



**PENSACOLA STATE COLLEGE**

# **Policies Manual**

As of April 24, 2025

**Warrington Campus**

5555 West Highway 98  
Pensacola FL 32507-1097  
(850) 484-2200

**Century Center**

440 West Hecker Road  
Century, FL 32535-2819  
(850) 471-4622

**Pensacola Campus**

1000 College Boulevard  
Pensacola, FL 32504-8998  
(850) 484-1000

**Downtown Center**

418 West Garden Street  
Pensacola, FL 32502-4731  
(850) 484-1374

**Milton Campus**

5988 Highway 90  
Milton, FL 32583-1798  
(850) 484-4400

**South Santa Rosa Center**

5075 Gulf Breeze Parkway  
Gulf Breeze, FL 32563-9334  
(850) 471-4630


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Organization of the District Board of Trustees of Pensacola State College	<u>Number</u> 6Hx20-1.001
Legal Authority:	s. 1001.61, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.; Rule 6A-14.024, F.A.C.	Page 1 of 1

The Pensacola State College service district is comprised of Escambia and Santa Rosa counties.

The membership of the Board of Trustees of Pensacola State College includes up to nine (9) members from Escambia and Santa Rosa Counties, all appointed by the Governor. The President of the College shall serve as Secretary of the Board. Members of the Board are public officers who may be disciplined or removed from office pursuant to Chapter 112, Florida Statutes.

Annually the Board shall elect a Chairperson and a Vice Chairperson. The Chairperson may appoint standing or ad hoc committees deemed necessary.

History:	Adopted 4/20/75 as 6Hx20-14.24; repromulgated 11/19/85; repromulgated 2/21/06; amended 9/18/07; 8/18/09; 06/20/17; amended 8/18/2021
President's Signature:	Date: 8/18/2021 

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Board of Trustees Meetings	<u>Number</u> 6Hx20-1.002
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.61, Fla. Stat.	Page 1 of 2

**I. Time**

- A. Regular: The Board of Trustees shall meet on such dates as the Board shall establish. If circumstances require, the Chairperson of the Board or the President may change a scheduled meeting date of the Board by causing the change in the schedule to be advertised according to law.
- B. Special: Special Meetings may be called at other times by the Chairperson of the Board or upon petition by a majority of the Board membership.
- C. Emergency: Emergency meetings may be called by the Chairperson or Vice Chairperson in accordance with s. 120.54, Fla. Stat.


**II. Location**

All meetings shall be held in the Boardroom in the Administration Building of Pensacola State College unless otherwise designated by the Board in its notice of public meeting.

**III. Rules for conducting business**

- A. The official agenda for all Board meetings shall be prepared by the President and his or her staff and available to members of the Board at least seven (7) days in advance of the scheduled meeting. Exceptions to this may be made only in cases of emergency.
- B. The official agenda shall be adopted at the beginning of each meeting and may be amended only by a majority vote of the Board members present.
- C. All official action of the Board shall be made in a regular, special, or emergency public meeting of the Board. Action of individual Board members outside of the Board meetings shall not be binding upon the Board.
- D. The President shall be responsible for presenting all items to the Board for action. Other administrators shall make their recommendation through the President.
- E. The Board attorney shall be required to attend all regular meetings of the Board and special meetings when specific items requiring his or her professional services necessitate his or her presence.

- F. Any member of the Board who feels the need for additional information concerning any item on the agenda should request such information, if convenient, prior to the Board meeting.
- G. New policies or changes in existing policies must be approved by a majority of the Board members.
- H. Members of the Board should have items of business which may have been brought to their attention placed on the agenda prior to the Board meeting.
- I. A quorum will consist of a majority of members. Routine business will be approved by a majority vote of the quorum.
- J. Individuals or organizations wishing to present new requests, problems, or proposals to the Board shall submit their requests to be placed on the agenda for a regular meeting of the Board. Such requests shall be made in writing to the President with a brief statement of the purpose not later than ten (10) days prior to the regular Board meeting date. Members of the public who desire to comment on an item already on the agenda must do so in accordance with Policy 6Hx20-1.040.
- K. Information regarding Board policies may be obtained from the Secretary of the Board.


History:	Adopted 7/1/68 as 6A-8.062; repromulgated 4/2/75 as 6Hx20-14.243; amended 12/18/80; amended 8/27/81; repromulgated 11/19/85; amended 1/22/13; 06/20/17; amended 8/18/21.
President's Signature:	Date: 8/18/2021
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Organization and Operation	<u>Number</u> 6Hx20-1.003
Legal Authority:	s. 1001.64, 1001.65 Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, 1001.65 Fla. Stat.	Page 1 of 1

The Board of Trustees has been given the legal responsibility and authority over the institution to carry out all powers and perform all duties provided for in the Florida Statutes and the State Board of Education Rules. One of the roles of the Board is to establish policies that will allow the President to administer the College effectively and efficiently. The Board is the sole official policy-making body of the College. The Board shall be responsible for approving which programs and services are needed to serve the educational needs of the district as recommended by the College President. Additionally, the Board exercises fiduciary oversight of the institution by approving the College's annual budget.


The President is responsible for operating the College under the Board's policies through established administrative procedures and for advising the Board on such matters. Annually the President shall recommend to the Board an organizational structure to assist him or her in the operation of the College that is summarized in the annual budget proposal. Changes in organizational staffing and structure shall be reported to the Board as the changes occur during the fiscal year. Summary financial information shall be provided to the Board on a quarterly basis. The President is authorized and responsible to develop and implement any and all administrative procedures needed for the efficient and effective operation of the College pursuant to Fla. Stat. 1001.65.

History:	Adopted 7/1/68 as 6A-8.066(4); amended 3/14/72; repromulgated 4/2/75 as 6Hx20-14.247; amended 12/18/80; repromulgated 11/19/85; amended 8/12/94; repromulgated 2/21/06; amended 1/22/13; amended 4/20/2022.
President's Signature:	Date: 04/20/2022
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Statement of Purpose (Mission)	<u>Number</u> 6Hx20-1.004
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 1


The Institution and the District Board of Trustees are responsible for developing a Mission Statement that represents the purpose of the College. The Institution and the Board are responsible for periodically reviewing the Mission Statement to ensure it remains current and reflects the purpose and scope of services provided.

History:	6/20/80 as 6Hx20-13.247(7); repromulgated 11/19/85; amended 5/18/93; amended 3/23/04; amended 1/22/13; amended 11/16/15; 06/20/17.
President's Signature:	Date: 06/20/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Employment Requirements	<u>Number</u> 6Hx20-1.005
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.65, Fla. Stat.	Page 1 of 1

The President will make recommendations for appointments and terminations to the Board of Trustees at the regular monthly meetings. The Board is the appointing authority and acts for the College. Suspension and dismissal of all employees shall be consistent with Florida Statutes and State Board of Education Rules.

History:	Adopted 7/1/68 as 6A-8.41(3)(a); amended 3/14/72; repromulgated 4/2/75 as 6Hx20-14.61(3)(a), amended 4/20/75, 4/14/76, 4/17/79, 2/19/81; repromulgated 11/19/85; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Academic Freedom	<u>Number</u> 6Hx20-1.006
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64(18), Fla. Stat.	Page 1 of 1

In recognition of the principle of academic freedom at Pensacola State College, the College affirms that faculty members must be free of any arbitrary limitations on the study, investigation, presentation, or interpretation of facts and ideas. Academic freedom does not, however, allow an instructor the right to deviate from the general course description found in Pensacola State College's catalog or the major learning objectives specifically stated in the district course syllabus. Faculty members recognize their obligation to maintain at all times a professional attitude toward students.

When a faculty member writes, speaks, or otherwise expresses himself or herself, the public may judge both the faculty member's institution and profession by his or her statements. Therefore, the faculty member shall show appropriate respect for the opinions of others and in the expression of personal opinions indicate that he or she is not a spokesperson for Pensacola State College.

Within the limits of the law, faculty members possess that freedom of association and expression which is guaranteed to all persons by the First Amendment to the Federal Constitution.

History:	Adopted 7/1/68 unnumbered; amended 6/18/71; repromulgated 4/2/75 as 6Hx20-14.61(5); amended 7/19/83, repromulgated 11/19/85; amended 6/21/88; amended 2/21/06; amended 10/30/23
President's Signature:	Date: 10/30/2023
	




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Equal Access/Equal Opportunity	<u>Number</u> 6Hx20-1.007
Legal Authority:	FS 1001.64, 1000.05	<u>Page</u>
Law Implemented:	FS 1001.64 & 1012.855(2)	Page 1 of 1

Without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, or marital status, Pensacola State College commits to the following:

1. Pensacola State College is an equal access/equal opportunity employer and shall recruit, employ, evaluate, assign, promote, or dismiss employees in compliance with all federal and state legislation pertaining to non-discrimination.
2. The College shall provide equal educational opportunities to prospective and enrolled students to include recruitment, admission, programs and activities, facilities, counseling and testing, financial assistance, evaluation, dismissal, graduation, and placement.
3. The equal opportunity principle applies to students, applicants for admission, applicants for employment, employees, veterans, and otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services, and all other appropriate areas in which the College is involved.
4. The College prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students. Furthermore, the College prohibits discrimination and retaliation of any kind, including discrimination based on sexual orientation, gender identity, or genetic information, and discrimination based upon religion and assures reasonable accommodation of religious observances, practices, and beliefs of individual students and employees in regards to admission, class attendance, scheduling of examinations, and work assignments.

Pensacola State College is in compliance with the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Genetic Information Nondiscrimination Act (GINA) of 2008. Inquiries, complaints or Title IX concerns may be addressed to the Executive Director, Institutional Equity and Student Conduct at (850) 484-1759, Pensacola Campus, Building #5, Room 510.

History:	Adopted 6/17/76 as 6Hx20-14.247(9); amended 12/18/80; amended 6/27/83; promulgated 11/19/85; amended 1/17/89; amended 10/19/93; amended 5/21/02; amended 3/23/04; amended 2/21/06; amended 6/26/12; amended 4/16/13; amended 11/16/15; amended 6/21/16; amended 2/21/17; amended 08/18/20.	
President's Signature:		Date: 08/18/2020


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Agents, Solicitors, and Salespeople	<u>Number</u> 6Hx20-1.008
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64(5) & s. 1004.085, Fla. Stat.	Page 1 of 1

Agents, solicitors, and salespeople, regardless of their product, are not permitted to interview College personnel nor otherwise pursue any commercial endeavor on any campus or on College time without written permission from the President or an authorized representative. s. 1004.085(1), Fla. Stat., states as follows:

“No employee of a community college or state university may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.”


Employees of the College may not receive compensation for the sale of any sample copies, instructor copies, or instructional materials sent to the College or received as gifts from agents, solicitors, or salespersons. Employees are prohibited from selling textbooks to bookstores or to independent book buyers who may be on campus for the purpose of purchasing sample or instructor copies of texts or materials.

History:	Adopted 7/1/68 as 6A-8.88; repromulgated 4/2/75 as 6Hx20-14.261(4); repromulgated 11/19/85; repromulgated 2/21/06; amended 04/21/09.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Charges for College Supported Events	<u>Number</u> 6Hx20-1.010
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 1

The President may develop procedures to establish rates to be charged for tickets to events performed and supported by the College. The use and control of complimentary tickets are within the President's rule making authority.

History:	Adopted 7/1/68 as 6A-8.88; repromulgated 4/2/75 as 6Hx20-14.262(17); repromulgated 11/19/85; repromulgated 2/21/06; amended 11/15/22	
President's Signature:	Date: 11/15/22	
		


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Contracts	<u>Number</u> 6Hx20-1.011
Legal Authority:	s. 1001.64, s. 1001.65, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, s. 1001.65, Fla. Stat.	Page 1 of 1

The Board of Trustees is the contracting authority for the College. The Board shall enter into contracts and agreements in accordance with Florida State Board of Education Rules. The Vice President, Business Affairs, shall be the custodian of contracts.

The President and Vice President, Business Affairs, are hereby authorized to execute on behalf of the Board, without prior Board approval, all agreements, contracts, and other such documents not exceeding the amount specified in s. 287.017, Fla. Stat., for Category Five; provided however, that if any such agreements shall create any obligation or potential liability on behalf of the College other than the obligation to pay for normal operating goods and services, then such agreements shall first be reviewed for form and content by the Board Attorney.


An informational report of all contracts approved under this policy other than those routinely initiated through the College's normal requisition procedures shall be given to the Board at each monthly meeting.

History:	Adopted 6/20/80 as 6Hx20-13.247(7); repromulgated 11/19/85; amended 5/18/93; amended 3/23/04; repromulgated 2/21/06; amended 4/21/09; amended 8/18/21.
President's Signature:	Date: 8/18/2021
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Duplicating Cost	<u>Number</u> 6Hx20-1.013
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64(5), Fla. Stat.	Page 1 of 1

The President or his or her designee shall authorize the use of duplicating equipment for non-college purposes and determine an appropriate charge for the use of College equipment.

History:	Adopted 11/13/75 as 6Hx20-14.262(17), amended 12/18/80; repromulgated 11/19/85; repromulgated 2/21/06.	
President's Signature:		Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Employment and Dismissal of the President	<u>Number</u> 6Hx20-1.014
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64(19), Fla. Stat.	Page 1 of 3

The Board of Trustees shall immediately notify the State Board of Education of the appointment, suspension, dismissal, or death of the President.

**I. Selection**

The Board, in appointing a President, shall select persons qualified for the position and competent to perform the duties and responsibilities of the position. The minimum basic qualification is an earned doctorate or the equivalent. If the Board chooses to recognize an equivalency, it shall specify the education, experience, and other elements deemed to constitute equivalency, and notify the State Board of Education of them. The Board shall seek and interview persons with the highest qualifications for educational leadership. The Board shall consider particularly the candidate's education, experience in community colleges and related fields, understanding of community college programs, and demonstrated leadership ability. In seeking qualified candidates, the Board may appoint a search committee.

**II. Contract**

The President shall be provided a written contract. The contract shall be for at least one (1) year, but no more than four (4) years.

**III. Evaluation**

At the time the contract is issued, the Board shall inform the President of his or her duties and responsibilities, of the procedure by which performance shall be evaluated, and of the criteria for evaluation. Evaluations shall cover each duty and responsibility, whether assigned by the Board or specified in law or rule. The Board shall evaluate the President annually. The evaluation and findings shall be in writing, and shall be submitted, immediately after acceptance by the Board to the State Board of Education for review.

**IV. Suspension and Dismissal by the Board**

The President may be suspended or dismissed by the Board at any time for cause, provided that the President may not be dismissed without opportunity to be heard at a public hearing after at least fourteen (14) days notice of the charges against the President and of the time and place of hearing; and provided further that the charges must be based on immorality, misconduct in office, incompetency, insubordination, willful neglect of duty, drunkenness, conviction of a crime involving moral turpitude, or breach of contract.

A petition conforming to the requirements of the model rules of procedure, Rule 28-106, F.A.C., specifying the charges and notifying the President of his or her hearing rights shall be prepared by the Board attorney and filed with the Board and a copy served upon the President. Whenever such charges are made against the President, the Board may suspend the President without pay, pending a speedy, informal hearing, if requested by the President. At any such informal hearing the Board shall determine the necessity to suspend and withhold pay, and whether probable cause exists to support the charges. If the Board determines that probable cause exists to support the charges and there exists a necessity of continuing the suspension without pay, then it may do so, but if the charges are not sustained upon final hearing, the President shall be immediately reinstated and back salary shall be paid. If the Board determines that there is no necessity to suspend without pay, then it shall reinstate the President with pay, and, further, it may dismiss the charges if it determines that probable cause does not exist to support same. In cases where a petition for dismissal of the President has been filed with the Board, the Board shall hold a public hearing in accordance with the provisions of s. 120.57, Fla. Stat., and the model rules of procedure, Chapter 28, F.A.C., unless the parties mutually agree to an alternative hearing procedure. If a hearing is requested by the President, after notice as provided above, the Board shall determine upon the evidence as submitted whether the charges have been sustained and if the charges are sustained, either to dismiss the President or fix the terms under which the President may be reinstated. If such charges are sustained by a majority vote of the full membership of the Board and the President is discharged, the contract of employment shall be thereby canceled.

Nothing in this rule shall preclude a Board from utilizing the services of a hearing examiner to conduct either formal or informal hearings.


**V. Suspension by the Commissioner**

The President may also be suspended for cause by the Commissioner with State Board of Education approval; in which case, the Board shall meet immediately to review the evidence establishing cause and to continue the suspension, or dismiss or reinstate the President. The Board shall report immediately its actions and rationale to the State Board of Education.

**VI. Appointment of Acting President**

- A. In the event of the President's death, suspension, or dismissal, the Board Chair will immediately appoint an "Acting President" to act and serve until the Board has selected an "Interim President."
- B. The Board Chair will serve as the spokesperson on all matters relating to the immediate designation of an Acting President.
- C. The role of the Acting President is to act as an immediate short term substitute for the President. Should the Acting President serve for longer than 30 days, the Board will negotiate compensation appropriate to the duties involved.

- D. If the position of President remains vacant in excess of 180 days, the Board shall appoint an Interim President and negotiate a contract for such period of time until the position of President is filled.

History:	Adopted 11/20/84 as 6Hx20-14.26; repromulgated 11/19/85; amended 2/21/06; amended 9/17/13.
President's Signature:	Date: 02/21/2017 




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Facilities and Equipment (Use of)	<u>Number</u> 6Hx20-1.015
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64(5), Fla. Stat.	Page 1 of 1

In support of expanding College programs and activities, the President is authorized to enter facilities rental agreements up to one year in length where the President will be granting a license or right to use College property and facilities. All other facilities rental/lease agreements shall be subject to the review and approval of the District Board of Trustees.

The President is authorized to establish procedures for the administration of facilities use agreements and to establish rates of rental for general community use. Accordingly, the President is authorized to establish procedures for the review and approval of any fees that may be charged to the public by renters.


The President is authorized to establish procedures for the regulation of activities on College property for public safety.

History:	Adopted 7/1/68 as 6A-14.771(4)(b); amended 6/29/71, 12/14/71; repromulgated 4/2/75 as 6Hx20-14.262(4)(6); amended 5/20/80; amended 8/19/82; amended 6/27/83; amended 8/21/84; repromulgated 11/19/85; amended 2/17/93; amended 2/21/06; amended 1/22/13; 06/20/17; amended 11/15/22; amended 10/22/2024
President's Signature:	Date: 10/22/2024
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Facsimile Signatures on Contracts	<u>Number</u> 6Hx20-1.016
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 116.34, Fla. Stat.	Page 1 of 1


The Board of Trustees authorizes the use of facsimile signatures in accordance with s. 116.34, Fla. Stat. All facsimile signatures filed with the Secretary of State should also be filed with the Office of the Vice President, Business Affairs, at Pensacola State College.

History:	Adopted 1/22/74 as 6A-8.811; repromulgated 4/2/75 as 6Hx20-14.09; repromulgated 11/19/85; amended 2/21/06; amended 1/22/13.	
President's Signature:	Date: 02/21/2017	
		

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Forms and Instructions	<u>Number</u> 6Hx20-1.017
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 120.53(1), Fla. Stat.	Page 1 of 1


The Board of Trustees authorizes the administration to design and use appropriate forms. Upon request, a copy of any form may be obtained without cost.

History:	Adopted 5/22/81 as 6Hx20-14.071, repromulgated 11/19/85; amended 2/21/06; 06/20/17.
President's Signature:	Date: 06/20/17
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Holidays	<u>Number</u> 6Hx20-1.018
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64(18) & s. 1001.65(3), Fla. Stat.	Page 1 of 1

Annual holidays shall be recommended by the President, approved by the Board of Trustees, and included in the College calendar.


History:	Adopted 7/1/68 as 6A-8.771(6)(a), amended 6/13/72; repromulgated 4/2/75 as 6Hx20-14.262(6)(a), revised 6/12/77, amended 12/18/80; repromulgated 11/19/85; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Property and Equipment	<u>Number</u> 6Hx20-1.019
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.65(6), Fla. Stat.	Page 1 of 1

The President or his or her designee shall maintain a record and inventory of certain property in accordance with s. 274.02, Fla. Stat.

The Board of Trustees authorizes the President to maintain procedures to declare tangible personal property that it finds to be obsolete, worn out, broken beyond repair, or excess to be surplus and approve of its disposition per state law.

History:	Adopted 8/19/82 as 6H20-14.262(4); repromulgated 11/19/85 amended 6/16/98; repromulgated 2/21/06; amended 8/18/21.	
President's Signature:		Date: 8/18/2021

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Operation of Pensacola State College Public Safety Department	<u>Number</u> 6Hx20-1.020
Legal Authority:	s. 1012.88, Fla. Stat.	<u>Page</u> Page 1 of 2
Law Implemented:	s. 1012.88, Fla. Stat.	

The Board of Trustees establishes the following policy relating to the operation for the Pensacola State College Public Safety Department:

- I. The Pensacola State College Public Safety Department is responsible, under the direction of the President or his or her designated representative, for the safety and protection of the employees, students, and property of the College.
- II. College police officers are commissioned by the Florida Department of Law Enforcement. Commissioned personnel in the College Public Safety Department may act as conservators of the peace with the right to bear arms. These officers also have the right to arrest, in accordance with the laws of this state, any person for violation of state law or applicable county or city ordinances when such violations occur on any property or facilities which are under the guidance, supervision, regulation, or control of the College. College police personnel may make arrests of persons on the campus against whom a warrant has been issued or any charge has been made of violation of federal or state laws or county or city ordinances. Additionally, College police officers can serve warrants in Escambia or Santa Rosa counties for violations of federal or state laws or county or city ordinances which occur within College jurisdictions. In these cases, the law enforcement agency of the county where the warrant is to be served will be notified that College police officers will be serving warrants in the jurisdiction of the agency where the warrant is to be served. The College shall pay the bond premiums for law enforcement personnel as required by the State of Florida. The College also employs public safety staff who are under the supervision of College police officers.
- III. As provided by law, College police officers shall promptly deliver all persons arrested and charged with the commission of a crime to the appropriate law enforcement correctional facility.
- IV. All commissioned employees shall meet the minimum standards established by the Police Standards and Training Commission and Chapter 943 of the Florida Statutes.
- V. The College Public Safety Department may take such measures as are reasonably necessary to conserve the peace on the campus and to ensure the safety and protection of the employees, students, and property of the College. The College Public Safety Department shall investigate any alleged violation of the law that occurs within College Public Safety Department jurisdiction for the purpose of criminal prosecution.
- VI. In accordance with s. 112.19, Fla. Stat., the President is authorized to procure and maintain Accidental Death and Dismemberment Insurance for the College on the life of each person who is assigned law enforcement duties.

- VII. In accordance with s. 121.0515, Fla. Stat., all employees assigned law enforcement duties shall be deemed to be persons qualifying for special risk membership within the Florida Retirement System. Upon employment of the certified law enforcement officer, the College shall submit an application to the Division of Retirement requesting that the division designate such employee as a special risk member.
- VIII. The duties for safety of College facilities is shared by the Director, Physical Plant, and the Director, Facilities Planning and Construction. Personnel within those divisions shall be responsible for environmental, occupational, and general safety issues on all College campuses.
- IX. The College shall utilize the Florida College System Risk Management Consortium (FCSRMC) for the mandatory annual safety inspection of each educational facility of the College. College Safety personnel will work with the FCSRMC safety inspector to ensure the College meets all requirements of the FCSRMC.

History:	Adopted 10/20/81 as 6Hx20-14.247(4); repromulgated 11/19/85; amended 2/21/06; amended 1/22/13; 06/20/17.
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President's Signature:	Date: 06/20/2017
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**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Published Materials	<u>Number</u> 6Hx20-1.021
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64(33), Fla. Stat.	Page 1 of 1

Materials and publications authored by employees or students (each referred to herein as “authorized person”) of the College may be utilized in the College’s instructional programs upon approval by the President. Sales of such materials and publications to students attending Pensacola State College must be authorized by the President. Any royalties accruing to or received by the authorized person from sales by the Pensacola State College Bookstores of such materials and publications shall be remitted to the College.

An authorized person may procure copyrights, and receive the royalties resulting therefrom, except as noted above, for the authorized person’s products provided the ideas came from the authorized person, the products were the result of the authorized person’s independent labors, and the College was not held responsible for any opinions expressed therein. If the products were in any way supported by College funds, personnel, facilities, equipment, or materials, the authorized person shall report to the President the authorized person’s interest in having the product copyrighted. Within twenty (20) days after receiving such report, the President will inform the authorized person whether the College seeks an interest in the copyrighted. Within twenty (20) days after receiving such report, the President will inform the authorized person whether the College seeks an interest in the copyright, and a written contract shall thereafter be negotiated to reflect the interest of both parties. All such agreements shall comport with and satisfy any pre-existing commitments to outside sponsoring agencies, but the authorized person shall not commit any act which would tend to defeat the College’s interest in the matter and shall take any necessary steps to protect such interest.

History:	Adopted 7/1/68 as 6A-8.88, amended 3/14/72; repromulgated 4/2/75 as 6Hx20-14.262(4), amended 12/18/80, 8/27/81; repromulgated 11/19/85; repromulgated 2/21/06; amended 9/18/07.
President’s Signature:	Date: 02/21/2017
	




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Safekeeping, Reproduction, and Destruction of Records	<u>Number</u> 6Hx20-1.022
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 119.021, s 257.36 Fla. Stat. SBE Rule 6A-14.047	1 of 1

The President shall be responsible for developing procedures for the safekeeping, reproduction, and destruction of College records in accordance with all applicable laws, rules, and regulations.

Public records of the College shall be available for inspection or copying in accordance with Federal and State laws. Copies of any non-exempt documents shall be furnished to the requesting party, and a charge may be assessed in accordance with applicable law.

History:	Adopted 1/12/76 as 6Hx20-14.10; repromulgated 11/19/85, amended 12/17/96; repromulgated 2/21/06; amended 01/16/2024	
President's Signature:		Date: 01/16/2024


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Consultant Services	<u>Number</u> 6Hx20-1.023
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 101.64(26), Fla. Stat.	Page 1 of 1

The Board of Trustees may enter into contractual agreements for the services of a recognized consultant.

A consultant is defined as an acknowledged, competent professional employed for purposes of contributing to the improvement of activities of the institution including administrative, instructional, or student services.

The consultation fee to be offered may include the following: stipend, per diem, and travel expenses.


History:	Adopted 6/29/71 as 6A-8.762; repromulgated 4/2/75 as 6Hx20-14.48; amended 4/20/75, 12/18/80; repromulgated 4/29/86, amended 1/16/96; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Parking and Flow of Traffic	<u>Number</u> 6Hx20-1.024
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 101.64(24), Fla. Stat.	Page 1 of 1

The Board of Trustees authorizes the College Public Safety Department upon recommendation of the President or his or her authorized designee to formulate rules and regulations for parking on College campuses. These rules and regulations shall be included in the Manual of Procedures and shall be enforced by the College Public Safety Department.

The College Public Safety Department shall also be responsible for determining the direction and flow of traffic on all campuses.

History:	Adopted 11/19/86; amended 2/21/06; amended 8/19/14.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Direct-Support Organizations	<u>Number</u> 6Hx20-1.025
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1004.70, Fla. Stat.	Page 1 of 1


The Board of Trustees, after review, may certify an organization to be operating in a manner consistent with the goals of the College and in the best interest of the state as a direct-support organization.

Direct-support organizations must meet the requirements as stated in s. 1004.70, Fla. Stat., and shall submit to the Board for review within six months of the organization's fiscal year end an annual audit by an independent Certified Public Accountant (CPA). A copy of this audit shall be submitted to the Auditor General of the State of Florida as required by law.

Each direct-support organization shall request a management letter from their CPA to be submitted for review by the Board.

Direct-support organizations shall include at least one College employee appointed by the College President on its governing board.

Guidelines which permit direct-support organizations use of College property, facilities, and personal services subject to the provisions of Florida Statutes shall be included in the Manual of Procedures.

History:	Adopted 11/19/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Alcohol/Drug Abuse	<u>Number</u> 6Hx20-1.026
Legal Authority:	s. 893.03, s. 893.13, s. 775.082-775.084, Fla. Stat.	<u>Page</u> Page 1 of 4
Law Implemented:		

In keeping with its educational mission, Pensacola State College will use educational strategies as its major approach to addressing problems related to the abuse of alcohol and other drugs by any member of the College community (students, faculty, and staff). However, any member of the College community who violates the drug and alcohol policy will be subject to prosecution and punishment by the civil authorities, and to disciplinary procedures of the College.

The Board of Trustees of Pensacola State College adopts this policy to accomplish the following:

1. Prevent the abuse of alcohol and other drugs through educational efforts;
2. Encourage and facilitate the use of counseling services and rehabilitation programs for those members of the College community who require assistance in stopping the abuse of alcohol and other drugs; and
3. Discipline appropriately those members of the College community who engage in substance abuse and related behaviors.

**I. Educational Efforts to Prevent the Abuse of Alcohol and Other Drugs**

Pensacola State College will conduct an educational program aimed at preventing the abuse of alcohol and other drugs. Educational efforts shall be directed toward all members of the College community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Pensacola State College; the health hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other personal goals; and the potential legal consequences of involvement with alcohol and other drugs.

**II. Counseling and Rehabilitation Services to Prevent Alcohol and Other Drug Abuse**

Students, faculty, or staff who seek assistance from the College for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through the Employee Assistance Program and other community resources. Students may contact the Wellness Services Office; employees may contact the Director, Human Resources. Those individuals who have failed to voluntarily avail themselves of services and/or who have failed to maintain satisfactory progress during the course of treatment and recovery will be subject to full disciplinary procedures according to College disciplinary policy and the Collective Bargaining Agreement. Those who voluntarily avail themselves of such services shall be assured that applicable professional standards of confidentiality will be observed. For those working in good faith on a treatment, every attempt will be made to return the individual to full employment or student status.

### **III. Disciplinary Action**

Students, faculty, and staff are responsible, as citizens, for knowing about and complying with the provisions of Florida law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Chapter 893, Fla. Stat. The following minimum penalties shall be imposed for the particular offenses.

### **IV. College Regulations Governing Illegal Drug Use**

#### **A. Trafficking in Illegal Drugs**

1. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Chapter 893.03 of the Florida Statutes, [including, but not limited to, heroin, cannabis, mescaline, lysergic acid diethylamide (LSD), opium, cocaine, amphetamine, MDMA (ecstasy), methaqualone], any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
2. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of s. 893.03, Fla. Stat. (including, but not limited to steroids, diazepam, phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or non-probationary employee shall be discharged.

#### **B. Illegal Possession of Drugs**

1. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of s. 893.03, Fla. Stat., the minimum penalty shall be suspension.
2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of s. 893.03, Fla. Stat., the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate College official deems appropriate.
3. Refusal or failure to abide by the terms of probation or second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or employees. These penalties will be in accordance with College disciplinary procedures and/or the Collective Bargaining Agreement.

C. Possession, Sale, or Consumption of Alcoholic Beverages

1. Possession, sale, or consumption of alcoholic beverages on campus or at off-campus College sponsored activities is prohibited unless specifically authorized by the Board or President. Alcoholic beverages include, but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.
2. State Laws are outlined as follows:
  - a. Drinking Age
    - i. The legal drinking age in Florida is 21.
    - ii. Selling, giving, or serving alcoholic beverages persons under 21 is unlawful.
    - iii. In Florida, this law extends to possession of alcoholic beverages by anyone under 21.
    - iv. It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony.
  - b. Open Container Law  
It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks, or streets.
  - c. D.U.I (Driving while under the influence of alcohol or other drugs.)
    - i. A mandatory suspension of license for 180 days for the first conviction.
    - ii. Fines of up to \$1,000 for the first offense.
    - iii. A minimum of 50 hours of community service.
    - iv. Imprisonment of not more than nine (9) months.
3. In addition to the legal requirements and penalties above, students found to be in violation of this College policy will be subject to penalties under the student Code of Conduct.

Faculty and staff in violation of this College policy will be subject to disciplinary actions as outlined in College disciplinary procedures and/or the collective bargaining agreement. Mandatory participation in rehabilitation and educational programs will be regulated by State and Federal statutes.

V. **Conditions for Immediate Suspension**


When a student, faculty, administrator, or other employee has been charged by the College with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if assuming the truth of the charges, the responsible authority concludes that the person's continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community. An immediate

suspension and subsequent hearings will be in accordance with College disciplinary procedures and/or the Collective Bargaining Agreement.

**VI. Civil Conviction for Drug and Alcohol Offenses**

If employees of Pensacola State College in performance of College duties within the scope of their employment are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if the offense were committed on College property or at a College sponsored event. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

The individual involved is required to notify the College of the conviction or incident within five (5) working days following said conviction or incident.

History:	Adopted 9/18/89; amended 2/21/06; amended 8/18/21.
President's Signature:	Date: 8/18/2021
	




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	College HIV/AIDS and Other Bloodborne Pathogens Policy	<u>Number</u> 6Hx20-1.027
Legal Authority:	s. 1006.50, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1006.68, Fla. Stat.; 29 CFR 1910.1030	Page 1 of 1

The College recognizes the rights of Human Immune Deficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) infected persons to obtain an education and employment and the rights of students and state college employees to an environment in which they are protected from contracting bloodborne infectious diseases.

Procedures have been developed and included in the Pensacola State College Safety, Health, and Risk Management Manual.

History:	Adopted 11/21/89; amended 1/21/97; amended 2/21/06; amended 8/19/14.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Sexual Misconduct	<u>Number</u> 6Hx20-1.028
Legal Authority:	s. 794.011, s. 800.03, Fla. Stat.	<u>Page</u> Page 1 of 4
Law Implemented:		

Pensacola State College ("PSC" or the "College") is committed to providing an environment that is free of sexual harassment and sexual misconduct. This Policy covers a broad range of behavior as defined in this Policy, including sexual harassment, sexual misconduct, and retaliation that are prohibited under this Policy as well as State and Federal law and regulations.

As a recipient of Federal funds, the College is required to comply with Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a person's ability to equally access our educational programs and activities. Title IX applies to students, faculty, and staff at Pensacola State College. Pensacola State College prohibits acts of sexual harassment and misconduct which include, but are not limited to, sexual assault/battery, dating violence, domestic violence, stalking, exploitation, voyeurism, or exhibitionism on any of its campuses. Under Title IX, Pensacola State College may discipline students and College employees for acts of sexual harassment and misconduct when:

- a. A College employee conditions the provision of College aid, benefit, or service on an individual's participation in unwelcome sexual conduct. This conduct is commonly known as quid pro quo harassment;
- b. The conduct is unwelcome and would be determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- c. The conduct involves acts of sexual assault/battery, dating violence, domestic violence, or stalking as those terms are defined below.

For the purposes of this policy, Pensacola State College's educational programs and/or activities include:

- a. Educational programs and/or activities which occur on campus premises;
- b. Educational programs and/or activities that occur at off-campus premises that the College has substantial control over. This includes buildings or property owned or controlled by a recognized student organization; and
- c. Any education programs and/or activities occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Pensacola State College over which the College has substantial control.

Pensacola State College remains committed to addressing any act of sexual harassment and misconduct if such acts are found to be detrimental to the interests of the College or to interfere with the educational and orderly operation of the College. To the extent the alleged sexual harassment and misconduct falls outside of the Title IX definition of sexual harassment and/or falls outside of the geographic scope of Title IX, the College reserves the right to investigate and adjudicate the alleged sexual harassment and misconduct under the Student Code of Conduct, relevant employment policies or the College's Equal Access/Equal Opportunity policy (6Hx20-1007).

For the purposes of this policy, the following definitions apply:

**1. Sexual Assault/Battery**

Sexual Assault, as defined in 20 U.S.C.1092(f)(6)(A)(v) includes any offense classified as a forcible or nonforcible sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation that meets the definition of rape, fondling, incest, or statutory rape. Sexual assault includes any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Florida Law refers to 'Sexual Battery' instead of Sexual Assault and includes any offense involving oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose. Sexual battery is an act performed against the victim's will and without consent. Sexual battery includes force that may involve physical violence, coercion, threat, or harm. (s. 794.011, Fla. Stat.)

**2. Domestic Violence**

Domestic Violence, as defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**3. Dating Violence**

Dating Violence, as defined in 34 U.S.C. 12291(a)(10), includes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.

**4. Stalking**

Stalking, as defined in 34 USC 12291(a)(30), includes engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for that individual's safety or the safety of others or suffer substantial emotional distress. Examples include, but are not limited to, willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person where the victim was targeted due to his or her sex/gender, sexual orientation, or gender identity.

**5. Exhibitionism**

It shall be unlawful for any person to expose or exhibit his or her sexual organs in any public place or on the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or so to expose or exhibit his or her person in such place, or to go or be naked in such place. (s. 800.03, Fla. Stat.)

**6. Voyeurism**

The condition of one who derives sexual satisfaction from observing the sexual organs or acts of others generally from a secret vantage point.

**7. Sexual Exploitation**

Sexual exploitation is conduct that involves taking sexual advantage of another person without consent, which includes but is not limited to the use of a person in prostitution, pornography, or other sexually manipulative activity.

**8. Consent**

As used in this policy, the term "Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Lack of protest or resistance does not mean Consent, nor does silence mean that Consent has been granted. Consent cannot be granted by someone who is mentally defective, mentally incapacitated, or physically helpless. (s. 794.011(1)(a), Fla. Stat.).

**9. Retaliation**

Retaliation includes but is not limited to, intimidation, threats, coercion, harassment, or other adverse actions threatened towards any person making a complaint of sexual harassment or misconduct, towards any person (including a witness) cooperating in the investigation/hearing of any allegation of sexual harassment or sexual misconduct, or towards any person declining to participate in an investigation/hearing related to an allegation of sexual harassment or sexual misconduct. Retaliation is prohibited by the College. Retaliation should be reported promptly and may result in disciplinary action independent of allegations of sexual harassment and misconduct

The College's Code of Student Conduct shall include sexual misconduct as an offense subject to disciplinary action. A student accused of an offense of sexual misconduct shall be entitled to the same rights of due process as students accused of other violations of the Code of Student Conduct. In all Student Conduct hearings, the preponderance of the evidence standard is used in determining outcomes.

The administration of the College shall adopt procedures for handling sexual misconduct cases, including the manner in which victims of sexual misconduct will be assisted, which may include interim measures during the investigation and hearing process. Furthermore, the College retains the authority to remove a respondent(s) from an educational program or activity on an emergency basis if:


1. the College undertakes an individualized safety and risk analysis;
2. the College determines the Respondent(s) pose an immediate, imminent threat to the physical safety or health of any student, staff, or faculty, arising from the alleged sexual harassment or misconduct; and
3. the College provides the Respondent(s) with notice and an opportunity to challenge the decision immediately following the removal.

Retaliation, including intimidation, threats, harassment, or other adverse actions threatened towards any person making a complaint of sexual misconduct or against any person (including a witness) cooperating in the investigation of any allegation of sexual misconduct, is prohibited by the college. Retaliation should be reported promptly and may result in disciplinary action independent of allegations of sexual misconduct.

The administration shall also formulate and implement a comprehensive educational program to assure awareness of the problem of sexual harassment and misconduct, to discourage such acts, and to encourage reporting of such offenses to proper authorities.

Campus security shall be reviewed on an ongoing basis and increased if necessary to minimize the threat of sexual harassment and misconduct on campus.

Inquiries or complaints may be addressed to the Title IX Coordinator at (850) 484-1759, Pensacola campus, Building 5, Room 510.

History:	Adopted 8/19/92; repromulgated 2/21/06; amended 6/26/12; amended 11/16/15, amended 5/21/24
President's Signature:	Date: 5/21/2024 

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Clean Indoor Air	<u>Number</u> 6Hx20-1.029
Legal Authority:	s. 386.201, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		


The purpose of this policy is to protect Pensacola State College employees and students from the health hazards of secondhand smoke, and to implement the requirements of the Florida Clean Indoor Air Act.

Smoking is strictly prohibited in all “enclosed indoor workplaces” as such areas are defined in the Act, including all buildings owned or operated by the College and the offices, hallways, waiting rooms, restrooms, dining areas, break rooms, elevators, classrooms, and community rooms located in such buildings. Smoking is also strictly prohibited within fifty feet (50’) of any building entryway, HVAC air intake vent, open window, or other opening to any building. For purposes of this policy, “smoking” is defined as: (1) any activity included in the definition of smoking under the Florida Clean Indoor Air Act; (2) the burning of tobacco or any other type of material in any type of smoking media or equipment; and (3) using any object or device intended to simulate such activities, including without limitation, electronic cigarettes.

This policy applies to all employees, students, clients, contractors, and visitors.

Copies of the policy shall be distributed to all employees. “No Smoking” signs shall be posted at all entrances and throughout the buildings.

The College Public Safety Department shall be responsible for enforcement of this policy by issuing a Pensacola State College Violation Notice to all violators in the same manner and following the same procedures as parking infractions.

History:	Adopted 9/22/92; amended 2/21/06; amended 10/16/12; amended 4/22/14.	
President’s Signature:		Date: 02/21/2017


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Drug and Alcohol Testing Policy for Commercial Drivers	<u>Number</u> 6Hx20-1.030
Legal Authority:	49 Code of Federal Regulations, Part 40, Part III (February 1994) And Part VII (August 1994); Omnibus Employee Testing Act of 1991 and subsequent amendments	<u>Page</u> Page 1 of 1
Law Implemented:		

All full-time, part-time, and volunteer employees of Pensacola State College who are required by their job description or by specifically-assigned duties to perform in a safety-sensitive position in transportation and to drive a commercial motor vehicle in interstate or intrastate commerce or who are required to possess a Commercial Driver License (CDL) are required to be drug and alcohol tested, including urine drug testing and breath alcohol testing.

Part-time temporary employees of temporary agencies who are assigned to safety-sensitive positions in transportation or who are required to possess a CDL for work at the College are also required to be drug and alcohol tested.

The College prohibits all employees in safety-sensitive positions requiring CDL licenses from being under the influence of controlled substances or alcohol while performing their job.

History:	Adopted 1/16/96; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017 

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Copyright Policy	<u>Number</u> 6Hx20-1.031
Legal Authority:		<u>Page</u> Page 1 of 1
Law Implemented:	Title 17, United States Code, Section 101, et. seq.	

It is the intent of the Board of Trustees to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et. seq.). The Board prohibits the institution's employees or students from copying materials not specifically allowed by:

1. Copyright Law;
2. Fair Use Guidelines;
3. Licenses of contractual agreements; and
4. Other permissions.

All copying or duplication of copyright materials not allowed under the Copyright Law must have the written permission from the publisher or copyright owner.

The Board further states that employees who willfully disregard copyright policy do so at their own risk and assume all liability.

History:	Adopted 1/21/97; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Intercollegiate Athletics	<u>Number</u> 6Hx20-1.032
Legal Authority:	s. 1001.64, s. 1001.02(1), s. 1001.61, s. 1001.02, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.058, F.A.C.	Page 1 of 1

The Board of Trustees is the authority for the control of the Pensacola State College's athletic program.


- I. The President will have direct responsibility for administration of the athletic program.
  - A. The President may designate an administrator to provide daily oversight of the athletic program.
  - B. The President will appoint a committee of students, faculty, and staff to assist in monitoring the policies, procedures, goals, and objectives of the athletic program.
- II. The College's athletic program will comply with the policies and procedures of the National Junior College Athletic Association (NJCAA) and the Florida Community Colleges Activities Association (FCCAA). The College may impose more stringent rules than current NJCAA and FCCAA rules. (See FCCAA rules booklet for further information.)
- III. All funds generated by and accruing to the athletic program are accounted for by either the College or the Pensacola State College Foundation.
  - A. College policies and procedures in regard to budget planning, purchasing, travel, and other financial transactions are followed for funds accounted for by the College.
  - B. Foundation policies and procedures are followed in depositing and expending funds.
- IV. The academic policies and procedures for all students will pertain to student athletics.
  - A. Athletes must comply with College placement and academic standing requirements. In addition, athletes must meet the requirements of NJCAA and the FCCAA for eligibility.
  - B. The Registrar will have the responsibility to submit and verify all academic information for the official eligibility status of all employees.

History:	Adopted 3/18/97; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Information Security and Technology Resources	<u>Number</u> 6Hx20-1.033
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

The Board of Trustees authorizes and directs the President to adopt and implement Information Security and Technology Resources plans and procedures to govern and establish standards for the protection, security, and use of electronically stored information and other technology resources of the College, in alignment with the college-wide Strategic Plan.

History:	Adopted 2/21/06; amended 9/19/23
President's Signature:	Date: 09/19/2023
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**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Sexual Predator or Offender Information Notification/ Publication	<u>Number</u> 6Hx20-1.034
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u> Page 1 of 2
Law Implemented:		

**I. Purpose**

The purpose of this policy is to provide information to the campus community in regard to identified sexual offenders and/or sexual predators on any Pensacola State College campus and to meet the requirements of law addressing the presence of sexual offenders and/or predators at institutions of higher learning.

**II. Procedure**


- A. The College shall utilize the College website to publish resource information concerning the presence of sexual predators or offenders on any College campus. The College will also identify links to the Florida Department of Law Enforcement (FDLE) hotline or the FDLE website for information concerning sexual predators or offenders in Florida.
- B. When a law enforcement agency notifies the College that a registered sexual predator or sexual offender is enrolled, is planning to enroll, is employed by the College or its subcontractors, or is pursuing a vocation at the College or any university partnership program, such notification shall be delivered to the attention of the Chief of Police. If the sexual predator or sexual offender is a College employee, the Chief will deliver the information to the President and Director of Human Resources. If the sexual predator or sexual offender is a registered student, the Chief will deliver the information to the President and to the Vice President, Administrative Services and General Counsel. The Chief of Police will initiate an information check on the student or employee and advise appropriate staff at the respective campus/site(s) where the student may be attending classes or where the employee may be working. The information shall also be provided to the Dean or Director on the campus where the student or employee may be attending classes or may be employed. Although this information is public record, staff should understand that the information provided is for safety purposes and should recognize that this information should be shared only as a safety precaution and only with the intent to improve security. Status as a sexual offender or predator should in no way affect a student's academic status/standing.
- C. Upon verification of the presence of a registered sexual offender or predator, hereafter referred to as "registrant," on any College campus or in any College program, a private conference will be scheduled with that individual. Any student registrant must meet with the Vice President, Administrative Services and General Counsel, prior to the time that student begins attending classes (or as soon as the identification of the student registrant is made) on any College campus or at any College site. Any employee registrant must

meet with the Chief of Police and/or the Human Resources Director. All conferences will be conducted in a confidential manner.

1. A student registrant will be advised of the appropriateness of the program in which he or she is enrolled, the resources available on campus to help ensure success in reaching respective academic goals, and the need to comply with all aspects of the existing Student Code of Conduct, as well as Florida law. Failure to comply will result in disciplinary action that may include, but is not limited to, dismissal, suspension, disciplinary probation, warning, and/or loss of privileges.

Any student registrant who has attended College, whether in an on-campus program or an off-campus program, will have his or her name and student number flagged in the College Student Record System. If and when that student reapplies or reregisters for classes on any College campus or in any College program, computer notification of that individual's intent will be immediately recognized and the Chief of Police will be notified. The Chief of Police will notify the Vice President, Administrative Services and General Counsel, who will again meet with the student. The Chief of Police will ensure that the appropriate criminal justice authorities are notified of the presence of the registered sexual offender or predator on any College campus.


2. An employee registrant will be advised to comply with Florida law and College policies. Failure to comply will result in disciplinary action that may include, but is not limited to, termination or other punishment as provided by Florida law.

History:	Adopted 7/18/06
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Protection of Human Subjects	<u>Number</u> 6Hx20-1.035
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	45 CFR Part 46	Page 1 of 1

Pensacola State College shall comply with federal regulations and maintain adequate programs and procedures for the protection of human subjects.

History:	Adopted 4/17/07.
President's Signature:	Date: 02/21/2017
	


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Criminal Background Checks/Fingerprinting	<u>Number</u> 6Hx20-1.036
Legal Authority:	s. 1001.64(46), Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.65, s. 768.096, Fla. Stat.	Page 1 of 2

Pensacola State College, in compliance with the National Child Protection Act (NCPA) and Florida Statutes, as amended, will require all selected individuals for work or volunteer assignments at the College (full-time, part-time, and adjuncts), volunteers, interns, and current employees working in select/sensitive positions (each referred to herein as a “Covered Person”), to submit to a criminal background check per procedures to be established by the College President.

- I. Every Covered Person in a selected position approved for Level II screening by the FDLE, unless excepted by related procedures, shall be required to sign a waiver allowing the release of state and national criminal history record information to the College. A complete set of the Covered Person’s fingerprints shall be submitted to the Florida Department of Law Enforcement (FDLE) for state processing.
- II. Results of the criminal background checks will be reviewed by the Chief of Police and Director of Human Resources. If the results reveal that any Covered Person has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense prohibited under any of the provisions of Florida Statutes enumerated in s. 435.03 and s. 435.04, Fla. Stat., as amended, then the President will determine what actions, if any, will be made regarding that person’s employment, contract, volunteer, or intern status. In reaching a determination as to the proper action required, the President may consider factors such as (i) the nature and severity of the offense, (ii) the length of time between the occurrence of the offense and the discovery of its existence by College; (iii) the relationship between the offense and the duties performed by that person for College; (iv) the person’s work history and disciplinary record with College; and (v) any other factor deemed appropriate by the President under the circumstances involved. The President may take any action deemed to be appropriate, including no action, or any action up to and including termination of the person’s employment, contract, volunteer, or intern status. New employees shall be on a probationary status pending fingerprint processing. Employees whose employment status is adversely affected by a criminal background check shall have the right to an appeal.
- III. Records related to fingerprinting and criminal background checks will be maintained confidentially in the Department of Human Resources.
- IV. In addition to screening Covered Persons, upon employment and upon initial implementation of this policy, the College shall be entitled to perform a criminal background check on any Covered Person at any time deemed necessary by the College as further described in the procedure.

- V. For those individuals in assignments other than I. above, the College shall conduct a background web-based screening with a third-party source. Individuals are required to complete a notification and authorization for this criminal background check.

History:	Adopted 7/17/07; revised 1/20/09; amended 8/18/21; revised 2/20/24.
President's Signature:	 Date: 02/20/2024


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Identity Theft Prevention Program	<u>Number</u> 6Hx20-1.037
Legal Authority:	s. 1001.61, s. 1001.63, & s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.0261, F.A.C.; Fair and Accurate Reporting Act of 2003, 15 USC §1601	Page 1 of 1

The President or his or her designee shall prepare a written Identity Theft Prevention Program (hereafter "Program") in accordance with the requirements of the Fair and Accurate Reporting Act of 2003, 15 USC §1601 (Red Flags Rule).

For certain covered accounts, which are continuing, multiple payment accounts within the meaning of the Red Flags Rule, the President or his or her designee shall develop the Program to include reasonable policies and procedures to detect and mitigate identity theft and enable the College to:

1. Identify relevant "red flags" (patterns, practices, and specific activities that signal possible identity theft) and incorporate them into the Program;
2. Train relevant staff as necessary to implement to Program effectively;
3. Detect the red flags that the program incorporates;
4. Respond appropriately to detected red flags to prevent and mitigate identity theft;
5. Ensure that the Program is updated periodically to reflect changes in risk; and
6. Exercise appropriate and effective oversight of service provider arrangements.

History:	Adopted 4/21/09.
President's Signature:	Date: 02/21/2017
	



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Fraud	<u>Number</u> 6Hx20-1.038
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u> Page 1 of 4
Law Implemented:		

This policy addresses the responsibility of Pensacola State employees and management for detecting and reporting of fraud and suspected fraud.

**I. Definitions**

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

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

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

- A. Responsibility of Employees
  - 1. It is the responsibility of all employees to conduct their College business in such a way as to prevent fraud occurring in the workplace. Employees must also be

alert to the possibilities for fraud and be on guard for all indications that improper or dishonest activity is taking place.

B. Responsibility of Management

1. It is the responsibility of all administrators to be familiar with the types of improprieties that might occur in their area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in their area and put in place controls to avoid such occurrences.
2. Administrators are required to support and work with other involved departments and law enforcement agencies in the detection, reporting, and investigation of dishonest or fraudulent activity including the prosecution of offenders. If a fraud is detected in an area, administrators are responsible for taking appropriate corrective actions to ensure adequate controls are implemented to prevent reoccurrence of improper actions.

C. Reporting Fraud

1. It is the responsibility of all College employees to report fraudulent activities without delay according to the procedure set forth below. Persons with knowledge of a fraudulent activity who cover up, obstruct, or fail to report will be considered to be an accessory after the fact and may be subject to disciplinary action and/or discharge. Persons who threaten retaliation against a person who has reported fraudulent activity shall be subject to disciplinary action up to and including termination of employment.
2. Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid:
  - a. false accusations; or
  - b. alerting a suspected individual that the fraudulent activity has been detected.
3. The incident, facts, suspicions, or allegations should not be discussed with anyone inside or outside the College unless specifically directed to do so by the College administrator investigating the incident.
4. Fraud can be detected at any level within the College and the following general principles should apply in the reporting of suspected fraud.
  - a. A person who suspects fraudulent activity shall immediately report the matter to his or her Department Head. If the Department Head is suspected of involvement in the fraudulent activity, or of being an accessory after the fact to the fraud, then the report shall be made directly to the appropriate Vice President, which shall be the Vice President, Academic and Student Affairs, in the case of an academic employee or a student services employee, the Vice President, Administrative Services and General Counsel, for administrative services employees, or Vice President, Business Affairs, for all other employees. If the appropriate Vice President is suspected of involvement in the

- fraudulent activity, or of being an accessory after the fact to the fraud, then the report shall be made directly to the President of the College.
- b. When a report of suspected fraudulent activity is made to a Department Head, if that Department Head has conclusive knowledge that no fraud has occurred, then the Department Head shall forward the report and the exonerating information to the appropriate Vice President. Examples of exonerating conclusive knowledge may include such things as a leave request form having been properly submitted for a person who has been absent from work, or a property disposition form having been properly submitted for equipment to be removed from a campus.
  - c. If the Department Head does not have conclusive knowledge that no fraud has occurred, then the Department Head shall immediately forward the report of fraudulent activity to the appropriate Vice President, or the President if the Vice President is implicated, and shall refrain from conducting any further investigation until being directed to do so by the Vice President or President.
5. The College has established a fraud hotline to allow anonymous reporting of fraudulent activities. The hotline will be monitored by the Office of the Vice President, Business Affairs. As an alternative to reporting fraudulent activity through a report made directly to a Department Head or Vice President as set forth above, employees may satisfy their reporting obligation by making a satisfactory report to the fraud hotline. A satisfactory report of fraudulent activity shall include the name of the suspected individual, and a specific description of the activity believed to be fraudulent given with enough detail to allow for a thorough investigation without alerting the suspected individual.

D. Procedures for the Investigation of Alleged Fraud


- 1. The Vice President, or the President if the Vice President is implicated, shall have the responsibility for coordinating the College's response and will seek advice from legal counsel, appropriate law enforcement agencies, and others as required.
- 2. The Vice President or President will notify the appropriate staff who will, if appropriate, conduct an initial investigation to gather factual information and reach a preliminary determination as to whether further action is required. The findings, conclusions, and recommendations will be reported to the appropriate Vice President or President.
- 3. Where initial investigation provides reasonable grounds for suspecting an employee of fraudulent activity, the Vice President or the President will decide if any actions are necessary to prevent further loss. Such actions may include suspension of the employee(s) with or without pay in accordance with Board of Trustees Policies and/or the decision to proceed with further investigation.
- 4. Each case will be considered individually with a view to minimizing the losses (both monetary and otherwise) to the College. Having reached a decision as to what further action is necessary and how such actions should be undertaken,

the Vice President or President shall communicate with the affected employee(s) and the appropriate supervisor(s).

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

E. Disciplinary Action

1. The Human Resources Department will be consulted for any employee disciplinary actions resulting from fraudulent activity.
2. Documentation related to such employee discipline will be maintained in the employee's personnel file.


History:	Adopted 4/21/09; amended 1/22/13; 06/20/17.
President's Signature:	Date: 06/20/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Personal Property Lost or Abandoned	<u>Number</u> 6Hx20-1.039
Legal Authority:	s. 705.18, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

The President or his or her designee is responsible for recording and disposing of any lost or abandoned personal property found on any Pensacola State College property in accordance with s. 705.18, Fla. Stat.

When such property is found, the President or his or her designee shall take charge of the property and make a record of the date the property was found. If the property is not claimed by the owner within thirty (30) days after it is found, the President or his or her designee shall dispose of, or make use of, the property in accordance with established procedures that best meet the needs of the College.

History:	Adopted 9/17/13.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Public Comment at Board Meetings	<u>Number</u> 6Hx20-1.040
Legal Authority:	s. 286.0114, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 286.0114, Fla. Stat.	Page 1 of 2

Pursuant to s. 286.0114, Fla. Stat., members of the public shall be given a reasonable opportunity to be heard on any proposition coming before the Board of Trustees. In order to maintain orderly conduct and proper decorum during Board meetings, the Board adopts the following guidelines to accommodate speakers.

**I. Sign In Sheets**

Any member of the public who desires to be heard on a proposition coming before the Board shall complete a form to be provided by Pensacola State College and made available prior to the beginning of the meeting at a table designated for that purpose. The speaker will provide his or her name, the name of any person, group, or entity on whose behalf the speaker is speaking, the specific proposition on the agenda which the speaker intends to address, and whether the speaker supports, opposes, or is neutral regarding the proposition.

**II. Public Comment Time; Order of Speakers**

A time for public comment will be placed on the Board agenda at the beginning of every meeting. The forms submitted by speakers will be collected prior to the beginning of each meeting and be given to the Board Chair. Speakers will generally be heard in the order the forms are collected, but the Board Chair shall have the authority to arrange the order of speakers in any manner deemed appropriate for the orderly conduct of the meeting. Speakers will be limited to the public comment time specified on the Board agenda, and extemporaneous comments by the public shall not be permitted during other portions of the meeting.

**III. Multiple Speakers**

In the event that multiple representatives of a group or faction desire to address the Board on the same topic at a meeting where a large number of individuals wish to be heard, the Board Chair may ask the primary representative of the group or faction to designate a maximum of three individuals to speak on behalf of all members. In the event there is no primary representative and the members of the group or faction cannot agree among themselves who shall be the designated speakers, the Board Chair shall select three members at random and limit comment by the members of the group or faction to the three individuals selected.

**IV. Time Limit**

Speakers during the public comment portion of the Board meeting shall be limited to a maximum time of three minutes each. The Board Chair may serve as timekeeper or designate another person to do so.


**V. Exceptions**

The Board may take action without allowing public comment for any mater related to:

- A. An emergency situation affecting the public health, welfare, or safety, if allowing public comment would cause unreasonable delay in the ability of the Board to act;
- B. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- C. A meeting that is exempt from Section 286.011, Florida Statutes; or
- D. A meeting during which the Board is acting in a quasi-judicial capacity.

**VI. Scope**


This policy shall apply only to the right of the public to be heard on propositions pending before the Board. If a member of the public desires to present a new request, problem, or proposal to the Board which is not already before it for consideration, the provisions of Policy 6Hx20-1.002 shall apply, and such matter shall be presented in writing to the President not later than ten (10) days prior to the regular Board meeting date at which the person desires to be heard.

History:	Adopted 10/22/13.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Strategic Plan	<u>Number</u> 6Hx20-1.041
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 1

The Institution and District Board of Trustees are responsible for developing and maintaining a College Strategic Plan in support of fulfilling the mission of the College.

History:	Adopted 06/20/17.
President's Signature:	Date: 06/20/2017
	



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Removal of Honorary Names	<u>Number</u> 6Hx20-1.042
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 2

Pensacola State College highly values the generosity of its donors, and pursuant to separate policies and guidelines approved and established by the Board of Trustees, upon approval of the Board certain donors may be recognized by naming a program, endowed chair, or a physical location or structure such as a campus, building, or room in honor of such donor. When the honor of such naming is bestowed, it is not only in recognition of a gift made to the College or its Foundation, but also a recognition of the donor's high personal integrity, exemplary service to the community, or important contributions to intellectual life, cultural enrichment or academic disciplines. The act of naming inevitably links the reputation of the donor with the reputation of the College, and the purpose of this policy is to allow the College to protect its own reputation in the highly unlikely event that a donor engages in some activity that would reflect negatively on the College.


A name designated in honor of a donor, or name designated in honor of another person or entity at the direction of a donor, may be removed from any program, endowed chair, physical location or structure under the following circumstances:

1. In the event of a failure by a donor to fulfill in a timely manner any obligation established in any agreement with the College, the Pensacola State College Foundation or the WSRE-TV Foundation, including, but not limited to, the payment of any funds when due;
2. In the event that the donor, or the person or entity honored by the naming, is convicted of a felony or otherwise engages in conduct that, in the sole and absolute discretion of the College's Board of Trustees, would be injurious to the reputation, image, mission or integrity of the College if the naming designation were allowed to remain in place;
3. In the event the building, room or other physical facility named in honor of the donor, or other person or entity at the direction of the donor, is closed or demolished at the end of its useful life, destroyed by fire or other casualty, replaced by a new structure, or has a significant change in function so that the honorific naming is no longer appropriate. In the event of any of the foregoing occurrences in this section 3, the College's Board of Trustees shall determine an appropriate way to recognize the donor, and if possible shall consult the donor to receive input regarding such action.

In the event that a name is removed from any program, endowed chair, physical location or structure under any of the conditions set forth above, the College, the Pensacola State College Foundation, and the WSRE-TV Foundation shall not be obligated to return any gift or portion of any gift already received by such entity and shall have no further obligation to the donor.

This policy shall apply to all naming agreements approved by the Board of Trustees and all such agreements shall contain a provision substantially similar to the following statement:


This [*insert name of agreement*] is governed by the terms of Pensacola State College Policy 6Hx20-1.042, regarding Ongoing Requirements for Naming Opportunities which is incorporated herein and by reference made a part of this agreement. A copy of the policy is available upon request.

History:      Adopted 05/19/20.		
President's Signature:		Date: 5/19/2020

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Charter Academy	<u>Number</u> 6Hx20-1.043
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64(6), Fla. Stat.	Page 1 of 1

The Board authorizes the President to operate a Charter High School. The operational intent is to run the Charter Academy as another department of the College. The President is authorized to develop and establish procedures for the effective and efficient operation of the Charter Academy in accordance with both public post-secondary and secondary school laws, rules, and regulations.

History:	Adopted 9/20/2022
President's Signature:	Date: 09/20/22
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Curricula (Programs of Study)	<u>Number</u> 6Hx20-2.001
Legal Authority:	s. 1001.64, s. 1001.03, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1004.92, Fla. Stat.; Rule 6A-14.030, F.A.C.	Page 1 of 1

I. The following Programs of study are approved by the Board of Trustees:

- A. Workforce baccalaureate degrees.
- B. College transfer curricula which may be transferred for full credit toward the satisfaction of requirements for a baccalaureate degree.
- C. Career and technical curricula which are designed to prepare persons for employment or advancement within their occupational fields.
- D. Developmental Education courses which are designed to prepare students for academic requirements at the College.
- E. Enrichment courses given on a non-credit basis to enable adult students to become more effective in the use of leisure time, or to increase occupational efficiency.
- F. Courses given in cooperation with other institutions or agencies.
- G. Adult general programs designed to fill basic needs for continuing education for all persons in the community.

II. Experimental Programs

Departments are encouraged to develop experimental programs. These programs are to be coordinated through the Vice President, Academic and Student Affairs.


History:	Adopted 7/1/68 as 6A-8.41(2); amended 6/29/71; repromulgated 4/1/75 as 6Hx20-14.61(2); amended 12/18/80; repromulgated 1/21/86; amended 2/21/06; 06/20/17.
President's Signature:	Date: 06/20/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Servicemember's Opportunity College	<u>Number</u> 6Hx20-2.002
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1004.68, Fla. Stat.; Rule 6A-14.030, F.A.C.	Page 1 of 1

**Servicemember's Opportunity College (SOC)**

Pensacola State College supports the education of active duty servicemembers and their immediate family through the Servicemembers Opportunity College (SOC). Individuals who enroll at the College and earn fifteen (15) credit hours of college coursework may enter into a SOC agreement that will allow the student to complete his and her degree after leaving Pensacola. The agreement allows the student ten (10) years to complete degree requirements. The College will honor SOC agreements for servicemembers in accordance with the guidelines agreed upon between SOC and the College.


History:	Adopted 7/1/68 as 6A-8.50; amended 10/17/72; 6/19/73; repromulgated 4/2/75 as 6Hx20-14.30; amended 12/18/80, 7/20/82; repromulgated 1/21/86; amended 9/22/87; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Advisory Committees to Specialized Programs	<u>Number</u> 6Hx20-2.003
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 1

The Pensacola State College will have advisory committees for all workforce programs and may have advisory committees for other College programs. The purpose will be to assist or advise the College administrators and faculty regarding teaching qualifications and continuing education; admission standards, student recruitment, and graduate placement; curriculum to meet employers' needs; feasibility studies for new programs; facilities and equipment; affirmative action goals and Equal Access/Equal Opportunity (EA/EO) commitment; and support for needed legislation.

The appropriate Vice President shall appoint the members of each committee. A College staff member shall be the committee secretary, and all permanent records shall be kept at the College.

History:	Adopted 7/1/68 as 6A-8.571(2)(3); amended 1/26/69; repromulgated 4/1/75 as 6Hx20-14.38(2)(3); amended 12/18/80; repromulgated 1/21/86, amended 5/21/02; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	International Study Abroad	<u>Number</u> 6Hx20-2.004
Legal Authority:	s. 1004.65, Fla. Stat.	<u>Page</u> Page 1 of 2
Law Implemented:		

Pensacola State College endeavors to provide out-of-country study opportunities for students in their academic degree programs through a variety of mechanisms. The respective department/program shall have primary responsibility for coordinating out-of-country study programs and serve as the central clearinghouse for information concerning these programs. Faculty, staff and students who participate in out-of-country study programs are responsible for academic compliance and are subject to all applicable laws and college policies.

**I. Responsibilities**

- A. Office of Curriculum Implementation. Develops general guidelines for Study Abroad Programs and monitors compliance with applicable federal and state laws, rules adopted by the Florida Department of Education, and College policies.
- B. Academic Department/Program. The Academic Department/Program (ADP) is responsible for coordinating all out-of-country study programs. The ADP shall consult with the appropriate College officials in establishing academic and other requirements for participation in out-of-country study programs (see Procedure 204).
- C. Faculty. The College's study abroad activities are the joint responsibility of the academic departments and programs that sponsor or approve academic credit for them. All study abroad programs offered by the College must be coordinated through the Office of Curriculum Implementation. Faculty members should follow all procedures established by the Board of Trustees when participating in out-of-country study programs. All College policies related to the conduct of official College activities apply to study abroad programs in the same manner as if the course or activity was conducted on campus, including provisions of the College.
- D. Students. Students participating in International Study Abroad programs must register for the appropriate course in advance of departure. The unique costs of study abroad programs (e.g., transportation, housing, administrative costs, etc.) are the responsibility of participating students. All students participating in study abroad programs through, or affiliated with, the College must have international health and accident insurance that includes medical evacuation and repatriation benefits. All College policies related to the conduct of official College activities apply to study abroad programs in the same manner as if the course or activity was conducted on campus, including the Student Code of Conduct.

Violations of the Student Code of Conduct will be referred to the Vice President, Academic and Student Affairs for appropriate College action.

Each student participant is responsible for ensuring academic credit earned for an out-of-country program applies to his or her degree program.

The ADP will make every effort to incorporate learning-centered concepts in the development of student abroad programs.

## **II. Disability Accommodation**

Students with disabilities are responsible for registering with the Student Resource Center for ADA Services and complying with College policies in advance of departure to a foreign country. Reasonable accommodations will be provided in accordance with federal and state law and college policy.

## **III. Health and Safety**

- A. **Safety and Security.** The safety and security of College students and faculty participating in programs outside the United States is a primary consideration in the planning and conduct of study abroad programs. While the ADP is responsible for collecting general information on safety and security issues related to locations, travel, and logistics of study abroad programs, participants are equally responsible for taking appropriate safety and security measures. These measures include, but are not limited to, personally researching the international threat level and safety and security concerns in the host country; attending all study abroad orientation sessions; and taking appropriate personal safety precautions en route to and upon arrival in the host country.
- B. **Travel and Laws.** The College student travel procedures apply to all travel en route to and while in the host country. All participants in the study abroad program are responsible for following the student travel policy as well as all traffic safety and other laws of the host country. Faculty, staff, and students are personally responsible for sanctions imposed by the host country for violations of its laws and all legal costs incurred as a result of the violation(s).
- C. **International Health and Accident Insurance.** All participants in a College study abroad program must have approved international health and accident insurance that includes coverage for emergency evacuation and repatriation of remains.


History:	Adopted 2/21/06.
President's Signature:	Date: 02/21/2017
	



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Admissions Policies	<u>Number</u> 6Hx20-3.001
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:	s. 1007.263, Fla. Stat.	

Any applicant who can profit from additional educational experiences may be admitted to Pensacola State College provided he or she meets the requirements for enrollment and continued attendance as set forth in Board Policies, College Procedures, and official publications of the College. The College will design and publish appropriate admissions procedures and criteria for the College and its programs, consonant with the mission and best interests of the College, its students, and the community. In all cases, the admissions procedures and criteria will mirror the intent of Florida Statutes and State Board Rules. Admissions criteria will be outlined in the *College Catalog*.

History:	Adopted as 6A-8.2; repromulgated 4/2/75 as 6Hx20-14.50; amended 12/8/80, 3/18/81, 5/22/84, 1/22/85; repromulgated 1/21/86; amended 9/22/87, 1/20/88, 2/21/89, 8/21/90, 1/22/91, 1/16/96, 6/22/99, 9/18/01, 2/21/06; amended 10/30/2023.	
President's Signature:		Date: 10/30/2023

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Student Records and Reports	<u>Number</u> 6Hx20-3.002
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1006.52, Fla. Stat.	Page 1 of 8

**I. Federal Student Records Law**

Annually, Pensacola State College informs students of the Family Educational Rights and Privacy Act ("FERPA" or the "Act") of 1974 (20 U.S.C. 1232g and 34 C.F.R., 99.1-99.67). This Act, with which the institution endeavors to fully comply, was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The Act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. An informal complaint may be filed within the institution by contacting the Office of the Vice President, Academic and Student Affairs. This College policy statement explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Vice President, Academic and Student Affairs, or the Office of Admissions and Records.

**II. Definitions**

- A. A student is any person who attends or has attended the College.
- B. Education records are any records (on paper, in handwriting, print, tapes, film, electronic data, computer, or other medium) maintained by the College or an agent of the College which are directly related to a student except:
  - 1. A personal record kept by a faculty or staff member, if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record and is not used for purposes other than a memory or reference tool.
  - 2. Records created and maintained by the College Department of Public Safety for law enforcement purposes.
  - 3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
  - 4. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

**III. The student records maintained by the College are classified as follows:**

- A. Official academic records are maintained in the Office of Admissions and Records. They include admission applications, official transcripts, graduation applications, residency statements, equivalency diplomas or score reports (GED), correspondence with students, credit by exam documentation, grade changes, official transcripts of national test scores, the records of grades and credits received in courses at the College or accepted by the College from another institution, and other documents directly relating to academic progress and status.
- B. Disciplinary records related to violations of the Student Code of Conduct are maintained under the authority of the Vice President, Administrative Services and General Counsel, and Director, Student Conduct. They include information about the investigation, adjudication, and imposition of sanctions by the College against a student for breach of the College's Student Code of Conduct or other written policies.
- C. Financial records are maintained by the Cashier's Office. Financial aid application records, including tax forms, are maintained by the Financial Aid and Veteran Services Office.
- D. Employment records of students receiving financial aid consist of work study authorizations and are maintained by the Financial Aid Office. Non-work-study employment records of students are maintained by the Office of Human Resources.
- E. Medical records are maintained by the Student Resource Center for ADA Services for students who have disclosed a disability and have provided the College with appropriate documentation. This documentation may include medical, learning, or psychiatric evaluations. All documentation provided to the Student Resource Center for ADA Services will remain strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.
- F. Employment records of students who are College employees but whose employment is not related to their academic status and not a part of student financial aid are maintained by the Office of Human Resources but are not directly affected by the provision of these guidelines.
- G. Electronic student educational records maintained on the College's Learning course system are fully covered by this policy. Users of the system are considered custodians of those student records to which they have access. Records should not be accessed by the user unless a legitimate educational interest exists or some other provision of the policy authorizing release applies.

**IV. Student Access to Records**

- A. Access. Students who are attending or have attended the College are to be accorded the rights of access to their records as specified by the Act with the exception of:

1. Financial records of the parents of the student.
  2. Confidential letters of evaluation which have been placed in the records before January 1, 1975. Beginning January 1, 1975, the law allows the student to waive his or her rights of access if the letters have to do with admission, employment, or honors if the letters are used only for those purposes and the student is told, on his or her request, the names of all letter writers. When confidential recommendations are collected in cases where the student has waived his or her access, the confidential statements (only) of such recommendations should be destroyed as soon as they are used for the purpose for which they were specifically intended.
- B. Limitations on Access. The College shall provide a “Student Consent to Release Educational Records Form” for use when a student waives his or her right of access to confidential recommendations respecting admission to an institution, application for employment, or the receipt of an honor or honorary recognition. The student will be given the opportunity to sign the “Student Consent to Release Educational Records Form” only as the need for confidential recommendations arises.
- C. Procedures for Granting Access. The custodians of records are authorized to establish definite procedures for granting a student access to his or her record. Such procedures will be clearly described in appropriate College publications.
1. Student inspection of records is granted only upon written request, presented in person with appropriate photo identification, and must be made in the presence of designated personnel of the office maintaining the records. All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed.
  2. A student may receive a copy of any and all records to which he or she has lawful access, except when a hold has been placed on his or her record pending the payment of debts owed to the College.

## **V. Release of Information**

The College will disclose “Directory Information” from a student’s education records unless a confidential hold has been placed upon release of the information by the student. The College will disclose information from a student’s educational records only with written consent of the student. Records may be disclosed without consent when the disclosure is:

- A. To school officials who have a legitimate educational interest in the records.
1. A school official is:
    - a. A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
    - b. A person serving on the College’s Board of Trustees.

- c. A person or entity employed by or under contract to the College to perform a special task, such as an attorney, auditor, or direct support organization (e.g. the Pensacola State College Foundation).
  - d. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
- 2. A school official has a legitimate educational interest if the official is:
  - a. Performing a task that is specified in his or her job description or contract agreement.
  - b. Performing a task related to a student's education.
  - c. Performing a task related to the discipline of a student.
  - d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
  - e. Maintaining the safety and security of the campus.
- B. To officials of another school, upon request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
- C. Subject to the conditions set forth in 34 CFR 99.35 authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the attorney general for law enforcement purposes (investigation or enforcement of federal legal requirements of federally supported education programs), or state and local educational authorities.
- D. School officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
  - 1. determine eligibility for the aid;
  - 2. determine the amount of the aid;
  - 3. determine the conditions for the aid; or
  - 4. enforce the terms and conditions of the aid.
- E. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute.
- F. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- G. Accrediting organizations in order to carry out their accrediting functions.

- H. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986. The parent may be asked to provide a copy of the most recent federal income tax return establishing the student's dependency. Full rights under the Act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes those rights. The College does not have an obligation to disclose any financial information about one parent to another. If a parent claims a student as a dependent and does not want his or her financial information disclosed to his or her spouse or former spouse, the parent may make that request to the institution.
- I. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
- J. To comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the College receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The General Counsel shall be consulted prior to release of the record. See below for further details on the College's policy in dealing with subpoenas.
- K. To Veterans Administration Officials pursuant to 38 USC 3690(c).
- L. Information the College has designated as "directory information," unless a hold has been placed upon release of the information by the student.
  - 1. The following data is considered to be Directory Information and may be given to an inquirer, either in person, by mail, or by telephone, and may be otherwise made public:
    - a. name of student;
    - b. whether or not student is currently enrolled;
    - c. dates of registered attendance;
    - d. major field of study;
    - e. degrees earned including dates of award and fields of concentration;
    - f. honors received;
    - g. participation in officially recognized activities and sports; and
    - h. weight and height of members of athletic team.If the inquiry is made in person, by email, or by mail, a student's date of birth and signature may be confirmed.
  - 2. This information may be made available and communicated to presently enrolled students through College publications. A current or former student may make a formal request that such Directory Information not be disclosed by submitting to the Office of Admissions and Records a completed Request for Confidential Status of Directory Information form available in any registration office.

- M. To the court those records are necessary to defend the institution when a student initiates legal action against the institution.

Personal information shall be transferred to a third party only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student. In all instances where written consent is required, written consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the parties or class of parties to whom disclosure may be made.

## **VI. Challenge Hearings**

- A. If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading, or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file. Any disagreement should be resolved informally, if possible.
- B. The Registrar, upon consultation with the appropriate College officials, may authorize a correction in a record within the academic file of a student. Similar responsibility is exercised by the Vice President, Academic and Student Affairs, the Director of Student Conduct, the Director of Financial Aid/Veteran Services, the respective Academic Dean, and the Office of Human Resources.
- C. Should the request for a change be denied, the student will be notified of the College's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the Vice President, Academic and Student Affairs and request a hearing. On behalf of the president of the College, the Vice President, Academic and Student Affairs shall refer the appeal to an appointed committee. The committee will include one officer of administration other than the one who has denied the request, two faculty members, and two students. The College will notify the student, reasonably in advance, of the date, place, and time of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing committee shall be final.
- D. If the College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended. The challenge to be considered in such hearing may extend only to the material in the respective College file; it may extend to the correct recording of a grade but not to the appropriateness of the grade. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student of the right to

place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the educational record and will be disclosed with it.

**VII. Addition to Records**

- A. No entry may be made to a student's official records and no document or entry may be placed in such records without written notice to the student by the responsible administrative officials mentioned above.
- B. Notification of grades, written communication to a student of school or departmental evaluation and announcement of honors, however, constitute adequate notice. A document or entry supplied by or at the request of the student may be placed in the student's record without additional notice to the student. In the case of student records maintained in departmental offices, additions other than those mentioned in the preceding paragraph require the permission of the College Registrar, who is responsible for notification of the student.

**VIII. Record-keeping Requirements**

The College will maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were released, the legitimate interest in the records, any additional party to whom it may be re-disclosed, and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

- A. the student;
- B. a school official determined to have a legitimate educational interest;
- C. a party with written consent from the student;
- D. a party seeking directory information; or
- E. a federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

**IX. Destruction of Academic Records**

The College has established, in accordance with the guidelines of the Florida Public Records Act (Chapter 119, Florida Statutes), standard "life spans" for the different types of student records maintained. Additionally, paper copies of documents may be converted to digital records at any time, whereupon the paper original shall be destroyed and the digital image shall thereafter be deemed the official record for all purposes by the College.



- A. The following documents pertaining to student information will be maintained permanently by the Office of Admissions and Records:
1. Most recent application;
  2. The College academic record (standardized transcript);
  3. Transcripts (includes transient form(s), academic credits earned by non-traditional means, high school transcripts and transcript evaluations, dual enrollment and early admission forms);
  4. Residency statements;
  5. Attendance records, which are maintained electronically;
  6. Instructors' final grade reports, which are maintained electronically; and
  7. Withdrawal form(s) and supporting documents.
- B. The following documents pertaining to student information are maintained for a "life span" of three years and then destroyed:
1. Grade change forms;
  2. Graduation applications and supporting documents; and
  3. Transcript requests.
- C. Once a student reaches the age of eighteen (18) or is enrolled in a postsecondary program, parents no longer have any rights under the FERPA unless (1) the student gives written consent to release the information to the student's parents, or (2) the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1986.

History:	Adopted 7/1/68 as 6A-8.60; amended 7/14/70; amended 7/16/74; repromulgated 4/2/75 as 6Hx20-14.51; revised 11/13/75; amended 12/18/80; repromulgated 1/21/86; amended 9/22/87; amended 1/20/88; amended 3/28/90; amended 1/16/96; amended 2/21/06; amended 2/25/14.
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President's Signature:



Date: 02/21/2017


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Fee Scholarships and Fee Waivers	<u>Number</u> 6Hx20-3.003
Legal Authority:	s. 1001.64, Florida Statute; HB 1545: s. 1009.26(5)(b), Florida Statute	<u>Page</u>
Law Implemented:	s. 1009.23(7), Florida Statute	Page 1 of 1

The President is authorized to establish a scholarship program and loan fund with appropriate procedures for awarding financial assistance, including part-time employment for students, short-term loans, student waiver of fees and/or tuition, grants, scholarships, other financial aid to students, and recertification of student aid application information. The procedures shall include the collection of any loans. Funding for said scholarship programs may originate from student financial aid fees, auxiliary funds, or other sources as designated.

Pensacola State College may provide fee waivers or scholarships for employees, their spouses, and dependents that establish eligibility and enroll in the College.


The President is authorized to waive all fees as provided by the Florida Statutes.

History:	Adopted 7/1/68 as 6A-8.61(5); amended 7/17/73, 12/18/73; repromulgated 3/2/75; amended 6/23/75, 1/17/78, 9/25/79, 5/20/80, 12/18/80, 2/18/81, 4/21/81, 7/21/81, 9/21/82, 4/23/85 as 6Hx20-14.54(5); repromulgated 1/21/86; revised 11/19/86; amended 9/18/89, 4/20/90, 7/16/91, 2/20/96, 11/18/97, 1/18/00; amended 2/21/06; amended 4/20/22.
President's Signature:	Date: 04/20/2022
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Student Fees and Tuition	<u>Number</u> 6Hx20-3.004
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1009.25, Fla. Stat.; Rule 6A-14.054, F.A.C.	Page 1 of 1


The Board shall establish student fees and their rates upon recommendation of the President. The President shall establish procedures to publish, collect, defer, exempt, waive, administer, and budget student fees. The President is authorized to waive, exempt, and/or defer fees established by the Board, subject to laws and rules of the State.

History:	Adopted 7/1/68 as 6A-8.61; amended 2/20/73; repromulgated 4/2/75; amended 2/18/75, 4/22/75, 3/21/78, 8/22/78, 11/20/79, 3/18/80, 8/27/81 as 6Hx20-14.54; repromulgated 1/21/86; amended 9/22/87; 9/18/89; 5/19/93; 11/18/97; 7/20/99; amended 2/21/06; 06/20/17; 1/17/23
President's Signature:	Date: 1/17/2023
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Refunds	<u>Number</u> 6Hx20-3.005
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:	s. 1001.64, Fla. Stat.	


Refunds for student fees shall be made in accordance with the State of Florida, State College Accounting Manual. Exceptions to the refunds procedures may be authorized by the President or his or her designee when extenuating circumstances require an exception to prevent unjust hardships.

History:	Adopted 7/1/68 as 6A-8.61(4); repromulgated 4/2/75 as 6Hx20-4.53(4); amended 12/18/80; amended 3/19/81; amended 7/21/81; amended 11/21/81; amended 11/20/84 as 6Hx20-14.54; repromulgated 1/21/86; repromulgated 2/21/06; amended 10/22/13.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Prepayments	<u>Number</u> 6Hx20-3.006
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 1

No refunds of prepaid tuition fees will be processed until all term registration processes are completed. Refund procedures contained in the *College Catalog* apply.


History:	Adopted 7/1/68 as 6A-8.61(2); repromulgated 4/2/75 as 6Hx20-14.54(2); repromulgated 1/21/86; amended 2/21/06.	
President's Signature:		Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Occupational Laboratory Production Policy	<u>Number</u> 6Hx20-3.007
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 1

Instructional programs in some occupational fields may require, as direct objects of instruction, equipment, or personnel available only from sources outside Pensacola State College itself. The President of the College is authorized to obtain such equipment or personnel when he or she deems it necessary for the benefit of the instructional program. An individual receiving a personal service or owning a piece of equipment used as part of an instructional program shall be designated as a College patron. When it is necessary to involve College patron sources, there may be charges assessed against the patron which will cover the actual cost of obtaining and using materials and supplies used in providing the services rendered. The Board of Trustees shall approve schedules of charges. Schedules of prices for goods provided by suppliers who have set a suggested retail price shall be that suggested retail price. These prices shall be reported to the Board. The President shall establish specific procedures and regulations to govern the manner in which College patron sources are related to the College to ensure:


1. maximum benefits to the instructional program;
2. minimum interference with the businesses and industries of the district; and
3. proper use of College funds; and
4. protection of patrons from discriminatory practices relative to charges and services.

History:	Adopted 3/14/72 as 6A-8.61(6); repromulgated 4/2/75 as 6Hx20-14.54(d); amended 5/20/80; repromulgated 1/21/86; repromulgated 2/21/06
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Student Fee Deferment	<u>Number</u> 6Hx20-3.009
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1009.27(2)(b), Fla. Stat.; Rule 6A-14.054, F.A.C.	Page 1 of 1


Fees may be deferred for eligible students and underwriters when a written promise of payment is provided to the College. The criteria for eligibility, the purpose, and procedures for processing are contained in the Manual of Procedures. The period of deferment must comply with the parameters specified in Florida Statutes and the State Board of Education Rules.

History:	Adopted 11/22/77 as 6Hx20-14.54(8); amended 8/22/79; repromulgated 1/21/86; amended 6/21/88; amended 5/20/97; amended 2/21/06; amended 1/22/13.
President's Signature:	Date: 02/21/2017 

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Student Rights and Responsibilities	<u>Number</u> 6Hx20-3.010
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.65, Fla. Stat.	Page 1 of 1

- I. A student, as a citizen, is entitled to freedoms and benefits and is responsible for compliance with local, state, and national laws and regulations.
- II. The relationship between the student and Pensacola State College is voluntary, involves rights and responsibilities, and is designed to accomplish with maximum order and effectiveness the goals of the College.
- III. Since enrollment is voluntary, the student voluntarily assumes the obligation of establishing guidelines and taking necessary steps to assure compliance with this obligation. The right of students to learn and faculty to teach is an obligation the College is charged to uphold. The College will, therefore, take the necessary steps to protect that right.
- IV. A person enrolled at the College becomes a member of the academic community, and no member of the academic community may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of the College.
  - A. The delegated authority of the College to impose penalties will be asserted if the Code of Conduct described in these policies is violated.
  - B. Activities of students that result in violation of local, state, or federal law may incur penalties by civil authorities and College authorities.
  - C. Student organizations are also responsible for compliance with the Code of Student Conduct outlined in the *College Catalog* and Manual of procedures.

History:	Adopted 7/1/70 as 6A-8.60; amended 6/19/71, 3/14/72, 1/16/73, 9/18/73; repromulgated 4/2/75 as 6Hx20-14.56, amended 4/20/75, 5/19/75, 6/23/75, 6/12/77, 12/18/80, 11/16/82; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Student Activities, Clubs, and Organizations	<u>Number</u> 6Hx20-3.011
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1009.23(7), s. 1010.02, Fla. Stat.; Rule 6A-14.057, F.A.C.	Page 1 of 1

The President is authorized to establish, or cause to be established, procedures for providing and controlling activities deemed to be in the best interest of Pensacola State College and its students.

Expenditures will be in accordance with Board Policies and Manual of Procedures.

The President is further authorized to establish, or cause to be established, procedures for approval of student organization and clubs not funded from student activity fees or College funds. These procedures shall address the accounting for funds of these organizations and clubs.

Any organization established pursuant to this policy shall specifically comply with the requirements of s. 1006.63, Fla. Stat., regarding hazing and any violation thereof by the organization may result in rescission of its charter by the Board of Trustees.

History:	Adopted 7/1/68 as 6A-8.19 and 6A-8.60; repromulgated 4/2/75 as 6Hx20-14.57, amended 12/18/80; repromulgated 1/21/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Standards of Academic Progress	<u>Number</u> 6Hx20-3.012
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1004.68, Fla. Stat.	Page 1 of 1

The regulations regarding academic progress apply to all credit students regardless of the beginning date of attendance at Pensacola State College.

In determining academic progress, college credit, vocational credit, and developmental education credit are combined. "Attempted" is defined as all courses in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period. Transfer courses, courses taken for audit, and courses for which a student receives a refund will not be calculated in the determination of academic standing for grade point average (GPA) or completion requirement purposes.


A student's academic progress will be monitored in accordance with the institutional and Federal Standards as outlined in the *College Catalog*.

History: Adopted 9/22/87; amended 1/20/88; amended 3/19/91; amended 6/22/93, 6/20/95, 2/21/06; amended 10/30/2023	
President's Signature: 	Date: 10/30/2023

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Residence Classification	<u>Number</u> 6Hx20-3.013
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1009.21, Fla. Stat.	Page 1 of 1

For the purpose of assessing registration fees, students are classified as Residents for Tuition Purposes based upon the requirements established by Florida Statute and State Board of Education Rule. Pensacola State College will classify students in accordance with the intent of the law and guidelines provided by the State Residency Committee. The rules are outlined in the *College Catalog*.

History:	Adopted 9/22/87; amended 2/21/06, 10/30/2023.	
President's Signature:		Date: 10/30/2023


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Graduation Requirements – Baccalaureate and Associate Degrees	<u>Number</u> 6Hx20-3.014
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1004.68, Fla. Stat.	Page 1 of 1

Each graduate is granted the appropriate baccalaureate or associate degree dependent upon the specific curriculum he or she has completed. In all cases, baccalaureate and associate degrees will be awarded consonant with the requirements of Florida Statutes, State Board of Education Rules, and accreditation guidelines provided by the Southern Association of Colleges and Schools Commission on Colleges. Graduation requirements are outlined in the *College Catalog*.

Students successfully completing the declared program requirements will automatically be graduated at the conclusion of the semester in which the requirements are completed. The student's graduation credential and date will be reflected on the student's transcript.

History:	Adopted 9/22/87; amended 6/21/88; 1/21/97; 9/18/01; amended 2/21/06; amended 1/12/16.
President's Signature:	Date: 02/21/2017




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Graduation Requirements – Certificate and Diploma Programs	<u>Number</u> 6Hx20-3.015
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1004.68, Fla. Stat.	Page 1 of 1

A student pursuing a certificate program or Applied Technology Diploma is expected to meet the requirements established by Florida Statutes and State Board of Education Rules. The requirements for each certificate are outlined in the *College Catalog*.


Students successfully completing their declared program requirements will automatically be graduated at the conclusion of the semester in which the requirements are completed. The student's graduation credential and date will be reflected on the student's transcript.

History:	Adopted 9/22/87; amended 2/17/93, 2/21/06, 1/12/16; amended 10/30/2023.	
President's Signature:		Date: 10/30/2023

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Course Substitutions Requirements for Disabled Students	<u>Number</u> 6Hx20-3.017
Legal Authority:	s. 1004.91, s. 1007.264, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-10.41, F.A.C.; Vocational Rehabilitation Act of 1973, Section 504; Americans with Disabilities Act of 1990	Page 1 of 1


Any student who has a qualifying disability to include Autism Spectrum Disorder, Traumatic Brain Injury, Hearing Impairment, Specific Learning Disability, Emotional or Behavioral Disability, Other Health Impairment, Physical Impairment, Speech Impairment, Visual Impairment, or is otherwise defined as disabled under the Vocational Rehabilitation Act of 1973, SEC 504, Americans with Disabilities Amendments Act of 2008 and in accordance with Rule 6A-10.041, F.A.C., (s. 1007.264 and s. 1007.265, Fla. Stat.) shall be eligible for accommodation by reasonable course substitutions. All course substitutions must be approved by Pensacola State College and must be consistent with the nature of the program for which the substitution is requested. No course substitutions will be approved which will constitute a fundamental alteration in the nature of the program for which the substitution is requested.

History:	Adopted 5/21/96; repromulgated 2/21/06; amended 6/26/12; amended 10/22/13.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Alternatives to Developmental Education Courses	<u>Number</u> 6Hx20-3.018
Legal Authority:	s. 1001.64, s. 1007.263(3), Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

Students who are required to enroll in developmental education courses shall be notified of alternatives to traditional courses. These alternatives may include adult basic education, adult secondary education, private provider instruction, and other methods of instruction that assist students to eliminate academic deficiencies in an efficient and cost-effective manner. Students shall be assisted in placement into any of the alternatives to traditional developmental education instruction.

History:	Adopted 2/18/98; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Laboratory and Special Course Fees	<u>Number</u> 6Hx20-3.019
Legal Authority:	s. 1001.64(10), Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1009.23(12), Fla. Stat.	Page 1 of 1

The Board of Trustees shall establish laboratory and/or special course fees for individual courses for collection with tuition and out-of-state fees at the time of registration.

Pensacola State College shall publicly notice and notify all enrolled students of any proposal to increase tuition or fees at least twenty-eight (28) days before its consideration at a Board meeting. The notice must:

1. Include the date and time of the meeting at which the proposal will be considered;
2. Specifically outline the details of existing tuition and fees, the rationale for the proposed increase, and how the funds from the proposed increase will be used; and
3. Be posted on the College's website and issued in a press release.

The procedure for justification, determination of excess costs, and review shall be included in the Manual for Procedures.

History:	Adopted 2/21/06; amended 06/20/17.
President's Signature:	Date: 06/20/2017
	



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Anti-Hazing	<u>Number</u> 6Hx20-3.020
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1006.63, Fla. Stat.	Page 1 of 2

No student or other person associated with Pensacola State College shall engage in any hazing activities as that term is described herein below.

As used herein, “hazing” means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the College. Such term shall include, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the individual. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Any student or other person associated with a College organization who engages in any hazing activity, on or off campus, may be subject to the following penalties:

1. Fine up to \$100;
2. Withholding of diploma or transcript pending compliance with this policy and/or payment of any fine imposed;
3. Probation.

If the hazing activities are willful and flagrant violations of this policy or if the hazing consists of brutality of a physical nature, the student or other person associated with a College organization who engages in such hazing activities may be suspended or dismissed.

Any College organization which authorizes hazing in blatant disregard of this policy may be subject to the following penalties:

1. Suspension or forfeiture of social privileges;
2. Suspension or forfeiture of representation in student publications;
3. Suspension or forfeiture of representation in intramural or other competitive campus activities;
4. Suspension of individual members’ rights to participate in other campus activities or organizations.

5. Suspension of permission to operate on campus property or to operate under the sanction of the College.

The penalty to be imposed on a College organization which authorizes hazing in blatant disregard of this policy will depend upon the facts of each incident. Repeated violation of this policy may result in the suspension or forfeiture of the organization's campus charter.

Any penalties for violation of the College's anti-hazing policy shall be in addition to those penalties imposed for violation of any of the criminal laws of the state of Florida or for violation of any other rule promulgated by this college to which the violator may be subject.

Any student or other person associated with a College organization charged with the violation of the College's anti-hazing policy shall be entitled to a hearing and the same procedural rights as any student accused of violating the College's Code of Student Conduct.

To communicate and implement the College's anti-hazing policy, the following actions will be taken:


1. Each College organization advisor shall be given a copy of the College's anti-hazing policy and shall be charged with the responsibility of informing the organization of the adoption of this policy.
2. Each College organization shall be required to incorporate the College's anti-hazing policy in its bylaws and to submit a copy of its revised bylaws to the Student Leadership and Activities office.
3. A copy of the anti-hazing policy, rules, and penalties is available to each student.
4. The College's anti-hazing policy shall be printed in the *College Catalog*.
5. A representative of the College will meet with each student organization at the beginning of each school year to review, discuss, and answer all questions relating to the College's anti-hazing policy.

History:	Adopted 4/21/09; amended 1/22/13.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Test of Adult Basic Education (TABE) Waiver	<u>Number</u> 6Hx20-3.021
Legal Authority:	s. 1004.91(3), Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

Pensacola State College administration shall develop procedures for reviewing and granting requests for waivers of the requirements of the Test of Adult Basic Education (TABE form 9 or 10) for students with documented disabilities who are unable to pass the test after completing a prescribed remediation program. Such procedures shall designate a committee of appropriate personnel to review such requests, establish guidelines for granting or denying them, and specify the process for students seeking waivers.

History:	Adopted 6/26/12.
President's Signature:	Date: 02/21/2017
	


**PENSACOLA STATE COLLEGE**  
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Process for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Notification of Substantive Change	<u>Number</u> 6Hx20-3.022
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Pensacola State College shall report to the Commission via an official letter of notification or substantive change prospectus to ensure timely compliance with the SACSCOC Substantive Change Policy and Procedures.

Rules and Procedures:

- I. Changes resulting in a substantive change shall be reported according to the SACSCOC Substantive Change Policy and Procedures.
- II. In the specific instance of changes thought to be “substantive” in nature, the following definition shall guide the College’s understanding and application of substantive changes: “Substantive change is a significant modification or expansion of the nature and scope of an accredited institution,” (taken from “Substantive Change Policy and Procedures,” revised June 2022).
- III. Reporting of substantive changes shall be initiated through the following formal process: Prior to the implementation of new curriculum programs at any credential level, new or relocated sites, the relocation or addition of programs to sites, the offering 25-49 percent or 50 percent or more of a program off site or through distance education, major additions or changes to College operations or services, or any additional conditions stipulated by SACSCOC at a future date, said change shall be reviewed by the appropriate College administrator and SACSCOC Institutional Liaison to determine if the change constitutes a substantive change.
- IV. All changes determined to constitute a substantive change shall be tracked on the College’s SACSCOC Substantive Change Tracking Form and a letter of notification or substantive change prospectus to SACSCOC processed according to the SACSCOC Substantive Change Policy and Procedures.
- V. A letter of notification or substantive change prospectus under the President’s signature will be submitted to SACSCOC by the SACSCOC Liaison.
- VI. Any additional action regarding the change will be determined by SACSCOC according to the SACSCOC Substantive Change Policy and Procedures.

History:	Adopted 6/26/12; amended 1/20/15, amended 9/19/23
President’s Signature:	Date: 09/19/2023 

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Student Complaint Logs	<u>Number</u> 6Hx20-3.023
Legal Authority:	s. 1001.65, Fla. Stat.	<u>Page</u> Page 1 of 2
Law Implemented:		

Pensacola State College is committed to the fair treatment of its students and therefore attempts to resolve all complaints in a timely manner when possible. A “student complaint” is defined as a situation in which a student feels that the treatment he or she has received is not consistent with the College’s policies.

Students are encouraged to initially seek an informal resolution of complaints directly with the individual(s) involved when possible. When an informal resolution is not possible, students should file a Formal Grievance Petition in writing with the appropriate College administrator in the manner prescribed in the Student Rights section of the *College Catalog*, which is available online. Academic matters shall be filed with the Vice President, Academic and Student Affairs. Matters related to public safety shall be filed with the Vice President, Administrative Services and General Counsel. Disability services, as well as appeals of student conduct decisions, shall be filed with the Executive Director of Institutional Equity and Student Conduct. Student financial issues shall be filed with the Vice President, Business Affairs. Issues involving admissions, enrollment, registration, advising, financial aid, and other student-related services shall be filed with the Vice President, Academic and Student Affairs. Additionally, the Executive Director, Institutional Equity and Student Conduct, will maintain a log of all written complaints related to discrimination, sexual misconduct, and other Title IX issues.


Any office to which a written Formal Grievance Petition is submitted must investigate the complaint, notify the student of the resolution, and maintain a log of all formal written complaints.

As required by the Department of Education and the Southern Association of Colleges and Schools Commission on College (SACSCOC), the College has adopted this procedure and requires that the following information be maintained in all written student complaint logs:

1. Date of the complaint;
2. Full names of the complainant;
3. Nature of the complaint;
4. Date of resolution of the complaint;
5. Person responding to the complaint; and
6. Description of the resolution.

The College will have a decentralized system for maintaining records of students’ complaints, and they will be maintained in the respective offices of the following College administrators:

1. Vice President, Academic and Student Affairs;
2. Vice President, Administrative Services and General Counsel
3. Executive Director, Institutional Equity and Student Conduct; and
4. Vice President, Business Affairs.


History:	Adopted 6/21/16. Amended 11/28/2023	
President's Signature:		Date: 11/28/2023

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Full-Time Employees Teaching as Adjunct Faculty	<u>Number</u> 6Hx20-4.002
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, Fla. Stat.	Page 1 of 1

A full-time employee requesting to function as an adjunct teacher by Pensacola State College or another agency may, with certain provisions, perform such duties. Adjunct teaching assignments should not occur within the normal work day when the employee is customarily expected to be on duty and available to College students and personnel. Any exception must be approved in writing by the appropriate Dean or appropriate Vice President prior to the work beginning. Even with such approval, the employee is expected to perform his or her prescribed number of duty hours at the College. Under no circumstances are arrangements to be made which will work against the best interests of the College.

A full-time employee must inform his or her supervisor of any employment outside of the College. Such employment shall not interfere with the normal work schedule or work against the best interest of the College.


History:	Adopted 7/1/68 as 6A-8.771(7); amended 6/29/71; repromulgated 4/2/75 as 6Hx20-14.262(7); repromulgated 4/29/86; amended 1/16/96; repromulgated 2/21/06; amended 1/22/13.
President's Signature:	Date: 02/21/2017 

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Tutoring by Employees	<u>Number</u> 6Hx20-4.003
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, Fla. Stat.	Page 1 of 1

Pensacola State College employees may tutor students only under the following conditions:

1. Employees shall not tutor pupils for a fee on school property.
2. Employees shall not tutor, for a fee, students enrolled in their regular classes or in subjects of such classes.
3. Employees shall not solicit students on school time nor on school property for the purpose of tutoring.
4. College credit may not be granted for a course taught under private instruction where such instruction is not supervised by the College.
5. The President of the College may, at his or her discretion, require employees to register with the heads of the respective departments the names of students whom they are tutoring.


History:	Adopted 7/1/68 as 6A-8.771(7); amended 6/29/71; repromulgated 4/2/75 as 6Hx20-14.0262(7); repromulgated 4/29/86; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Political Activity of Employees	<u>Number</u> 6Hx20-4.004
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, Fla. Stat.	Page 1 of 1

The Board of Trustees recognizes and encourages the right of employees, as citizens, to engage in political activity. No employee shall engage in political activity upon property under the jurisdiction of the Board. Any employee engaging in political activity must comply with the guidelines in the Manual of Procedures.

History:	Adopted 7/1/68 as 6A-8.771(7); amended 6/29/71; repromulgated 4/2/75 as 6Hx20-14.0262(7); repromulgated 4/29/86; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Full-Time Employee - Definition	<u>Number</u> 6Hx20-4.005
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, s. 1012.83, Fla. Stat.; Rule 6A-14.002, F.A.C.	Page 1 of 1

“College personnel” or “employees” refers to people employed by the Board of Trustees.

**I. Contracted Employees**

- A. Instructional Faculty and Library Faculty;
- B. Counseling Faculty;
- C. Extended Contract Faculty;
- D. Extended Contract Teaching Faculty; and
- E. Executive and Managerial/Professional employees are contracted to perform official College duties in an authorized and established position for not less than the hours in a full-time work week as defined in the Salary Schedules.

Note: The normal duties, work schedule, workload, and other working conditions for all full-time faculty may be defined in the Collective Bargaining Agreement.

**II. Non-Contracted Employees**

Full-time career service employees are employed to perform official College duties in an authorized and established position for not less than the hours in a full-time work week as defined in the salary schedule.

History:	Adopted 3/14/72 as 6A-8.771(7)(a); repromulgated 4/2/75 as 6Hx20-14.262(7)(a); amended 12/18/80; repromulgated 4/29/86; amended 2/21/06; amended 1/22/13.
President's Signature:	Date: 02/21/2017




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Time of Service for Work Credit	<u>Number</u> 6Hx20-4.006
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, Fla. Stat.	Page 1 of 1

The minimum work time which may be recognized for determining credit toward time of service for purposes other than retirement is as follows:

- I. A year of service for employees shall be full-time actual service. Such service shall consist of a total number of days required for the normal contractual period of service for the position held within the fiscal year, provided, however, that:
  - A. Such service shall include leave for which compensation was received;
  - B. Absence from duty after the date of beginning service shall be duly authorized and granted;
  - C. Only one year of service may be recognized within one fiscal year;
  - D. Extended professional leave shall be applicable toward years of service credit; and
  - E. Work performed on an overtime basis shall not be recognized for full-time, actual service credit.
- II. The work week and work day shall be as defined in the Manual of Procedures.

History:	Adopted 12/18/73 as 6A-8.792; repromulgated 4/2/75 as 6Hx20-14.40; amended 10/21/80, 12/14/82; repromulgated 4/29/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Personnel Contracts	<u>Number</u> 6Hx20-4.007
Legal Authority:	s. 1001.02, 1001.02(9), 1001.64, 1012.83, 1012.855, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.041, F.A.C.	Page 1 of 1

Contract forms for Pensacola State College personnel shall be prescribed by the Board of Trustees.

Periods of Service. Full-time administrative personnel may be given multi-year contracts not to exceed three (3) years, but other contracts, except for the President, shall not exceed twelve (12) months.

A contract shall not create the expectancy of employment beyond the term of the contract. Non-renewal of contract shall not entitle the person to the reasons for non-renewal or to a hearing.

History:	Adopted 7/1/68 as 6A-8.31; amended 10/17/72; repromulgated 4/2/75 as 6Hx20-14.41, amended 12/18/80; repromulgated 4/19/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Continuing Contracts	<u>Number</u> 6Hx20-4.008
Legal Authority:	s. 1001.02, 1001.02(9), 1001.64, 1012.83, 1012.855, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1110.00, s. 1110.01, Fla. Stat.; Rule 6A-14.041, F.A.C.	Page 1 of 2

Each full-time faculty member hired for an original appointment shall receive an annual contract. The contract shall specify whether or not the faculty member is eligible for continuing contract subject to conditions of Pensacola State College Policy.

Each faculty member contracted in a tenure-track instructional capacity shall be eligible for continuing contract as determined by the College after fulfilling the following requirements:

1. Completion of Initial Credentialing requirements as defined in the Collective Bargaining Agreement Section 17.06.
2. Completion of at least five (5) years of satisfactory service in a full-time instructional position at the College during a period not in excess of seven (7) successive years with such service being continuous except for leave duly authorized and granted.
3. Recommendation by the President and approval by the Board of Trustees for continuing contract based on successful performance of duties and demonstration of professional competence.

Full-time personnel employed in positions in which the required duties and responsibilities will be needed for a limited time (positions supported by special grants in the Restricted Current Fund) are not eligible for continuing contract.

In accordance with Rule 6A-14.0411, F.A.C., the criteria for continuing contract shall include:

1. Quantifiable measured effectiveness in the performance of faculty duties;
2. Continuing professional development;
3. Currency and scope of subject matter knowledge;
4. Relevant feedback from students, faculty, and employers of students;
5. Service to the department, College, and community; and
6. Appropriate criteria measuring student success such as demonstrated or documented learning gains, course completion rates, graduation or certification rates, continued success in subsequent or additional courses or educational pursuits, and job placements in the appropriate field.

Other criteria for a continuing contract the College may consider include, without limitations, educational qualifications, efficiency, compatibility, student learning outcomes, character, capacity to meet the educational needs of the community, the length of time the duties and responsibilities of this position are expected to be needed, and other criteria as determined by the Board.


The continuing contract shall be effective at the beginning of an academic year.

Each employee issued a continuing contract shall be entitled to continue in a faculty position at the College without the necessity for annual nomination or reappointment until the employee resigns except as otherwise provided in this Policy.

The College may dismiss an employee under continuing contract or return the employee to an annual contract, upon recommendation by the President and approval by the Board. The President shall notify the employee in writing of the recommendation, and upon approval by the Board, shall afford the employee the right to a hearing in accordance with the Board Policies and Manual of Procedures. As an alternative to the hearing rights provided by Board Policies and Manual of Procedures, the employee may elect to request an administrative hearing in accordance with the guidelines of Chapter 120, Fla. Stat., by filing a petition with the Board within twenty-one (21) days of receipt of the recommendation of the President.

Upon consolidation, reduction, or elimination of a college program or restriction of the required duties of a position by the Board, the decision of the Board shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the Board shall be final.

Any employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence pursuant to the College's Manual of Procedures.

History:	Adopted 7/1/68 as 6A-8.33; amended 10/17/72; repromulgated 4/2/75 as 6Hx20-14.411; amended 3/18/80; repromulgated 4/29/86; amended 1/16/96; amended 2/21/06; amended 3/24/2015.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Adjunct Contracts	<u>Number</u> 6Hx20-4.009
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1112.83, Fla. Stat.; Rule 6A-14.041, F.A.C.	Page 1 of 1

All temporary instructional personnel are classified as adjunct employees. The Board of Trustees shall provide written contracts for all adjunct personnel, except a retired employee reemployed as an instructor during the first year of retirement when reemployed under the provisions of s. 121.091(b)2, Fla. Stat. The contract form shall provide for employment by the day, by the semester hour or clock (contact) hour, by the course, or by the term.


Unless otherwise approved by the President, all adjunct personnel shall be employed on a clock or contact hour basis, and shall be paid a salary in accordance with the annual salary schedule adopted by the Board. The Board recognizes that there are certain situations, such as the employment of assistant coaches and the employment of adjunct personnel to work on specific projects, in which it is necessary to contract with adjunct employees by the term. Such contracts shall be subject to Board approval.

The salary for adjunct employees adopted by the Board shall be deemed to compensate the employees for classroom instruction and for other associated duties such as preparation for class, evaluation of student performance, and completion of required records and reports.

If a department head, with the approval of the Chief Academic Officer, finds it necessary to assign additional duties to an adjunct employee, such as attendance at faculty meetings or performance of administrative and student advisement services, such employee shall be compensated for the additional time required to perform such services at the hourly contact rate approved by the Board in the annual salary schedule. Contracts with such an employee shall specify the hours outside the classroom for which the employee is being compensated, and the department head shall keep a record of the additional duties assigned to such employee.

The maximum teaching load for any adjunct employee shall be eighty (80) percent of the normal full-time teaching load for the category of courses affected. Exceptions to the maximum teaching load may be approved by the Vice President, Academic and Student Affairs.

Administration shall determine the required qualifications for adjunct faculty in conformity to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles.

History:	Adopted 7/1/68 as 6A-8.31, amended 10/17/72; repromulgated 4/2/75 as 6Hx20-14.41(2); amended 9/18/80; repromulgated 4/29/86; amended 9/22/87; amended 1/20/88; amended 1/21/97; amended 2/21/06.
President's Signature:	Date: 02/21/2017 

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Leaves of Absence	<u>Number</u> 6Hx20-4.011
Legal Authority:	s. 1001.64, Fla. Stat.,	<u>Page</u>
Law Implemented:	s. 1012.865, Fla. Stat., s. 741.28(2), Fla Stat., SBE Rule 6A-14.041, 6A-4.0432	Page 1 of 2

The Board authorizes the president to grant leave to its employees and to establish procedures for earning, accumulating, using, and receiving payment for various leaves in accordance with Florida Statutes (FS) and State Board of Education Rules (SBE).

- A. Sick leave – Granted to employees in full-time positions to cover personal sickness, accident, disability, or extended personal illness, or because of illness or death of a close relative or member of the employee’s household. The president is also authorized to establish procedures for a sick leave pool allowing full-time employees to pool and draw from accrued sick leave hours in accordance with FS and SBE Rules. The president is authorized to establish procedures to transfer accumulated sick leave from another Florida community college, the Florida Department of Education, the State University System, a Florida district school board or a state agency, provided that at least one-half of the sick leave accumulated at any time must have been established at the College.

Full-time employees earn sick leave with compensation at the rate of one day for each calendar month or major portion thereof of service not to exceed 12 days for each fiscal year. Such sick leave shall be cumulative from year to year. Adjunct, part-time, and other temporary employees do not earn sick leave credit.

- B. Vacation (annual) leave – Granted to employees in full-time, 12-month positions to cover scheduled time away from work, subject to certain restrictions. Annual leave will accrue to twelve-month personnel as follows:
1. During the first five (5) years of service, one (1) day for each calendar month or major fraction thereof.
  2. During the next five (5) years of service, one and one-fourth (1¼) days for each calendar month or major fraction thereof.
  3. After the tenth (10th) year of service, one and one-half (1½) days for each calendar month or major fraction thereof.

Time credited for leave accrual shall include all previous Florida college service whether continuous or not. Annual leave credits earned in excess of 44 days in any calendar year shall be used that calendar year or may be transferred to sick leave. The maximum amount of credit that can be transferred in any calendar year shall not exceed 12 days. Such vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay.


- C. Other types of leave



1. Administrative leave – Leave granted with the approval of the president when deemed to be in the best interest of the College.
2. Consultant leave – Leave granted to provide consulting services to other institutions or agencies.
3. Personal leave – Leave granted for personal reasons for up to one year. Four days (32 hours) of personal leave may be charged to the employee's accumulated sick leave each fiscal year. Personal leave without pay may be granted after all available leave has been used.
4. Family and Medical Leave (FMLA) – Leave under the Family and Medical Leave Act of 1993 shall be granted to all employees in accordance with the law.
5. Illness-in-line-of-duty leave (workers compensation) – Leave granted to employees absent due to injury or illness contracted due to performance of duty.
6. Court-related leave – Leave granted to cover jury duty or when subpoenaed as a witness.
7. Military leave – Leave granted for mandatory military duty.
8. Temporary leave – Leave granted for temporary assignment of duty for outside the community College district for the purpose of performing other educational services.
9. Professional leave – Leave granted to pursue professional and/or professionally related personal objective.
10. Domestic Violence Leave – Leave granted to employees to handle matters related to a domestic abuse situation.

D. Other Leave Related Situations


1. Temporary and part-time employees do not accrue leave benefits.
2. Absence by full time employees of three consecutive days without authorized leave shall constitute termination of employment from the College.

History:	Formerly 6A-8.72; repromulgated 4/2/75 as 6Hx20-14.42, amended 12/18/80, 7/21/81; repromulgated 4/29/86; amended 2/21/06; amended 11/15/22
President's Signature:	Date: 11/15/2022
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Assignment of Employees to Temporary Duty	<u>Number</u> 6Hx20-4.021
Legal Authority:	s. 1001.64, s. 1012.855, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

Employees may be assigned by mutual agreement to temporary duty outside of the Pensacola State College district for the purpose of performing educational services, including participation in school surveys, professional meetings, study courses, workshops, etc. Such assignment to temporary duty will be initiated by the President or his or her designee and be for the benefit of the College. Employees will receive their regular pay and may be allowed expenses as provided by law, the Florida Administrative Code, and the Board of Trustees. Such temporary duty shall be considered equal to the regular duties of the individuals and employees performing such assigned temporary duties shall not be considered to be on leave. Employees may not be assigned to temporary duty for the purpose of improving rank or renewing certificates.

History:	Adopted 6/18/74 as 6A-8.74; repromulgated 12/19/74 as 6Hx20-4.44; amended 12/18/80; repromulgated 4/29/86; repromulgated 2/21/06; amended 1/22/13.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Substitute Personnel	<u>Number</u> 6Hx20-4.022
Legal Authority:	s. 1001.64 & s. 1012.855, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

Provisions for substitute personnel shall be as follows:


**I.       Absence for ten (10) days or less**

When any member of the instructional or administrative staff Pensacola State College is absent for any reason for ten (10) days or less and a substitute is deemed necessary by the President or his or her designee to carry on the work effectively, a person properly qualified to act as a substitute shall be sought by the President or his or her designee.

**II.       Absence for more than ten (10) days**

When any member of the instructional or administrative staff shall be absent for any reason for more than ten (10) days the temporary absence may be filled as prescribed in subsection (1) herein, by a properly qualified person until the next meeting of the Board of Trustees, at which time the vacancy shall be filled in the same manner in which the regular positions are filled; provided that the Board may in accordance with the rules prescribed for the appointment of regular instructors authorize and approve employment of properly qualified persons who are to serve regularly as substitutes.


Substitute instructors are compensated on the basis of the Salary Schedule approved annually by the Board.

History:	Adopted 6/18/74 as 6A-8.742; repromulgated 4/2/75 as 6Hx20-14.441; amended 12/18/80; repromulgated 4/29/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017 

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Legal Services for Employees	<u>Number</u> 6Hx20-4.023
Legal Authority:	s. 1001.64, s. 1012.855, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		


The Board of Trustees shall provide any employee of Pensacola State College who may be sued individually for decisions and actions made and taken by such employee in the proper performance of his or her assigned duties at the College with defense or legal counsel selected by the Board and paid by the College for defense of any such suit. The Board shall not be required to provide legal services for defense of any legal action brought against an employee of the College in which it is alleged that the injury or damage described in the action was the result of such employee's active negligence or intentional tort.

History:	Adopted 9/18/73 as 6A-8.88; repromulgated 4/2/75 as 6Hx20-14.49; repromulgated 4/29/86; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Gifts to Employees	<u>Number</u> 6Hx20-4.024
Legal Authority:	s. 1001.64, s. 1012.855, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

The acceptance by employees of gifts or premiums from Pensacola State College vendors is prohibited.

History:	Adopted 7/1/68 as 6A-8.18; amended 6/29/71; repromulgated 4/2/75 as 6Hx20-14.77; amended 12/18/80, 4/19/83; repromulgated 8/20/86; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Personnel Records	<u>Number</u> 6Hx20-4.025
Legal Authority:	s. 1012.81, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.047, F.A.C.	Page 1 of 1

Personnel records will contain information for efficient personnel administration to include, but not be limited to, dates of appointment, periods of employment, contract status, duties performed, records of level and documentation of factors used to calculate salary, retirement system records, and related information and documentation as determined necessary by the College.

Records about employee performance may be released only according to s. 1012.81, Fla. Stat.

Personnel records and limited access files housed in the Human Resources Department shall be maintained by custodians designated by the Pensacola State College President.

History:	Adopted 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Staff Professional Development	<u>Number</u> 6Hx20-4.026
Legal Authority:	s. 1001.02(1), s. 1001.02(9)(d), s. 1001.64(18), s. 1001.02(1), s. 1001.64(2), s. 1011.82(1), s. 1010.01, s. 1010.02, Fla. Stat.	<u>Page</u> Page 1 of 2
Law Implemented:	Rule 6A-14.029, F.A.C.	

Recognizing that Pensacola State College needs a well-trained and effective staff operating as a community of learners, that the College must continuously seek to be more efficient and effective, and that the College must promote the research and development of new programs to meet community needs, administration will set aside a portion of the College budget every year for the following:

1. Activities to improve the overall efficiency and effectiveness of the College;
2. Activities in support of implementing effective Equal Access/Equal Opportunity within the College;
3. Innovation and pilot testing of new academic and student support programs;
4. Evaluation and continuous improvement of existing programs;
5. Professional development and training of all employees through activities which improve their performance and update or upgrade employee competence for current or planned positions; and
6. Participation of faculty and staff at conferences and workshops to share best practices.

Monies specifically budgeted for SPD activities not expended within a given fiscal year shall be carried over into future years for use by the College in the ways defined above.

The Board of Trustees may require that all or certain classes of employees participate in specific training or professional development when it is in the best interest of the College. Such training and professional development may include the following as well as other topics:

1. Health and safety issues and training;
2. Diversity and multiculturalism;
3. Sexual harassment; and
4. Workplace violence.

In collaboration with the appropriate supervisor and with the concurrence of the appropriate senior administrator, every full-time faculty, executive, administrative, and professional employee will develop an individualized personal professional development plan (PPPD). Each PPPD will be annually reviewed for progress by the employee and supervisor, and appropriate changes made with the concurrence of both parties and approval of senior administrator.

All other employees will have the opportunity to develop such an individual professional development and training plan on a voluntary basis.

History: Adopted 2/21/06.

President's Signature:

Date: 02/21/2017

A handwritten signature in blue ink, appearing to read "E. J. Mendonca", is written over the President's Signature line.




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Faculty Qualifications	<u>Number</u> 6Hx20-4.027
Legal Authority:	s. 1001.64, s. 1012.83, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.0411, F.A.C.	Page 1 of 1

The Administration shall determine the required qualifications for all faculty in conformity with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles and with good practice.

The Administration shall produce and maintain a procedure for determining individual faculty compliance with minimum qualifications, for recognizing alternative credentials, and a table of required degrees, certifications, work experience, and other necessary qualifications for each course taught at the College.

History:	Adopted 7/18/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Employment	<u>Number</u> 6Hx20-4.029
Legal Authority:	s. 1001.01, 1001.64, 1012.83, 1012.885, 1012.886 Fla. Stat.	<u>Page</u> Page 1 of 2
Law Implemented:		

1. The District Board Of Trustees approves all full-time employment (including reappointments) and grants authority to the President to issue contracts and other employment agreements. The President shall establish procedures for the recommendation of individuals for employment.
2. The President within limitations of budgets, federal funds, and other special sources of revenue, and in accordance with the College policies, procedures, and approved salary schedules, is authorized to employ:
  - a. Full-time instructional personnel for additional employment
  - b. Part-time, temporary, or substitute personnel to carry out the functions of the College
  - c. Career Service and Administrative level employees and student assistants.
3. The President shall authorize the temporary appointment of employees until approval by the Board of Trustees has been granted at the next scheduled Board meeting.
4. The President is authorized to promote, transfer, demote, suspend, terminate, and affect other personnel actions subject to subsequent Board approval.
5. The President is authorized to reclassify an established position from one class to a different class. Reclassification may result from changes in the duties and responsibilities of the position, a redistribution of work assignments that significantly alter the duties and responsibilities of a position or revisions of class specifications.

Types of employment agreements:

A. Annual contracts/appointments

1. Formal contracts shall be issued to full-time administrators, including the President, in accordance with Florida Statutes and State Board of Education Rules.
2. Full-time career service staff shall be appointed to a period not to exceed 12 calendar months within a fiscal year, subject to annual reappointment. Career service employees serve a one-

year probationary period and shall be employed beyond that period based on their satisfactory performance. Career service employees are at-will employees.

3. A contract or employment agreement for employees on an annual contract/appointment shall not create the expectancy of employment beyond the term of the contractor appointment. Non-renewal of a contract shall not entitle the person to the reasons for non-renewal or to a hearing in accordance with Florida Statutes and State Board of Education rules.

**B. Continuing contracts for full-time faculty**

Faculty contracts are governed by the terms of the Collective Bargaining Agreement.

**C. Contracts for Instructional Personnel in Grant and Special Programs**

Instructional personnel in grant and special-funded programs may be issued annual contracts relative to the terms of the grant or special-funded program. The Board may establish full-time faculty positions that are not eligible for continuing contracts when funding for such positions is temporary or uncertain. Employees in grant or special-funded programs shall not be guaranteed further employment beyond the duration of the contract or special funding source.

**D. Part-time Employment**

Employees filling regularly established and temporary part-time positions (including adjunct instructor positions) serve at the will of the College and have no continuing employment agreement rights.

History: Adopted 1/17/2023

President's Signature:

Date: 1/17/2023



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Accounting	<u>Number</u> 6Hx20-5.001
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1010.01, s. 1010.02, Fla. Stat.	Page 1 of 1

The Vice President, Business Affairs, is charged with the responsibility of accounting for all funds and for processing all financial transactions in accordance with s. 1010.01 and s. 1010.02, Fla. Stat.

The Cashier's Office is charged with the responsibility of collecting all monies accruing to the College.

The College is not subject to Florida State sales tax.

The Office of the Auditor General of Florida is responsible for the audit of Pensacola State College Funds.

History:	Adopted 7/1/68 as 6A-8.18; repromulgated 4/2/75 as 6Hx20-14.72; amended 12/18/80; repromulgated 8/20/86; amended 2/21/06; amended 1/22/13.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Auxiliary Services	<u>Number</u> 6Hx20-5.002
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1010.08, Fla. Stat.; Rule 6A-14.077, F.A.C.	Page 1 of 1

Auxiliary services and service departments authorized by the Board of Trustees may include the following:

1. College Bookstores;
2. College Food Services consisting of cafeteria and vending machine operations;
3. College Central Stores; and
4. College Game Rooms.

These services are designed and operated as an adjunct to the educational program of Pensacola State College. A manual of operation shall be developed and kept current for each of the auxiliary services operated by the College. Vending machine companies shall provide the College with a certified audit. Schedules of prices to be charged in machines operated by vending companies shall be as established in agreements approved by the Board. Schedules of prices to be charged for goods provided by suppliers in which the supplier has set a suggested retail price shall be that suggested retail price. Schedules of prices to be charged in auxiliary services operated by the College shall be approved by the Board.

The President or his or her authorized representative may disburse earnings realized from auxiliary enterprises for such purposes deemed to be of benefit to the College and in accordance with Rule 6A-14.077, F.A.C., and Board Policy 6Hx20-5.010.


History:	Adopted 7/1/68 as 6A-8.18; amended 6/19/71; repromulgated 4/2/75 as 6Hx20-14.77; amended 5/20/80; repromulgated 8/20/86; amended 2/21/06; amended 1/22/13.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Procurement Requirements	<u>Number</u> 6Hx20-5.003
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1010.04, Fla. Stat.; Rule 6A-14.0734, F.A.C.	Page 1 of 1

The Board of Trustees shall approve all purchases exceeding the amount specified in s. 287.017, Fla. Stat., for Category Five unless the item is exempt from the bid requirements of Rule 6A-14.0734, F.A.C., and the Board has delegated such approval to the President. Appropriate procedures to ensure fairness in the procurement process shall be included in the Manual of Procedures. Any bid exceeding the Board-authorized cost by ten percent (10%) or more shall be returned to the Board for approval. The Board may reject bids and request new bids. When accepting bids, the Board shall accept the lowest or best bid. Exceptions to this policy are as stated in Rule 6A-14.0734(2), F.A.C. All exceptions must be reported to the Board as an information item.

In case of an emergency, the President or his or her designee shall seek waiver of bidding requirements as per Rule 6A-14.0734(3), F.A.C.

History:	Adopted 7/1/68 as 6A-8.121; repromulgated 4/2/75 as 6Hx20-14.734; amended 4/20/75, 12/18/80; repromulgated 8/20/86, amended 1/19/99; amended 2/21/06; amended 8/18/21.
President's Signature:	Date: 8/18/2021
	


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Current Loans	<u>Number</u> 6Hx20-5.004
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1011.31, Fla. Stat.	Page 1 of 1

At any time it appears the Board of Trustees will be asked by the President to request a current loan authorization per s. 1011.31, Fla. Stat., the following information shall be presented to the Board:

1. Purpose of loan;
2. Amount of loan;
3. Rate of interest; and
4. Repayment schedule


History:	Adopted 5/20/80 as 6Hx20-14.766; repromulgated 8/20/86; amended 02/21/06.
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Depository Transactions	<u>Number</u> 6Hx20-5.005
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1010.02, s. 1001.02(9), Fla. Stat.; Rule 6A-14.0752, F.A.C.	Page 1 of 1

All money drawn from the Pensacola State College depository shall be upon numerically controlled checks signed by two (2) persons authorized by the Board of Trustees and bonded. These persons shall be authorized to receive or transfer public funds by electronic, telephonic, or other medium for purposes of investment, direct deposit, or payment to a College vendor. Adequate internal controls as stated in the Manual of Procedures shall be maintained. Each transfer of funds shall be confirmed in writing and signed by the designee of the Board.

History:	Adopted 8/2/80 as 6Hx20-14.0752; repromulgated 8/20/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Investment of Funds	<u>Number</u> 6Hx20-5.006
Legal Authority:	s. 1001.64, s 218.415 Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.02(9), s. 1010.01, Fla. Stat.; Rule 6A-14.0765, F.A.C.	Page 1 of 1

The Board of Trustees authorizes the President or designee to invest surplus funds. Surplus funds are those funds in excess of amounts needed to meet current College obligations. The President is authorized to establish procedures for investing surplus funds.

The investment objective for operating funds is to maximize income while providing minimal risk of market value volatility and adequate short-term liquidity to meet the demands of the College. Investments shall emphasize the preservation of capital and diversity with regard to specific security types, issuers, and maturity.

Pensacola State College is authorized by FL. Statutes 218.415 with this investment policy to invest surplus funds in the following investments:


- a. The Local Government Surplus Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969, as provided in Fl. Stat 163.01.
- b. Securities and Exchange Commission registered money market funds with the highest credit rating from a nationally recognized rating agency.
- c. Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in Fl. Statutes 280.02.
- d. Direct obligations of the US Treasury.

History:	Adopted 7/1/68 as 6A-8.14; repromulgated 4/2/75 as 6Hx20-14.765; amended 3/19/81; repromulgated 8/20/86; amended 1/16/96; amended 2/21/06; amended 1/16/2024
President's Signature:	 Date: 01/16/2024

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Payroll Deductions	<u>Number</u> 6Hx20-5.007
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 1

The Board of Trustees, upon recommendation by the President, may authorize items for payroll deductions. The requirements stated in the Manual of Procedures shall be met before the item is presented to the Board for consideration.

History:	Adopted 12/9/69 as 6A-8.88; repromulgated 4/2/75 as 6Hx20-14.712; repromulgated 8/20/86; amended 2/21/06.	
President's Signature:		Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Travel	<u>Number</u> 6Hx20-5.008
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 112.061, Fla. Stat.	Page 1 of 2

The travel policies of Pensacola State College are consistent with s. 112.061, Fla. Stat.

The rate of reimbursement of authorized travel and per diem cannot exceed the amount authorized by s. 112.061, Fla. Stat. The present rates are stated in the Manual of Procedures.

**I. In-District Travel Reimbursement**

Reimbursement for travel within the College district may be allowed for full-time or part-time employees. Requirements for reimbursement are set forth in the Manual of Procedures. In-district travel must be approved by the President or his or her designee at a rate not to exceed the mileage allowance as stated in s. 112.061, Fla. Stat.

**II. Travel for Prospective Employees**

Prospective employees invited to the College for employment interviews may be compensated for travel expenses allowed by College policy and Florida Statutes as follows:

- A. Round-trip airfare or state approved mileage for in-state travel. Out-of-state mileage shall be calculated using point of origin and point of destination on commercial internet travel sites such as MapQuest or Expedia. If travel is by commercial carrier, reimbursement shall be made on the basis of "coach" fare, including federal tax shown on the ticket, and on the basis of the most practical route of travel from airport closest to point of origin. If travel is by automobile, reimbursement is made at the mileage rate stated in s. 112.061, Fla. Stat., not to exceed the lowest fare offered by commercial carrier.
- B. Actual expenses for lodging at a single occupancy rate;
- C. Meals; and
- D. Taxi fares, tolls, and parking fees.

**III. Complimentary Travel**

No traveler shall be allowed either mileage or transportation expenses when being gratuitously transported by another person or when being transported by another traveler who is entitled to transportation expenses.

**IV. Fraudulent Claims**

All requests for reimbursement shall contain a statement that the expenses were actually incurred by the traveler as necessary traveling expenses in the performance of official duties.

**V. Use of College Vehicles**

- A. College Vehicles may be used for any official function when the College is being represented by College personnel.
- B. The President may authorize the retention of a College vehicle by an employee for extended periods of time. Any such authorization shall be based on the need for a vehicle to conduct business in the College's interest not only at frequent intervals during the hours when the Physical Plant is open but also at intervals when it is closed.

**VI. Board of Trustees Members**

The same policies apply to Board members as are described for the employees of the College.

**VII. Exceptions**

Exception to the Board travel policies may be made by the President within the requirements of s. 112.061, Fla. Stat.

History:	Adopted 7/18/68 as 6A-8.71; amended 9/15/70; amended 6/29/71; amended 10/17/72; amended 2/20/73; amended 7/16/74; repromulgated 4/1/75 as 6Hx20-14.732; amended 8/21/79; amended 7/1/79; amended 5/20/80; amended 7/21/81; repromulgated 8/20/86; revised 11/19/86; revised 6/19/90; amended 1/17/95; amended 1/21/97; amended 2/21/06; amended 1/22/13.
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President's Signature:




Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Scholarship and Loan Funds	<u>Number</u> 6Hx20-5.009
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1010.01, s. 1010.02, Fla. Stat.; Rule 6A-14.072, F.A.C.	Page 1 of 1

Funds for loans and scholarships may be accepted and administered by the President or his or her designee in accordance with Florida Administrative Rules and guidelines established by the Accounting Manual for Florida's Public Community Colleges and the Manual of Procedures.

History:	Adopted 6/27/71 as 6A-8.181; amended 6/29/71; repromulgated 4/2/75 as 6Hx20-14.771; amended 12/18/80, 6/22/82; repromulgated 8/20/86; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Use of Auxiliary Services, Enterprises, and Undesignated Gifts	<u>Number</u> 6Hx20-5.010
Legal Authority:	s. 1001.64, s. 1010.08, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.077, F.A.C.	Page 1 of 1

Funds derived from undesignated gifts and earnings from auxiliary enterprises shall be disbursed for such purposes as are deemed to be for the benefit of the College, including, but not limited to, funding loan and scholarship programs and other such expenditures at the discretion of the President.

The Board of Trustees authorizes the use of a portion of such funds for the purpose of promotion and public relations to be disbursed by the President, provided that such purpose will directly benefit or be in the best interest of Pensacola State College. Such funds may be expended for, but not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of faculty and staff, official meetings and receptions, guest speakers, and other development activities.

In addition to the purposes above, an amount may be included and disbursed for hospitality of business guests of the College. Hospitality expenditures shall not exceed one percent of the prior year total expenditures in the current unrestricted fund.

None of these funds shall be used for the purchase of alcoholic beverages.

History:	Adopted 7/1/68 as 6A-8.181; amended 7/14/70; repromulgated 4/2/75 as 6Hx20-14.771; amended 3/21/78, 12/18/80; repromulgated 8/20/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Budgets and Budget Amendments	<u>Number</u> 6Hx20-5.011
Legal Authority:	s. 1001.02(9), s. 1011.01, s. 1011.30, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.0716, F.A.C.	Page 1 of 1

In accordance with Rule 6A-14.0716, F.A.C., an annual budget for the General Current Fund shall be prepared, approved by the Board of Trustees, and submitted to the Chancellor, as designee of the Commissioner of Education. Requests for other funds do not require Board approval but will be approved in accordance with the appropriate budget/budget amendment procedure.


The following budget amendments of the General Current Fund will be approved by the Board in accordance with Rule 6A-14.0716, F.A.C., and submitted to the Chancellor:

1. Transfer of funds from the General Current Fund.
2. Budget amendments which cause the unencumbered fund balance of the General Current Fund to be inconsistent with the statutory guidelines specified in s. 1011.84(3)(e), Fla. Stat.

Budgets and budget amendments to the Unexpended Plant Fund shall be approved by the Board in accordance with s. 235.18, Fla. Stat.

All other budgets and budget amendments for all funds except the Unexpended Plant Fund, shall be approved by the Vice President, Business Affairs.


History:	Adopted 8/20/91, amended 2/17/93; amended 1/21/97; amended 2/18/98; amended 2/21/06.
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Transfer of Private Contributions to Pensacola State College Direct Support Organizations	<u>Number</u> 6Hx20-5.012
Legal Authority:	s. 1001.64(40), Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

Private contributions to Pensacola State College from any source intended for the direct support of the College, its students, programs, academic areas, or faculty or staff may be transferred to the Pensacola State College Foundation, Inc. or the Pensacola State College WSRE Foundation, Inc., non-profit direct support organizations of the College. These transfers will take place at the discretion of the College President.

History:	Adopted 10/22/91; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	




**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Student Activity and Service Fees Budget Development	<u>Number</u> 6Hx20-5.013
Legal Authority:	s. 1009.23(7), Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.057, F.A.C.	Page 1 of 1

Expenditures from student activity and service fees shall be according to a budget prepared jointly by students and Pensacola State College staff and approved by the President.


The procedures for initial budget development and amendments shall be included in the Manual of Procedures.

History:	Adopted 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	College Emergencies	<u>Number</u> 6Hx20-5.014
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	Rule 6A-14.0734(3), F.A.C.	Page 1 of 1


The Board of Trustees authorizes the College President or his or her designee to waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by unexpected circumstances.

History:	Adopted 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Grant Administration	<u>Number</u> 6Hx20-5.015
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.64, Fla. Stat.	Page 1 of 1

The Board of Trustees authorizes the Pensacola State College President to establish procedures related to the management of grant funds.

History:	Adopted 4/19/16.
President's Signature:	Date: 02/21/2017
	


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Changes in Construction After Award of Contract; Change Order	<u>Number</u> 6Hx20-6.001
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1001.02, Fla. Stat.; SREF 4.2(5)	Page 1 of 1

The Board of Trustees authorizes the Pensacola State College President, with the concurrence of the Chairperson of the Board or the Chairperson of the Facilities Committee, to approve change orders recommended by the architect or engineer on the Board's behalf in order to expedite the construction process, subject to final approval of the change orders by the Board at the next regular monthly meeting of the Board.

No changes shall be effected the total of which involves costs of the change in excess of the limiting value as follows:

1. \$2500 for projects costing \$100,000 or less;
2. \$2500 plus 2% of the excess of \$100,000 of projects costing between \$100,000 and \$200,000;
3. \$4500 plus 1 ½% of the excess of \$200,000 of projects costing between \$200,000 and \$500,000; and
4. \$9000 plus 1% of the excess of \$500,000 for all projects costing more than \$500,000.

History:	Adopted 7/1/68 as 6A-8.213; amended 3/14/72; repromulgated 4/2/75 as 6Hx20-14.89; renumbered 12/18/80 as 6Hx20-14.2.20; repromulgated 8/20/86; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**


Policy Title:	Payment to Contractors During Construction	<u>Number</u> 6Hx20-6.002
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	SREF 4.2(3)	Page 1 of 1

The contractor will be paid for percentage of work completed and for materials suitably stored on site, based on certification by the engineer or architect employed for supervision of the construction project.

The retainage shall be set forth in the contract between the Board of Trustees and the contractor.

The criteria and conditions for final payment shall be as stated in State Requirements for Educational Facilities 4.2(3).


In the event the Board desires to accept a construction contract without a performance bond, payment shall be made only upon full completion and final acceptance by the architect or engineer.

History:	Adopted 12/18/80 as 6Hx20-2.19; repromulgated 8/20/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Selecting Professional Services	<u>Number</u> 6Hx20-6.003
Legal Authority:	s. 1001.64, s. 1001.02, s. 287.055, Fla. Stat.	<u>Page</u>
Law Implemented:	SREF 4.1(2)	Page 1 of 1

The selection of an architect or engineer is the responsibility of the Board of Trustees and will be made subsequent to a recommendation by the Pensacola State College President according to the procedures for selection of architectural and engineering professional services as stated in the Consultant's Competitive Negotiations Act adopted by the State of Florida and as outlined in the Manual of Procedures.


History:	Adopted 10/15/68 as 6A-8.203; repromulgated 4/2/75 as 6Hx20-14.806; amended 12/18/80, amended 7/19/83 as 6Hx20-14.2.04; repromulgated 8/20/86; repromulgated 2/21/06.
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Building Administration	<u>Number</u> 6Hx20-6.004
Legal Authority:	s. 553.80(6), Fla. Stat.	<u>Page</u>
Law Implemented:	s. 235.017, s. 235.26, s. 553.73, s. 553.80, Fla. Stat.	Page 1 of 1

Administration of the State Building Code shall be provided in accordance with s. 553.73, Fla. Stat., and the special occupancy Section 423 of the State Requirements for Educational Facilities. The Board of Trustees authorizes the Pensacola State College President to establish procedures for administration of the State Building Code.


The President is authorized to develop procedures to safeguard, maintain, and secure building and property assets.

History:	Adopted 7/16/02; repromulgated 2/21/06; amended 11/15/22
President's Signature:	Date: 11/15/22
	

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Prequalification of Contractors	<u>Number</u> 6Hx20-6.005
Legal Authority:	s. 1001.65, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 287.055, s. 1013.02, s. 1013.03, s. 1013.46, Fla. Stat.; Rule 6A-2.0010, F.A.C.	Page 1 of 1

The Board of Trustees shall prequalify all contractors who will hold direct contracts with Pensacola State College for construction projects, including but not limited to General Contractors, Building Contractors, Construction Managers, and Design-Build Firms for construction projects on an annual basis or for a specific project in accordance with the State Requirements for Educational Facilities and in accordance with Florida Statutes.

History:	Adopted 4/19/11.
President's Signature:	Date: 02/21/2017
	



**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Restroom and Changing Facility Use Based on Biological Sex at Birth	<u>Number</u> 6Hx20-6.006
Legal Authority:	s. 553.865, Fla. Stat	<u>Page</u>
Law Implemented:	s. 553.865, Fla. Stat.; Rule 6A-14.00612, F.A.C.	Page 1 of 2

- I. All restrooms and changing facilities at Pensacola State College are designated for exclusive use by males or females and shall be limited to individuals based on their biological sex at birth as required by s. 553.865, Fla. Stat., and Rule 6A-14.00612, F.A.C., with the exception of single use restrooms and restrooms specifically designated by signage as unisex. Single use and unisex restrooms may be used by individuals of either sex.
- II. For purposes of this policy, a person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:
  - A. To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
  - B. For law enforcement or governmental regulatory purposes;
  - C. For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
  - D. For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
  - E. If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.
- III. STUDENTS. Any student who willfully enters, for a purpose other than those listed in subsection II, a restroom or changing facility designated for the opposite sex on College premises and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel shall be subject to disciplinary proceedings under the Student Code of Conduct. Charges may be brought against the student for Failure to Comply and Unauthorized Entry or Use as proscribed by the Student Code of Conduct. The infraction will be investigated and action taken under the due process provisions for student misconduct pursuant to the Student Rights section of the Student Handbook. Investigations, formal hearings, and sanctions imposed will be in compliance with existing provisions and procedures in the Student Handbook.
- IV. EMPLOYEES. Any instructional personnel or administrative personnel who willfully enters, for a purpose other than those listed in subsection II, a restroom or changing facility designated for the opposite sex on College premises and refuse to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel, shall be subject to disciplinary actions. Disciplinary actions for a first offense may include verbal warnings, written reprimands, suspension without pay or termination of employment based on

the circumstances of the event. Pursuant to Rule 6A-14.00612, F.A.C., disciplinary action for a second offense must result in termination of employment.

- V. **OTHER INDIVIDUALS.** Any person, who is not a student or administrative or instructional personnel of the College, who willfully enters, for a purpose other than those listed in subsection II, a restroom or changing facility designated for the opposite sex on College premises and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel, commits the offense of trespass as provided in s. 810.08, Fla. Stat.
- VI. **INVESTIGATIONS.** Any alleged violation of this policy by a student shall be reported to the Office of Student Conduct which shall commence an investigation of the allegations in the same manner as any other report of student misconduct. Any alleged violation of this policy by any College instructional personnel or administrative personnel shall be reported to the Office of Institutional Equity and Student Conduct which shall commence an investigation of the allegations in the same manner as a report of discriminatory misconduct by an employee.
- VII. **RECORD RETENTION.** Violations of this policy, or the requirements of s. 553.865(9)(c), Fla. Stat., shall be documented by the Office of Institutional Equity and Student Conduct, and retained according to the College's record retention policies. Such documentation shall at a minimum include the name of the offender, the name of the person who asked the offender to leave the restroom or changing facility, and the circumstances of the event sufficient to establish a violation.
- VIII. **NOTICE OF RIGHTS.** The College's student and employee handbooks and code of student conduct shall provide notice to students, administrative personnel, faculty members, security personnel, and law enforcement personnel of the right to file a complaint with the Florida Attorney General alleging that the educational institution has failed to meet the minimum requirements for restrooms and changing facilities under s. 553.865(4) and (5), F.S.
- IX. **EXCEPTIONS.** This policy does not apply to an individual who is or has been under treatment by a physician who performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, who, in the physician's good faith clinical judgment, has any of the following conditions:
- A. External biological sex characteristics that are unresolvably ambiguous.
  - B. A disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.

History:	Adopted 2/20/2024
President's Signature:	
	Date: 2/20/2024