


College Operating Procedures (COP)		
Procedure Title:	Designation and Notification of Compliance Officer	
Procedure Number:	05-0102	
Originating Department:	Office of Human Resources	
<u>Specific Authority:</u>		
Board Policy	6Hx6:2.05	
Florida Statute	1001.64 (4) (b); 1001.65 (3)	
Florida Administrative Code	n/a	
Procedure Actions:	Adopted: 1/15/10; 02/16/10; 11/1/10; 4/16/12; 11/4/13; 11/16/15, 11/19/2020; 8/26/2025	
Purpose Statement:	To designate College Compliance Officer and identify the employee responsible for addressing compliance issues related to discrimination and sexual harassment.	

Guidelines:

Equity Officer: The Sr. HR Manager, Employee Relations also serves as the Title IX Coordinator and Compliance Officer in conjunction with College administration, staff, and faculty coordinates the College's compliance with appropriate statutes, laws and regulations related to civil rights. The Compliance Officer conducts investigations or collaborates with the administration to review or investigate complaints of harassment or discrimination based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, marital status, genetic information or veteran's status.

Contacts: Discrimination or harassment complaints or concerns may be reported to, Compliance Officer at Florida SouthWestern State College, 8099 College Pkwy., Ft. Myers, FL, 33919, 239.489.9051 or compliance@fsw.edu.

Student compliance concerns should be reported to the Associate Vice President, Student Affairs at 239.433.6950 and the Compliance Officer at 239.489.9051 or compliance@fsw.edu.

Employee or community compliance concerns should be reported to the Compliance Officer at 239.489.9051 or compliance@fsw.edu.

Responsibility for Notification of Compliance Officer: The following College officials shall assure that all students, employees and the general public are notified of the name, address and telephone number of the person holding the title, Compliance Officer, by roster and publication:

1. Chief Human Resources and Organizational Development Officer for placement of notices on campus, and the Human Resources website, employment recruitment, etc.;
2. Asst. Vice President, Marketing & Digital Strategies for inclusion in appropriate student,

staff and general publications;

3. The Associate Vice President Student Life, Director of Admissions, and Registrar, or designee, for inclusion in appropriate student publications such as the College catalog, student services websites, student recruitment materials, etc.