORITY:
Florida Statute 1006.68**

POLICY:

The following guidelines are established regarding students with Human Immunodeficiency Virus (HIV):

1. **DEFINITION:** For purposes of this policy, a student with HIV falls into one of the following categories:
 - a. An individual who tests positive for HIV antibody but who has no symptom manifestations, or
 - b. An individual who is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS)—displaying one or more opportunistic infections.
2. **STUDENT RIGHTS:** The College recognizes that the rights of students with HIV to obtain education and employment must be balanced against the rights of persons without HIV who wish to be reasonably protected from contracting the virus.
 - a. Both the Federal Vocational Rehabilitation Act of 1973 and the Florida Educational Equity Act prohibit discrimination against disabled persons, and students with HIV are classified as disabled.
 - b. Precautions will be provided to students in Allied Health Programs and science laboratory classes.
 - c. Any student who reveals that he/she has HIV will be afforded confidentiality in accordance with appropriate statute and state law.
3. **ADMISSIONS:** No student will be denied admission to the College solely on the basis that he/she has HIV.
 - a. The College will not require a student to reveal whether or not he/she has HIV when applying for admission to the College.
 - b. Furthermore, the College will not require serological testing to determine if a student seeking admission has HIV.
4. **ATTENDANCE, WITHDRAWAL, AND/OR SUSPENSIONS:** Under most circumstances, no student will be required to cease class attendance solely on the basis of having HIV.
 - a. If a student with HIV requests special accommodations due to illness (i.e., disability), the College will acquire sufficient information about such disability to make a determination regarding the requested accommodation(s).

**TITLE: POLICY REGARDING STUDENTS WITH
HUMAN IMMUNODEFICIENCY VIRUS (HIV)**

POLICY:

- (1) Any student wishing to request special accommodations should contact the District Vice President for Student Services.
- (2) On the Charlotte and Collier campuses, a student should contact the Campus President's Office.
- b. The College will not impose any rule(s) or restrictions upon a student with HIV that will have the effect of limiting that individual's participation in the College's educational programs and/or services solely on the basis of that person's disability.
- c. Current research has indicated the possibility that the central nervous system may become affected by HIV, which may lead to progressive neurological and cognitive dysfunction and subsequent inability of the student to maintain scholastic performance. Decisions as to such a student continuing to attend class or being suspended or withdrawn from class(es) will be made on a case-by-case basis after reasonable accommodations have been examined or tried, and after an examination of the facts demonstrates to the College that the student can no longer function as necessary to meet the requirements of the student's course or program, or that the student presents a health or safety risk to self or to the College community.

TITLE: SUBSTITUTION POLICY FOR STUDENTS WITH DISABILITIES

AUTHORITY:

Florida Statute 1007.264; 1007.265

POLICY:

1. Eligibility Persons who are hearing impaired, visually impaired, or who have a specific learning disability are eligible for reasonable substitution for any requirement(s) where it can be documented that the student's failure to meet the requirement(s) is related to the disability. Substitutions shall be provided in the areas of admission to college, admission to a program of study, or graduation where the substitution does not constitute a fundamental alteration in the nature of the program.
2. Documentation Documentation that is no more than three years old, substantiating the nature of the disability, shall be provided by the student concurrent with his or her request for reasonable substitution for admission to a program of study, or graduation. Such documentation shall be provided by a medical doctor, psychologist, or other specialist recognized to treat the specific disability.
3. Review Policy Students with disabilities requesting course substitutions must submit an academic petition to the Office of the Registrar. The petition at a minimum shall identify the substitution desired and the justification for the substitution, and shall contain the documentation described in paragraph 2 above. The District Registrar, in consultation with the appropriate academic dean and the Coordinator for Students with Disabilities, will consider reasonable substitutions appropriate for each individual student.
4. Substitution Decision The decision will be communicated in writing by the District Registrar to the student and the Coordinator for Students with Disabilities.
5. Articulation Edison State College will recognize any substitution previously granted to a transfer student by a Florida State postsecondary institution. In accordance with FAC 6A-10.041(3), substitutions granted by Edison State College will be honored at any public Florida State postsecondary institution. The College will assist the student in contacting the out-of-state or private institution receiving the course substitution(s) to determine how the substitution(s) will be treated in the program of study he/she is pursuing. The student will be advised accordingly.
6. Student Appeal A student may appeal a denial of the substitution request(s) or determination of ineligibility in writing to the District Vice President for Student Services, who shall make the final decision. The appeal must be filed within 21 days of receipt of the written denial by the District Registrar. Any decision of the District Vice President for

TITLE: SUBSTITUTION POLICY FOR STUDENTS WITH DISABILITIES

POLICY:

Student Services is subject to the right of any person whose substantial interests are determined to request a hearing pursuant to Title X, Chapter 120, Florida Statutes.

7. Records The District Registrar and the Coordinator for Students with Disabilities shall maintain records on the number of students granted substitutions by type of disability, the substitution provided, the substitutions identified as available for each documented disability and the number of requests that were denied.

**TITLE: AUTHORIZATION OF EXCEPTION TO MAXIMUM ATTEMPTS OF
A COURSE AND REDUCTION OF FEES DUE TO CONTINUED
ENROLLMENT**

**AUTHORITY:
Florida Statutes 1009.28; 1009.285**

POLICY:

The District Board of Trustees authorizes the administration to make a once-per-course exception, based on major extenuating circumstances, to the maximum number of times a student may repeat a course.

The District Board of Trustees authorizes the administration to review and reduce fees paid by a student, as a result of continued enrollment, on an individual basis. This review and reduction is contingent upon major extenuating circumstances that caused the student to fail or withdraw from the course and/or the student's financial hardship, and is pursuant to definitions and fee levels established by the State Board of Education.

TITLE: ADMISSIONS TO EDISON STATE COLLEGE

AUTHORITY:
Florida Statute 1007.263

POLICY:

Admissions to degree and certificate programs shall be made in accordance with Florida Statutes and State Board of Education Rules. Admissions policies shall be published in the College Catalog.

TITLE: CODE OF ETHICS FOR COLLEGE STAFF REGARDING FINANCIAL AID

AUTHORITY:

Recommended by the Florida Attorney General's Office

POLICY:

Edison State College will make lender selection based on the following criteria:

- All lenders will provide quality customer service to students and the institution.
- Lenders must use a compatible electronic process to deliver loan funds.
- Lenders must have an acceptable default rate for the last three cohort years and the cohort default rate at Edison State College for the same period will be considered. Selection of new lenders will be based on their corporate default rate for the three preceding years, or their ability to demonstrate a cutting edge default prevention and aversion program.

Lending institutions shall not provide any items of value to members of the Financial Aid staff. This includes cash, stocks, entertainment, personal or recreational travel, and gifts of more than nominal value.

Employees shall not select lenders for students. Students must select a lending institution for student loan programs.

College employees shall process a student loan for any lender a student selects.

The College will not provide any advantage to a lending institution.

College employees may serve on advisory boards as allowed by Federal and State law. All meetings must provide an agenda that demonstrates the appropriateness of the meeting.

Lenders are not allowed to work in the Edison Financial Aid Office, or have access to student files at any time.

All lending institutions must maintain the highest ethical standards, both at the College and on a national level.

Lenders are prohibited from providing any financial resources to the College for loan volume.

The College will make available information to all students that will allow them to make an informed decision when they select a lender as a borrower

TITLE: USE OF COLLEGE FACILITIES

AUTHORITY:

Florida Statute 274.03; 1001.64; 1001.65(6)

POLICY:

The following guidelines are established regarding the Use of College Facilities:

1. **GENERAL:** When not in use for regular College classes and/or activities, College facilities may be used by the general public. This Board Policy does not include the Barbara B. Mann Performing Arts Hall, which comes under separate rental and use provisions.
2. **PRIORITIES:** The following priorities for use of College facilities will be followed in the order given:
 - a. Scheduling for the credit program of the College.
 - b. Continuing Education programs and activities and other non-credit activities of the administration, faculty, student body, or other College department or unit.
 - c. Registered University Partners.
 - d. Events and/or activities sponsored by groups or individuals from the general public.
3. **PROVISIONS AND STIPULATIONS:**
 - a. Such use will be limited to educational, informational, and/or cultural programs of interest to the community.
 - b. Such use will be governed by the provisions of this Board Policy and appropriate College Procedure implementing this Policy.
 - c. The sponsoring group or person may be required to provide the content of the program or activities to be presented to the College in advance.
 - d. The College reserves the right to decide if the program or activity is appropriate for use of College facilities, and the College reserves the right to deny use of College facilities to any person or group at any time.
 - e. Commitments for use of College facilities cannot be made for periods for which credit schedules have not been officially published and released. The earliest advanced booking of space is normally six months.
 - f. The sponsoring person or group will hold the College harmless for any loss, damage, cost, or expense that may arise or be caused through use of College facilities. The College will also be held harmless for any claims or liability for worker's compensation, property damage or personal liability which may arise or accrue by reason of use of College facilities or property.

TITLE: USE OF COLLEGE FACILITIES

POLICY:

- g. The sponsoring person or group may be required to provide appropriate liability insurance as a condition of use. This determination will be made by the College on an individual case basis.
- h. The sponsoring person or group (regardless of non-profit status) will be required to cover all expenses incurred by the College which are considered to be above normal College operating expenses (e.g., custodial, security, power).
- i. No one individual or group will be allowed to monopolize the use of College facilities.
- j. Programs/activities/persons of a highly controversial nature will normally not be allowed to use College facilities. The exception to this may be when such programs/activities/persons are considered by the College to be in the public interest and when arrangements are made to insure that all sides of the controversy are presented, with all sides having equal opportunity and time to present views, arguments, etc., to a common audience.
- k. The user is at all times subject to the policies and procedures of Edison State College.

TITLE: NAMING OF COLLEGE FACILITIES

AUTHORITY:
Florida Statute 1001.64

POLICY:

This policy authorizes the commemorative naming of Edison State College facilities and property as detailed below. Such authority resides with the College District Board of Trustees in consultation with the Edison State College Foundation Board of Directors. As the custodian of College property, the District President or designee shall act as liaison between the Edison State College District Board of Trustees and Edison State College Foundation Board of Directors in making recommendations concerning naming of facilities and property.

1. The naming of College facilities and property shall be in recognition of those who have made significant contributions to Edison State College. Such contributions must be for the purpose of constructing and/or remodeling facilities, for the support of programs and students, or for the purchase of equipment or property.
2. A *Gift Acceptance Policy for Naming Gifts* shall be established and maintained by the Edison State College Foundation, Inc. The Policy, and subsequent amendments, shall be presented to the District Board of Trustees for approval.
3. The Foundation shall also maintain a *Schedule of Available Naming Opportunities* outlining the minimum levels of qualifying gifts for naming facilities, schools, programs, classrooms, laboratories and other campus amenities.
4. The Edison State College Foundation, Inc. shall present naming recommendations to the District Board of Trustees consistent with its *Gift Acceptance Policy for Naming Gifts* and *Schedule of Available Naming Opportunities*.
5. When honoring individuals associated with the College by naming buildings or other facilities after them, those being considered shall have made a significant contribution consistent with the mission of Edison State College through outstanding service.

TITLE: ESTABLISHMENT OF EDISON STATE COLLEGE DEPARTMENT OF PUBLIC SAFETY

AUTHORITY:
Florida Statutes 1012.88, 943, 1001.64

POLICY:

The mission of the Edison State College Department of Public Safety is to provide for the safety and security of the employees of the College, the students enrolled at the College, and the general public while on or in any property or facility of the College. To accomplish this, the officers of the Department have authority, as law enforcement officers, to protect the College's population, buildings, grounds and equipment, preserve the peace, provide general police services to the College community, and enforce the laws of the State of Florida, the ordinances of the municipalities and counties of each campus, and the policies and traffic regulations of Edison State College.

Edison State College Department of Public Safety officers shall, before entering into the performance of his or her duties, take the oath of office established by the College, in accordance with Chapter 943 and 1012, Florida Statutes. Sworn officers shall meet the minimum standards established by the Criminal Justice Standards and Training Commission and Chapter 943, Florida Statutes. Sworn officers shall be provided with a uniform set of identification credentials.

Edison State College Department of Public Safety shall provide each officer with the Edison State College Police Manual. As required by Chapter 1012, Florida Statutes, this manual has been developed to familiarize the sworn officer with the policies and procedures of the Edison State College and to guide the sworn officer in the execution of his or her official duties.

All operations of the Department shall be governed by the general rules and procedures of the College, except as otherwise provided by statute. Sworn officers shall be employed and trained, and records maintained, as required by the Criminal Justice Standards and Training Commission and Chapter 943, Florida Statutes.

Personnel matters shall be carried out as provided in the Department Manual and the personnel rules of the College, in consonance with Chapter 110, Florida Statutes, Part II as required by Section 1012.88(6), Florida Statutes.

**TITLE: ESTABLISHMENT OF EDISON STATE COLLEGE DEPARTMENT OF
PUBLIC SAFETY**

POLICY:

Internal investigations and discipline shall be carried out as described in the Department Manual in consonance with the requirements of Part VI of Chapter 112, Florida Statutes.

College police officers are authorized and empowered to:

- (1) Bear arms in the performance of their duties;
- (2) Enforce these regulations and to provide for the safety of all persons on College property;
- (3) Make arrests, issue citations, and seek the assistance of, and cooperate with, other law enforcement agencies in carrying out their police functions;
- (4) Pursue violators off campus to make arrests;
- (5) Enforce all State of Florida laws and the applicable County traffic and parking ordinances which are not in conflict or inconsistent with these regulations; and perform any other act authorized by law; and
- (6) Employ civilian personnel as Police Service Aides (PSA), Safety Officers (SO) and Parking Enforcement Aides (PEA) who have been trained in the enforcement of this Chapter and are authorized by such training to enforce the provisions thereof.