

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Submitting Request to the Board of Trustees	<u>Number</u> 101
Related Policy:	Board of Trustees Meetings – 6Hx20.1.002	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish procedures for submitting recommendations to the Board of Trustees.

**II. Procedure**

- A. Requests for submission of action items to the Board shall be first submitted to the appropriate Vice President or other person directly reporting to the President.
- B. The following format is recommended in submitting requests for Board action:
1. Subject: The subject should clearly identify the content of the proposed request.
  2. Rationale: A concise statement of justification should be given.
  3. Recommendation: The requested action by the Board should be clearly written and contain enough information for the Board members to understand the nature of the request.
  4. The written request must be submitted fourteen (14) days prior to the Board meeting in which action is requested.
- C. Recommended requests for Board action by the Vice Presidents or other person directly reporting to the President shall be submitted in writing to the President as Secretary for the Board ten (10) days before the Board meeting in order to be placed on the Board agenda.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Notifying College Constituencies of Items Approved by The Board of Trustees	<u>Number</u> 102
Related Policy:	Board of Trustees Meetings – 6Hx20.1.002	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish procedures for notifying College constituents of items approved by the Board of Trustees.

**II. Procedure**

As soon as possible after the monthly Board meeting, the Executive Assistant to the President will prepare a set of minutes indicating actions taken by the Board. The minutes will be distributed to appropriate administrators and supervisors.

Responsible Official	Office of The President
President's Signature:	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Flexible Remote Work Arrangement	<u>Number</u> 104
Related Policy:	6Hx20-4.029 Employment	<u>Page</u> Page 1 of 4

**I. Purpose**

The purpose of this procedure is to define a Flexible Remote Work Arrangement (also known as working remotely) and the guidelines and rules under which it may be granted and administered.

**II. When Remotely Working Might Be Appropriate**

The College does not allow employees to work from home as part of a regular work schedule, but permission may be granted for a limited time on a case-by-case basis. Permission will not be granted for convenience only. To be eligible for consideration, an employee must be unable to come to campus to perform their duties due to some temporary, uncontrollable circumstance such as recovery from illness, recovery from surgery, childbirth, or serious illness of an immediate family member. In such cases, a request should be made to your immediate supervisor, who will forward the request up the chain of command to the President. The President is the only person with the authority to grant a request to work from home. The criteria to be considered include but are not limited to the following when approving work from home.

- A. Can the employee's duties be performed remotely? This is not possible for some positions, such as maintenance workers and employees who provide customer service to people on campus.
- B. Does the employee have the resources at home to work remotely? Secure internet access and other resources must be available.
- C. Does the College have an immediate need for some task(s) to be accomplished, or can it wait for the employee to return?

Based on factors such as these, the President will determine if temporary permission to work from home will be granted. Permission may be granted for full workdays or partial workdays for limited purposes.

**III. Work Schedule and Conditions**

- A. Employees with an approved Flexible Remote Work Arrangement will adhere to regular College operational hours and lunch breaks while not on site (unless approved otherwise by the President).
- B. The College must be appropriately staffed to pursue its mission effectively. Any time spent traveling to an assigned on-site location on days the employee is expected to be on campus is considered part of an employee's regular commute and is not compensable nor reimbursable.

- C. Employees are expected to request time off through Workday if the employee will be unavailable during established operational hours. Flexible Remote Work is not a substitute for the use of sick/personal/annual leave. Leave should be taken to perform household tasks, attend doctor visits, run errands, etc.
- D. Remote employees are expected to establish an area with limited distractions during the hours the employee works.

#### **IV. Workspace, Equipment, Data, and Security**

- A. The College is not responsible for the cost associated with working remotely, such as electrical, internet, voice/data line, computer hardware, heating, air conditioning, etc., of the employee's established remote work site. The workspace must allow the employee to perform job functions safely and uninterrupted for the entirety of the workday. Access to high-speed internet and a phone are essential to any position on a Flexible Remote Work Arrangement. Workspaces should have a level of professionalism; if expected to be in a meeting with video, the use of a background is recommended, and the employee will appear in appropriate professional attire.
- B. The College can provide College-issued resources necessary to perform job functions. However, the employee will be responsible for setting it up at the approved remote location. The IT department will maintain, service, and repair the College-issued resources during the Flexible Remote Work Arrangement, either virtually or in person, with the employee returning the equipment to campus. Employees will be responsible for protecting all equipment from damage, theft, and unauthorized use.
- C. If VPN is required for job functions, it can be requested through the IT department with the approval of the supervisor and appropriate Vice President. It can only be installed on College-issued equipment.
- D. Data security must always be a top priority if on Flexible Remote Work Arrangement. Employees are expected to lock their screens and use a password to log in. Employees must agree to follow all College security procedures to ensure data confidentiality and security.
- E. ADA accommodations are separate from the Flexible Remote Work Arrangement. Requests for accommodations are to be made through the ADA Office.

#### **V. Procedures for Establishing & Terminating the Flexible Remote Work Arrangement**

- A. Requests to work from home should provide enough information for it to be fully considered, such as:
  - 1. What are the circumstances that make working from home necessary?
  - 2. For what period of time is permission needed?
  - 3. What specific job tasks will be performed at home?
  - 4. Are those tasks critical or of an urgent nature?
  - 5. Does the employee have the means by which to work from home?
  - 6. What hours of each workday will be spent working from home?

**B. Modifying The Flexible Remote Work Arrangement**

Once implemented, the employee may only modify the Flexible Remote Work Arrangement with the approval of their supervisory chain of command with final approval by the College President. Any modification will be specified in writing.

**C. Terminating The Flexible Remote Work Arrangement**

After consulting with their chain of command through the College President, a supervisor may terminate the arrangement if the employee is not performing their job functions as expected. If the Remote Work Arrangement is to be terminated, the supervisor will make every effort to provide employees with at least two weeks prior written notice.

**VI. Expectations, Accountability, and Productivity**

- A. Employees working remotely will be held to the same expectations for performance and productivity as if they were working on-campus and must be easily accessible and responsive to students, colleagues, employees, and other constituents. Employees should not conduct other business around the home during business hours.
- B. Supervisors are responsible for communicating specific, performance-based criteria and obtaining the appropriate performance documentation from the employee. Employees working remotely must document the work accomplished daily via a task list and submit it to their supervisor at the end of each work week.
- C. If an employee loses electrical power or internet/phone connectivity at their alternate worksite, the employee must inform their supervisor if the connection is not restored within thirty (30) minutes. If connectivity is expected to be lost for an undetermined period of time, the supervisor may require the employee to return to an assigned campus for the remainder of a workday or until electrical power or internet/phone connectivity is restored or take leave. If continued unreliable connectivity patterns occur, the supervisor, with the approval of the President, may suspend or discontinue the Remote Policy indefinitely.

**VII. Benefits, Applicable Employee Laws, Liability**

- A. Employees working under the Flexible Remote Work Arrangement will be entitled to the same College benefits as similarly situated College employees working on campus.
- B. The Flexible Remote Work Arrangement is not a part of the College's employee benefits package or a right.
- C. All Flexible Remote Work Arrangements are subject to applicable employment laws, including the Fair Labor Standards Act, Florida state employment law, and the Florida Workers' Compensation law. Remote Work Arrangements are not permitted outside the State of Florida.
- D. The College has insurance coverage to protect property. This insurance will not cover personal property used at home. It will only cover College-issued equipment brought to a defined alternate work site if it has been listed with Property Control and Information Technology.

Responsible Official: Director of Human Resources

President's Signature:

Date: 1/17/2023

A handwritten signature in blue ink, appearing to read "E. J. Meadows".

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Establishing Minimum Qualifications, Descriptions and Approval for New Positions	<u>Number</u> 106
Related Policy:	College Organization and Operation – 6Hx20-1.003	<u>Page</u> Page 1 of 2


**I. Purpose**

To initiate a procedure to establish minimum qualifications, position descriptions, and approval for new positions.

**II. Procedure**

- A. Position descriptions are required for any position assigned to the Executive, Professional/Managerial, or Career Service salary schedule. These descriptions are the primary source of information for determining the pay scale for the position, and should be updated when changes, other than general duties, occur.
- B. Minimum qualifications are intended to present the minimal level of education, training, and experience needed to perform the duties of the job. Essential functions and special preferences will be added to reflect unique demands of the position, including, but not limited to, travel requirements, physical requirements, shift variances, and district-wide assignments, as needed.
- C. Executive or Professional/Managerial positions
  - 1. Position descriptions and minimum qualifications are recommended by the immediate supervisor(s). The senior level administrator will review and recommend a level for the position with the President’s approval.
  - 2. The position descriptions and minimum qualifications recommended are forwarded to the Director, Human Resources, to review the criteria relating to the recommended level. This will determine the salary range for that position.
  - 3. The Director, Human Resources, then forwards the position for requesting approval from the College President..
- D. Career Service Positions
  - 1. A position description should be completed and forwarded to the Human Resources Department.
  - 2. Human Resources will assist the supervisor with preparation of a position description providing information about where to assign the position on the salary schedule.
  - 3. The senior level administrator will acquire the President’s approval for the new position.

4.

Responsible Official	Director, Human Resources
President's Signature: 	Date: 08/01/2022



**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Recommendations of Appointments and Terminations by the President to the Board of Trustees	<u>Number</u> 107
Related Policy:	Employment Requirements – 6Hx20-1.005	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the procedure for recommendations of appointments and terminations by the President to the Board of Trustees.

**II. Procedure**

- A. Appointments are recommended to the President for approval. The Director, Human Resources, is responsible for preparing the personnel actions on the Human Resources agenda for Board action.
  
- B. Terminations are recommended to the President through the Resignation/Retirement/Termination Form. When the President has signed the form, the Director, Human Resources, is responsible for preparing the personnel actions on the Human Resources agenda for Board action.

Responsible Official	Office of the President
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Receiving Permission for Agents, Solicitors, and Salespersons to Pursue a Commercial Endeavor at the College	<u>Number</u> 108
Related Policy:	Agents, Solicitors and Salespersons – 6Hx20-1.008	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish a procedure for agents, solicitors, and salespersons to offer services and products to College personnel.

**II. Procedure**

- A. These agents, solicitors, and salespersons desiring to do business with College employees should address a request in writing to the Director, Purchasing and Auxiliary Services.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Permission of Groups Offering Benefits to College Personnel to Use the College Payroll Deduction Process	<u>Number</u> 109
Related Policy:	Agents, Solicitors, and Salespersons – 6Hx20-1.008	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish a procedure for groups desiring to offer benefits to College personnel via the payroll deduction process.

**II. Procedure**

- A. Any group desiring to offer a benefit to College employees via payroll deduction must contact the Director, Human Resources.
- B. The Director, Human Resources, will present the request to the Benefits Committee which may make a recommendation to the President's Cabinet.
- C. Any recommendation for additional payroll deductions must be accompanied by a statement indicating that existing payroll deductions were reviewed and recommended for continuation or elimination.
- D. The final decision for initiating or eliminating payroll deductions will be made by the President's Cabinet.

Responsible Official	Director, Human Resources
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Cashing of Personal Checks by Employees and Students	<u>Number</u> 110
Related Policy:	Cashing of Personal Checks – 6Hx20-1.009	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish procedures for cashing employees' and students' personal checks.

**II. Procedure**

- A. Employees, upon presentation of proper identification at the Cashier's Office window, may cash personal checks up to \$25.
- B. College students, upon presentation of proper identification at the Cashier's Office window, may cash personal checks up to \$10.
- C. A fee of \$20 will be charged for checks returned unpaid by the bank.

Responsible Official	Bursar, Cashier's Office
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Determination of Admissions Charges for Events at the College	<u>Number</u> 111
Related Policy:	Charges for College Supported Events – 6Hx20-1.010	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish a procedure to determine admission charges for events at the College.

**II. Procedure**

- A. The ticket price for an event at the College will be recommended by the department or group initiating the event.
- B. This information along with any guidelines for deviation from this charge will be forwarded to the President for approval.
- C. The Vice President, Business Affairs, will request the President to place the item on the Board of Trustees agenda for action by the Board.
- D. The use of complimentary tickets may be authorized by the President.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 08/01/2022

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Entering Into Contracts and Agreements – General	<u>Number</u> 112
Related Policy:	Contracts – 6Hx20-1.011	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for entering into contracts and agreements with the Board of Trustees.

**II. Procedure**

- A. As early as anticipated, requests for contracts for future actions should be made known to the Vice President, Business Affairs, for approval in concept by the Board.
- B. The contractor initiates a request to the Vice President, Business Affairs, for a contract via a Contract Request Transmittal Form and, if necessary, a memorandum stating the requirements of the contract.
- C. The Vice President, Business Affairs – Action Items:
  - 1. Requests review of the contract by the College’s General Counsel;
  - 2. Places the contract on the Board agenda as an action item;
  - 3. Routes the contract for appropriate signatures; and
  - 4. Keeps one copy of the contract on file.
- D. The Vice President, Business Affairs – Information Items:
  - 1. Requests review of the contract by the College’s General Counsel;
  - 2. Routes the contract for appropriate signatures;
  - 3. Places the contract on the Board agenda as an information item; and
  - 4. Keeps one copy of the contract on file.

Responsible Official	Vice President, Business Affairs
President’s Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Entering Into Contracts and Agreements – Employment -- Special Contracts	<u>Number</u> 113
Related Policy:	Contracts – 6Hx20-1.011	<u>Page</u> Page 1 of 1

**I. Purpose**

To pay a rate other than one in the approved salary schedule, a special contract requiring Board of Trustees approval before work commences is required.

**II. Procedure**

The department will complete a Special Contract Form, attach it to the contract, and forward the documents for appropriate signatures.

Responsible Official	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Disposition of Surplus Property	<u>Number</u> 114
Related Policy:	Disposition of Surplus Property – 6Hx20-1.012	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the procedure for disposing of surplus property.

**II. Procedure**

- A. Initiator of request notifies the Property Control Office of surplus property through the Property Disposition/Transfer Form.
- B. The Property Control Office lists decaled property that is obsolete, worn out, broken beyond repair, excess to department's needs, or cannibalized and recommends disposition to the Vice President, Business Affairs.
- C. The Vice President, Business Affairs, submits recommendation to Board of Trustees for items with a depreciated cost value over \$5,000 at the time of surplus declaration Items with less than a depreciated value of \$5,000 at the time of surplus declaration can be processed according to administrative procedures.
- D. The Board will be presented a summary of the property actions for both non-capitalized and capitalized property for each fiscal year. The summary will include addition and deletion information for both non-capitalized and capitalized property inventories. Missing property items will be summarized by department and custodian.

Responsible Official	Vice President, Business Affairs
President's Signature:	 Date: 07/01/2021



**PENSACOLA STATE COLLEGE**  
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Procedure Title:	Use of Facilities, Services and Equipment	<u>Number</u> 115
Related Policy:	Facilities and Equipment (Use of) – 6Hx20-1.015	<u>Page</u> Page 1 of 9

**I. Purpose**

To establish an overall procedure for the use of the College’s facilities and equipment.

Pensacola State College encourages the use of its facilities by agencies and organizations outside the College community when the facilities are not being used for a College activity. The cost of using College facilities will be determined by the following Facility/Equipment Use Rate Schedule and user charges to recover costs by the College to help facilitate the event. Facilities will only be authorized for organizations and events/functions which align with the College’s branding and mission.

**III. Use of Facilities**

Charges will be made for the use of all Pensacola State College facilities when the activity is not an educational function of Pensacola State College or is not co-sponsored by the College. All fees should be paid directly to the College two (2) weeks prior to the use of the facility. Approval from the President or Vice President of Business Affairs is required for any group who is renting the facility and charging a fee or selling materials at the event. These renters will need to demonstrate compliance with Department of Revenue sales tax regulations.

- A. The Facility & Equipment Use Fee Form must be completed each time an organization or agency requests to use Pensacola State College facilities. Insurance must be provided prior to any event scheduled by an agency or organization when Pensacola State College will not accept the responsibility for liability. These charges will apply even if there is a College contact person associated with the activities.
- B. Charges may be made for the use of Pensacola State College facilities, some equipment, and services when the event is co-sponsored by Pensacola State College. Co-sponsorship refers to an institution, agency, or organization working together with the College to offer an event.
- C. Facilities schedulers may complete the Facility Use Form for internal College group’s usage of facilities when needed and distribute copies to insure staffing from other departments for the events.

**IV. Use of Equipment**

Audio visual materials may be used by both internal and external groups.

A. Off-Campus

Public schools, non-profit organizations, and civic or community agencies may borrow audio visual materials from the College for overnight use or for no longer than three (3) days, provided the requested materials are not currently used for classroom or other instructional purposes. The request for off-campus use of audio visual materials must be submitted on the organization's official letterhead with the proper authorized signature. The borrower must complete the Facilities & Equipment Use Fee Worksheet, stating the purpose and that the organization will accept full responsibility for the materials while charged out in the organization's name. Further, if any materials are lost or damaged while in the organization's care, the borrower must pay the current replacement cost of those materials within one (1) month.

B. On-Campus

Equipment belonging to the College can be used by any group who is renting the facilities. Charges shall be sufficient to cover the cost of maintaining the equipment. Charges may include cost recovery for College staff to be present to insure proper and safe use of equipment.

**V. Use of Broadcast Equipment**

All College broadcast equipment shall be used for educational purposes only. The President may enter into agreements to allow other government agencies to install antennae and related equipment on broadcast towers. Such agreements will be in writing will address the following points:

1. Period of lease;
2. Responsibility for liability insurance;
3. Understanding that should any installation interfere with the College's use, the Board has the absolute right to terminate immediately such lease should the interference not be corrected or not be correctable by the lessee;
4. Charges to the governmental agency, if any; and
5. Access to the transmitter building shall be available only at the time the College engineering personnel are normally there.

The number and type of antennas authorized for the installation shall be based on engineering and operational considerations and shall be the exclusive decision of the Board.

**VI. Use of Teleconference Facilities**

The teleconference package includes sound system, video recording system, downlink satellite connect, and telephone connection. Teleconferences can be scheduled by College administration, faculty or staff, College groups, civic or community agencies, and for-profit groups. Upon request, Community Programs staff will assist groups or individuals to develop plans for the teleconference and make the necessary arrangement with television staff.

Arrangements with television staff at WSRE-TV must be made at least four (4) weeks before the conference is scheduled.

- A. The group or person who schedules the teleconference must supply the WSRE-TV with the downlink satellite connection and must indicate whether the group wants telephone connect at least three (3) working days before the conference.
- B. The payment to an outside agency for the teleconference program will be paid by the department requesting the teleconference.
- C. External agencies or groups that are non-profit will be responsible for the program cost, personnel cost, and insurance rate.
- D. Non-profit and for-profit agencies or groups will be responsible for the program cost, teleconferencing cost, room rental, personnel cost, and insurance rate.
- E. Revenue generating teleconferences offered by non-profit and for-profit agencies will be required to give Pensacola State College a negotiated percentage of the revenues.

#### **VII. Other Services**

Other services include setup and breakdown procedures, custodial services, security services, auditorium labor, teleconference operator, lifeguard fees, and other fees as appropriate.

- A. All service charges are based on the amount of fees needed to cover the salary of the employees and the number of hours the service requires. When the hours worked for the service are within the normal working hours of the employee, then the regular hourly salary plus benefits of the employee will be used in determining the service charge. When the hours worked for the service are after the normal working hours of the employee, then the overtime hourly salary plus benefits of the employee will be used in determining the service charge. Charges will not be made when the event does not require personnel to perform tasks over and above their assigned jobs.
- B. In the Ashmore Fine Arts Auditorium, the renter will arrange lighting and scenic labor costs with the Technical Director. A technical worker must be present during any use of the auditorium. The number of employees assigned to an event is determined by the Technical Director in consultation with the renter.

#### **VIII. Facilities Charges**

- A. Pensacola Campus
  - 1. Areas Available for Rent
    - a. Classrooms
    - b. Board of Trustees Room
    - c. President's Conference Room

- d. District Conference Room
  - e. Conference Rooms
  - f. Health Building/Gymnasium (Building 3)
  - g. Health Building/Pool (\$50 minimum/\$200 maximum)
  - h. Ashmore Fire Arts Auditorium (\$60 minimum)
  - i. Ashmore Fine Arts Auditorium  
Production package to include any one of the following:
    - i. Stage lighting;
    - ii. Special effects equipment;
    - iii. Dressing rooms; or
    - iv. Use of counter weight system
  - j. Main Dining Room/Student Center
  - k. Clyde G. Hagler Legislative Auditorium (252)
  - l. Teleconference Packages
  - m. WSRE Media Center
  - n. WSRE Studios
2. Areas Not Available for Rent on the Pensacola Campus, But Can Be Used in Co-Sponsorship Events
- a. Computer Laboratories
  - b. Baseball Field
  - c. Gymnastics Gymnasium (Building 19)
  - d. Life Fitness Center
  - e. Weight Room

B. Warrington Campus

- 1. Areas Available for Rent
  - a. Classrooms
  - b. Conference Rooms
  - d. Auditorium (Room 3000)
- 2. Areas Not Available for Rent But Can Be Used in Co-Sponsorship Events
  - a. Dental Laboratories and Clinics
  - b. Nursing Laboratories
  - c. Computer Laboratories
  - d. Driving Range

C. Milton Campus

- 1. Areas Available for Rent
  - a. Student Center with East Dining Room
  - b. East Dining Room
  - c. Large Multipurpose Room
  - d. Classrooms
  - e. Lights on Athletic Field

- f. Gymnasium
- g. Aerobics Room
- h. Conference Room (4204)
- i. Conference Room (4903)
- j. Soccer Field
- 2. Areas Not Available for Rent But Can Be Used in Co-Sponsorship Events
  - a. Computer Laboratories
  - b. All Science Laboratories

**D. Community Campus**

- 1. Areas Available for Rent
  - a. College Centre  
Multipurpose Room  
Conference Room
  - b. Downtown Center  
Classrooms  
Computer Laboratory

**E. Other Services Available on All Campuses**

- 1. Custodial Case (Cleanup)
- 2. Air Conditioning/Heating Mechanic
- 3. Electrician
- 4. Moving, Setup and Breakdown
- 5. Security
- 6. Lifeguard
- 7. Setup/Breakdown for Teleconference
- 8. Operator to Run Equipment for Teleconference
- 9. Technician for Ashmore Auditorium
- 10. Facilities Supervisor

**IX. Contact Areas**

To schedule/rent the Pensacola State College facilities, contact the administrative office on the appropriate campus.

**X. Scheduling of Facilities**

**A. Procedure for Scheduling Facilities for Internal Groups**

- 1. When a person representing a College group, organization, or club calls inquiring about using a room, he or she provides the facilities scheduler with the date(s), time(s), number of people expected, nature of event, and states a specific room, if applicable.
- 2. Facilities scheduler must ask if the group will:

- a. Need custodial services;
  - b. Need audiovisual supplies or equipment;
  - c. Need special setup of tables, chairs, etc.;
  - d. State the type of event for which the room will be used;
  - e. Security.
3. Facilities scheduler determines if a room, or specific room, is available. If specific room is not available, scheduler will try to find a comparable one.
4. Facilities scheduler determines if individual department or facilities scheduler handles internal logistical arrangements. Appropriate departments/areas are called to arrange for specific equipment.
- a. Audiovisual Equipment – Contact Audiovisual and schedule equipment. Follow up with the Facility Use Form or facsimile when appropriate.
  - b. Room Setup – Call Maintenance and schedule. Follow up with a Work Order.
  - c. Custodial Services – Call Custodial Services. Follow up with a memorandum/work order.
  - d. VCR and Monitor – Call Audiovisual.
  - e. Security – Call College Police. Follow up with a memorandum.
5. Facilities scheduler notifies the requestor that the room, or comparable room, is available. The requestor may be asked to come into the office to sign the Facility Use Form, when appropriate.
6. If the facilities scheduler has a question or concern about the nature or requirements of the facilities use requested by the requestor, approval of the appropriate administrator or designee should be obtained. This can be documented by completion of the Facility Use Form with signature of the appropriate administrator or designee.
7. If the event is a teleconference, WSRE must have the following information:
- a. Downlink satellite connect at least three (3) days before the event
  - b. Need for sound system, video projection system
8. Forms are distributed as follows:
- a. Original Risk Management (form is not sent for strictly routine College activities or meetings)
  - b. Photocopies as needed to:  
Custodial Supervisor, Facilities Scheduler, Maintenance, College Police (Campus), and Requestor. No photocopy is needed for routine College meetings.

**B. Procedure for Scheduling Facilities for External and Co-Sponsored Groups**

1. When an external organization or College sponsor for an external organization calls inquiring about using a room, he or she provides the facilities scheduler with the date(s), time(s), number of people expected, nature of event, and states a specific room, if applicable. The requestor must follow up with a written request on the organization's official letterhead with proper signatures, when appropriate.

Note: Any full-time College employee who wishes to sponsor an event must be an active participant and be present for the activity; exceptions for multi-day usage as approved by the appropriate administrator or designee.

2. Facilities scheduler must ask if the group will:
  - a. Charge a fee for the people attending or sell any materials at the event;
  - b. Need custodial services;
  - c. Need audiovisual supplies or equipment;
  - d. Need special setup of tables, chairs, etc.;
  - e. State the type of event for which the room will be used; and
  - f. Security
3. Facilities scheduler reviews qualifications for facility use and determines if activity meets criteria.
  - a. The events must be related to the College mission and philosophy.
  - b. All major events will be presented to President for approval.
  - c. No group using a College facility may charge a fee, receive donations, or sell materials at the event unless approved by the Board. There must be a benefit to the College before the Board will be asked to approve an event where an outside group charges fees. This may be direct financial benefit in the form of scholarships, equipment, etc., or indirect benefits by providing opportunities for staff development or student participation. These benefits will often result in or be the result of co-sponsorship of the event. A strong factor in the decision-making process is the history of the requesting organization in support of the College. If a fee is charged by the group using the facilities, the Vice President, Business Affairs, places information on the Board agenda.
4. The facilities scheduler gives the requestor an estimate of the total price for using the facilities which includes:
  - a. The room rental prices.
  - b. Custodial fees.
  - c. Public Safety fees.
  - d. Equipment fees.
5. Facilities scheduler determines if a room, or specific room, is available. If specific room is not available, facilities scheduler will try to find a comparable one.
6. Facilities scheduler will handle internal logistical arrangements for external groups. The College sponsor will handle internal logistical arrangements for their event. Appropriate departments/areas are called to arrange for specific equipment.
  - a. Audiovisual Equipment – Contact Audiovisual and schedule equipment. Follow up with the Facility Use Form or facsimile when appropriate.
  - b. Room Setup – Call Maintenance and schedule. Follow up with a Work Order.
  - c. Custodial Services – Call Custodial Services. Follow up with a memorandum/work order.
  - d. Video and Monitor – Call Audiovisual.
  - e. Security – Call College Police. Follow up with a memorandum.

7. The facilities scheduler will obtain the approval of the appropriate administrator. This can be documented by completion of the Facility Use Form with the signature of the appropriate administrator.
8. Facilities scheduler notifies the requestor that the room, or comparable room, is available and the estimated cost of the room, personnel, and equipment cost via telephone.
9. The facilities scheduler will mail the requestor the original Facility Use Form to sign and return to the Bursar's Office with payment of fees at least two (2) weeks prior to the event.
10. The Facility Use Form must be completed and sent to Risk Management. Risk Management will forward the forms to the Community College Risk Management Consortium for placement of insurance coverage.
11. The facilities scheduler forwards a copy of the Facilities Use Form to the Bursar's Office. The Bursar's Office will coordinate with Risk Management the receipt of payment.
12. If the event is a teleconference, WSRE must have the following information:
  - a. Downlink satellite connect at least three (3) days before the event
  - b. Need for sound system, VCR projection system
13. Forms are distributed as follows:
  - a. Original  
Risk Management (after Requestor/College sponsor signs)
  - b. Photocopies as needed to:  
Custodial Supervisor, Facilities Scheduler, Maintenance, College Police (Campus), and Requestor. 14. The College sponsor will be responsible for contacting College Police for security the equipment and facilities being used.

#### **XI. Use of College Bus**

- A. The bus is to be used by official College groups for official College business. Official College business would be events related to student government, field trips, state supported events, athletes, etc. Any exceptions must be approved by the President or his or her designee.
- B. The first priority is use by student groups.
- C. Use of bus by an affiliate group
  1. Available only if not scheduled by a student group.
  2. A request form is completed and submitted to the bus driver or the Coordinator of Intramurals.
  3. Affiliate status will be verified and noted on the form.
  4. Request form will be submitted to the Director of Athletics.



Responsible Official    Vice President, Business Affairs

President's Signature:

Date: 08/01/2022

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

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Record and Inventory of Property	<u>Number</u> 117
Related Policy:	Property and Equipment – 6Hx20-1.019	<u>Page</u> Page 1 of 4

**I. Purpose**

The purpose of this procedure is to define property and outline the responsibilities and procedures of accounting for College property.

The District Board of Trustees is authorized by Florida Statute 1001.64 to adopt rules, procedures and policies regarding college property and is charged with the responsibility for control of college owned property. Florida laws and rules related to the management of real property are summarized in the State Requirements for Educational Facilities manual. Florida Department of Education Guidelines for Managing Tangible Personal Property outline specific points to consider regarding the acquisition, control and disposal of tangible personal property when drafting their College's property policies and procedures. Florida Statutes, Section 1013.28(2)(a) requires the District Board of Trustees to dispose of tangible personal property according to procedures in Chapter 274, specifically chapters 274.05 and 274.06 to maintain control of all tangible personal property acquired for the benefit of the College. This procedure will identify the process associated with the execution of this responsibility

The College is required to capitalize amounts spent for property according to accounting standards established by the Governmental Accounting Standards Board (GASB). This procedure will identify the accounts and recognition thresholds to be used to capitalize property, recognize receivables, and service concession arrangements related to the lease of College property in accordance with the Accounting Manual for the Florida College System.

**II. Procedure**

- A. The Vice President of Business Affairs, or designee, has the responsibility of developing and maintaining a property records system for managing all property from the time that it is acquired to the time of its disposal.
1. Tangible Personal Property - Tangible personal property is all College-owned furniture, fixtures and other property of a non-consumable nature, the original cost/value of which is \$5,000 or more and the normal expected life of which is one (1) year or more. In addition, items with a value or acquisition cost under \$5,000 may be recorded as accountable items. Accountable items are any items that the College wishes to track through the property system for any reason.
  2. All property – This responsibility is one of accountability for recording and reporting all property exceeding established costs per asset account in the financial statements of the College. All property is to be capitalized based upon amounts established for each asset type in the Accounting Manual for Florida's Colleges. Likewise, assets will be assigned useful lives congruent to the expected

time of use so that depreciation expense reported in the financial statements reflects the true cost for the year being reported.


- B. Property Accounting is responsible for maintaining an asset account in the Investment in Plant Fund in the College general ledger for each of the categories of assets identified below with their capitalization thresholds in parentheses. Property accounting is responsible to reconcile annually these accounts in the general ledger to their subsidiary property records.
1. Land (\$0)
  2. Buildings (\$65,000)
  3. Other Structures and Improvements (\$65,000)
  4. Furniture and Equipment (\$5,000)
  5. Assets under Capital Lease (the same threshold as the asset type of the leased asset. However if the College were to lease a quantity of items of a similar nature that exceeded 5% of the prior year's non-depreciated total for the asset type, then the aggregate of the items should be disclosed as one or multiple composite leases in the financial statements.)
  6. Leasehold Improvements (\$65,000)
  7. Construction in Progress (the same threshold as the asset type of the asset under construction)
  8. Data Software (\$65,000 if purchase of perpetual license; \$2,000,000 if capitalizable implementation costs)
  9. Artwork (\$5,000)
- C. The responsibility for control of tangible personal property may be assigned to any full-time or regular part-time employee of the College who will be accountable for the property. The accountable employee is responsible for the proper care, operation and maintenance of the assigned property
- D. Each item of tangible personal property will be marked with an identifying number and the name of the College in a permanent manner unless the value or utility of the item of property would be permanently impaired by the attachment of the property identification number. In such cases, sufficient descriptive data should be maintained in the property file to identify the property item.
- E. Property accounting will maintain the following information on individual property items and this information may be maintained in a combination of the property and accounting systems.

1. Identification number (assigned by the institution)
  2. Description of item(s)
  3. Physical location
  4. Name of custodian (and delegate, if applicable) with assigned responsibility for the property item
  5. Name, make or manufacturer, if applicable
  6. Year and/or model(s), if applicable
  7. Manufacturer's serial number(s), or vehicle identification number (VIN) or title certificate number, if applicable
  8. Date acquired
  9. In the case of a property group, the number and description of the component items comprising the group
  10. Cost or value at the date of acquisition for the item
  11. Method of Acquisition. If purchased, the record should include the voucher number or check number
  12. Date of last inventory and condition of the item on that date
  13. Date and method of disposition, as applicable
- F. An annual inventory of College tangible personal property including accountable items will be performed at a minimum. Additional inventories may be performed when there are custodian changes. A custodian or their delegate should **not** conduct the annual inventory of the tangible personal property for which he/she is responsible. A custodian may conduct the inventory of accountable items under their control as the items are being tracked as part of College-wide inventory at their request for whatever reason.
- G. Any discrepancies between the annual inventory and the inventory records should be reconciled and/or investigated as appropriate. Unaccounted for inventory should be reported to custodians with investigations performed to locate missing property. If the investigation determines that the property item was stolen, the individual property record should be so noted a report filed with the appropriate law enforcement agency.
- H. The Property Control Office will provide a summary of property activity to the Board for each fiscal year to include the following information:
1. Number of assets added and removed from both non-capitalized and capitalized property in addition to their summary values.
  2. List of missing property by department for the prior fiscal year.
- I. College property should only be utilized for work associated with the operation of the College. Employees who are negligent or disregard the proper use, prescribed care or operation and maintenance of College property may be subject to disciplinary action.
- J. The College may lease any of its assets to others in either exchange or non-exchange written agreements. Any long-term lease receivables arising from exchange transactions wherein the College is the lessor will use the same recognition thresholds as established for recognizing lease liabilities per the asset types defined in B above. Materiality for

service concession arrangements will be based upon 5% of the prior year's total operating revenues.

K. Capitalized art collections per accounting standards are to meet the rules identified below. The College's Permanent Art Collection does not have rules that meet these definitions. Therefore, the amount that is capitalized for artwork is just the value of the artwork that the College owns that exceeds a \$5,000 threshold per item as a subset of tangible personal property.

1. The artwork is held for public exhibition, education or research in furtherance of public service rather than financial gain,
2. the artwork is protected, kept unencumbered, cared for and preserved, and
3. the artwork is the subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

Responsible Official	Vice President, Business Affairs
President's Signature:	 Date: 07/01/2021

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Procedure to Transfer Property	<u>Number</u> 118
Related Policy:	Property and Equipment – 6Hx20-1.019	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for the transferring of College property.

**II. Procedure**

- A. Secure permission to move property from the official departmental property custodian.
- B. The departmental property custodian completes the Property Disposition/Transfer Form and forwards it to the Property Control Office.
- C. If the equipment is taken off campus for repair or other reasons, the Property Disposition/Transfer Form should be completed, signed by the person taking custody (i.e., vendor), and kept on file by the Property Control Office until the equipment is returned. Once the property is returned, a Property Disposition/Transfer Form should be completed by the departmental property custodian and forwarded to the Property Control Office.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Report of Stolen College Property	<u>Number</u> 119
Related Policy:	Property and Equipment – 6Hx20-1.019	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure to report stolen College property.

**II. Procedure**

- A. A person who determines that property is stolen shall immediately notify the property custodian (department head, director, etc.).
- B. The property custodian reports stolen items to the Public Safety Department for investigation and submits the Property Disposition/Transfer Form to the Comptroller's Office. An Accident/Incident Form is completed and forwarded to the Public Safety Department within 24 hours of determination of an item being stolen.
- C. The Public Safety Department, after investigation, sends a copy of the report to the Vice President, Business Affairs.
- D. After determination that the property will probably not be located, the Vice President, Business Affairs, places decaded tangible personal property items on the Board of Trustees agenda for approval of removal from inventory.

Responsible Official	Chief of Police/Director, Public Safety
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Reproduction and Destruction of District Records	<u>Number</u> 120
Related Policy:	Reproduction and Destruction of District Records – 6Hx20-1.022	<u>Page</u> Page 1 of 1

**I. Purpose**

To control the maintenance, retention, preservation, and disposal of College records in accordance with statutory and administrative rules and regulations.


**II. Procedure**

**A. Records Management**

1. A record holder (or user department) prepares a Records Disposition Document in accordance with State General Record Schedules and submits the document to the College's Records Management Liaison Officer (RMLO).
2. Once approved for retention, a Work Request must be filled out by the user department to move the records to the College's Archives. An approved retention schedule is retained by the user department for later destruction once the records reach their retention expiration date.

**B. Destruction of Records**

1. A notice of intent to destroy the records is indicated by submitting a Records Disposition Document to the College's RMLO for approval.
2. Upon approval, the record holder (or user department) prepares the records for disposal in accordance with instructions.
3. The user department arranges the disposal of the records in accordance with the approved Records Disposition Document.
4. Once the records are destroyed by the user department, the Records Disposition Document is completed and returned to the RMLO. All completed Record Disposition Documents are permanent records of the College.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Contracting Consultants	<u>Number</u> 121
Related Policy:	Consultant Services – 6Hx20-1.023	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for contracting consultants to perform specific duties at the College.

**II. Procedure**

- A. Requestor gains approval to use a consultant through regular approval channels.
- B. Requestor notifies the Office of The Vice President, Business Affairs, of the need to prepare the consultant's contract request.
- C. The contract form is prepared, reviewed by the College's General Counsel, and signed by the President. The contract is placed on the agenda as an information item for the Board of Trustees.
- D. After services are performed, the requestor is responsible for filing a completion statement and preparing a check requisition to pay the consultant.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Registration and Parking Regulations	<u>Number</u> 122
Related Policy:	Parking and Flow of Traffic – 6Hx20-1.024	<u>Page</u> Page 1 of 2

**I. Purpose**

To identify rules and procedures for registration and parking of vehicles on College campuses.

**II. Procedure**

**A. Registration**

1. All students and employees operating motor vehicles on any Pensacola State College campus must register their vehicles at the time of class registration or upon employment. Register with the Public Safety Department on the Pensacola, Warrington, and Milton campuses, and the administrative offices of the South Santa Rosa center and Century center.
2. Registered vehicles will be issued a College parking decal. To obtain a decal, the student must present a current student identification card (or receipt for fees paid) and their vehicle registration. Employees must present a College ID card or a copy of their contract, as well as their vehicle registration. There is no charge for parking decals. Vehicle registration procedures apply to part-time as well as full-time students and employees.
3. The decal shall be permanently affixed to the outside rear window (right side) or rear bumper (right side) so that the decal is clearly visible from behind. Motorcycles and similar vehicles shall display the decal on the rear of the vehicle so it is clearly visible from behind.
4. If a decal is lost, becomes illegible, or is invalid due to expiration, it is the student's or employee's responsibility to immediately re-register the vehicle.
5. Decals are non-transferable.
6. The person who registered a vehicle and was issued a decal is at all times responsible for the vehicle displaying that decal, regardless of who is driving the vehicle. If the vehicle is sold, the decal should be removed.
7. Parking decals (and driving privileges) are subject to revocation by the administration in the event of repeated violations of campus parking and traffic regulations.
8. Handicapped parking will only be by displayed handicapped certification decal issued by the State of Florida or any other state. Contact the Public Safety Department for additional information.

B. Parking

1. Student parking decals allow parking in parking spaces with a white or unmarked curb. Other curb colors are reserved as follows:
  - a. Green – Employee parking;
  - b. Blue – Handicapped parking;
  - c. Red – Visitor parking; and
  - d. Yellow – No parking at any time.
2. Green reserved spaces are restricted from 7:00 a.m. to 5:00 p.m., Monday through Friday. Handicapped parking spaces are reserved at all times.
3. Motorcycle parking areas are located throughout the campuses and are designated by signs and appropriately spaced white lines.
4. Violations which make a vehicle subject to towing at the owner's expense are:
  - a. Parking in roadways or thoroughfares;
  - b. Parking in a fire lane;
  - c. Parking within ten (10) feet of a fire hydrant;
  - d. Parking in yellow-lined areas with yellow curbs;
  - e. Parking in loading zones, driveways or on sidewalks;
  - f. Abandoning a vehicle for more than 48 hours; and
  - g. Parking in closed or posted areas.
5. If it is necessary to drive an unregistered vehicle on campus, contact the office where you received your decal. They will issue you a temporary parking decal.
6. If overnight parking is necessary, please notify the Public Safety Department.

Responsible Official	Chief of Police/Director, Public Safety
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President's Signature:	Date: 02/21/2017
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**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Guidelines for Authorization of a Direct-Support Organization by the College	<u>Number</u> 123
Related Policy:	Direct-Support Organizations – 6Hx20-1.025	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for direct-support authorization and use of College property, facilities, and personal services.

**II. Procedure**

- A. The organization seeking to be authorized as a direct-support organization must provide the Vice President, Business Affairs, a copy of the Articles and By-Laws of the proposed organization spelling out those facilities, equipment, and personal services requested.
- B. The President’s Cabinet will approve or disapprove the request.
- C. If approved, the Vice President, Business Affairs, will place the request on the Board of Trustees agenda for approval by the Board.

Responsible Official	Vice President, Business Affairs
President’s Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Religious Observance	<u>Number</u> 124
Related Policy:	Equal Access/Equal Opportunity – 6Hx20-1.007	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide reasonable alternative means to students for carrying out their responsibilities when their religious observance interferes with admission, registration, attendance in class, class activities, examinations, official ceremonies, and classroom assignments.

**II. Procedure**

- A. Students will notify instructors in writing in advance of absences to observe religious holy days in their own faith and to be excused for such absences without penalty.
- B. Students will be held responsible for material covered and must contact individual instructors to make up missed assignments. Reasonable time will be granted to complete makeup assignments.
- C. Instructors will schedule major class assignments, major examinations, and official ceremonies on other than major religious holy days whenever practicable.
- D. Students may avail themselves of the student grievance procedure in seeking redress when they believe they have been unreasonably denied educational benefits due to their religious beliefs or practices.

Responsible Official	Vice President, Academic and Student Affairs
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Sexual Harassment	<u>Number</u> 125
Related Policy:	Equal Access/Equal Opportunity – 6Hx20-1.007	<u>Page</u> Page 1 of 2

**I. Purpose**

To indicate actions which can be construed as having sexual harassment connotations and to outline the process employed for lodging complaints of sexual harassment.

Harassment includes but is not limited to student-to-student harassment, staff/faculty-to-student harassment, third party harassment (student or employee), employee-to-employee harassment, supervisor-to-employee harassment, and harassment based upon sexual orientation.

**II. Caveat**

The Supreme Court has ruled that the most important factor in determining the merit of a sexual harassment case is whether the conduct was “welcomed.” However, the defense of consent is not viable when one partner in the relationship has power over the other. Sexual relationships, even though welcome, which may be appropriate under other circumstances, may not be appropriate when they occur between a faculty member and student or a supervisor and employee. Even in situations where no negative consequences arise for the individuals involved, such relationships can create potential conflicts of interest. Sexual relationships viewed by the parties as mutual may still raise questions of favoritism as well as abuse of trust and power. This is particularly the case where a student is enrolled in a course taught by the involved faculty member.

**III. Procedure**


**A. Harassment includes:**

1. Any slurs, innuendos, or other verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual’s work or school performance or participation; or otherwise adversely affects an individual’s employment or education opportunities.
2. The denial or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or request for sexual favors.
3. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational career; when submission to or rejection of such conduct is used as a basis for

educational or employment decisions affecting the individual; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational environment.

B. Process

1. Any employee having a complaint of harassment should notify his or her immediate supervisor. If the complaint is against the immediate supervisor, the higher level supervisor should be contacted. Employees may call the Associate Vice President, Institutional Diversity, for counseling and advice (484-1759). The Associate Vice President is located on the Pensacola campus, Administration building, room 705.
2. Students should notify the Associate Vice President, Institutional Diversity, or the Director, Student Conduct (484-2128).
3. Deans, directors, and department heads must take appropriate steps to disseminate this procedure for lodging complaints.

Responsible Official	Associate Vice President, Institutional Diversity
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Key Control	<u>Number</u> 126
Related Policy:	Building Administration – 6Hx20-6.004	<u>Page</u> Page 1 of 5

**I. Purpose**

To establish and implement a procedure for control of keys, codes, and fobs (keys) for the safety of students, faculty, staff, and tenants to help ensure the security of College property at all College locations.

**II. Procedure**

A. Employee or Keyholder

- |  |                  |
|--|------------------|
| 1. New/Original issue  | No charge        |
| 2. Replacement key due to normal wear  | No charge        |
| 3. Lost, stolen, missing key (See F)   | \$100.00 per key |
| 4. Failure to return key to Key Control upon termination or reassignment (See B.1.i, E.) | \$100.00 per key |

B. Key and Core Issue and Return

1. Digital Requests for keys (requests)
  - a. Requests are to be completed by the Departmental Designee and Direct Supervisor by typing into the fillable fields, dropdown menus, etc., using the approved digital form. Requests must include the direct contacts for the intended key recipient and are to be reviewed for accuracy and approval. Additional review and approval may be needed, as outlined in the following table. Handwritten or incomplete requests cannot be processed. Digital signatures are required. The intended key recipient does not sign the request.
  - b. The following table describes the Approval Levels across the top row and the Access Levels across the bottom row. Each of the 4 columns indicates the Access Levels that each Approval Level has the authority to approve. Example: If you are a supervisor, those who report directly to you need only your approval for requests for Access Levels that you are authorized to approve. Only the College President may authorize his/her own requests. All other positions must have requests for their own use completed, reviewed, and approved according to their College reporting hierarchy. Most requests will need 1, 2, or 3 signatures. Level Four requests may require up to 4 signatures. Tenant, Limited Access, and Off-Master requests have specific requirements; see 1. c., e.



<b>Approval Level</b>	<b>Level One (Supervisors)</b>  Direct Supervisor prepares the request, verifies it for accuracy and approval, then emails the digitally signed request to Key Control	<b>Level Two (Those who report to the President’s Direct Reports)</b>  Direct Supervisor emails the approved request to their manager for review. If approved, Level Two then emails the digitally signed request to Key Control	<b>Level Three (President’s Direct Reports)</b>  Level Two Manager emails the approved request to their manager for review. If approved, Level Three then emails the digitally signed request to Key Control	<b>Level Four (President)</b>  Level Three Manager emails the approved request to the College President for review. If approved, the Office of the President then emails the digitally signed request to Key Control
<b>Access Level</b>	Single Office, Suite Entry, Storage Area, Work Room, Copier Room, or Other Shared Areas	<b>Level One Plus</b> Office Suite, Departmental Sub-Master, Classrooms, Labs, Single Building Exterior Entrance, Single Building Master	<b>Levels One &amp; Two Plus</b> Multiple Building Exterior Entrances, Multiple Building Masters, Key to Existing Off-Master Door, Re-key Door, Campus Master <small>(Excludes Pensacola Master)</small> <i>Justification Required for All Level Three Requests</i>	<b>All 3 Previous Levels Plus</b> Re-key Core to Off-Master System, Pensacola Master, Grand Master <i>Justification Required for all Level Four Requests</i>

- c. Tenant/Long Term Facility User requests are to be completed and reviewed for accuracy by the Office of the Vice President of Administrative Services and General Counsel. *Tenants that are accredited educational organizations are not in this category.* The Vice President’s Office will email the requests to Key Control upon final approval. Digital signatures are required. The intended key recipient does not sign the request.
- d. Limited Access Maintenance area requests are to be completed and reviewed for accuracy by the Direct Supervisor of the intended key recipient. The Supervisor will email the approved request to the Director of Facilities, Planning, and Construction for review. If approved, the Director will email the request to Key Control. Digital signatures are required. The intended key recipient does not sign the request.
- e. The review and approval process should be thorough and thoughtful. The focus should be on verifying door numbers, knowing what is in the locked area, and considering the intended keyholder’s actual needs. Most exterior doors are unlocked daily by Public Service, reducing the need for these keys. While convenience and ease of access are essential for those requiring regular, recurring access, the safety of students, faculty, staff, and the security of College property must be primary. While this scrutiny should always be applied, it may be especially critical when evaluating temporary, work-study, budget student, or similar Key Requests.
- f. Approved requests are to be sent to Key Control no more than 14 days prior to the required by or start date. All requests are expedited as parts and time allow. No keys can be issued without a completed and approved request.

Key Control will contact intended key recipients when keys are ready or if a delay is anticipated.

- g. The key(s) will be picked up at Key Control by the individual for whom the key was made. Delivery is possible in some cases. Keys may only be picked up by or delivered to the person to whom the keys were requested and issued. The intended key recipient only signs the request upon receipt of their key(s) as the Keyholder.
- h. Key Control will maintain files or descriptions that will include:
  - i. The keys, codes, fobs, etc., issued to Keyholders
  - ii. The doors, cores, etc., that Keyholders have access to
  - iii. The original and a digital copy of Key Requests
- i. If an employee/keyholder is reassigned or relocates to a different department, area, office, etc., they must promptly return all keys for their previous area to Key Control, see E. below. A Key Request must be submitted if a Keyholder needs different or additional keys.

## 2. Key Returns

If employment terminates, adjunct or other short-term contracts conclude, or if a Tenant or other Keyholder is no longer expected to have access to areas controlled by PSC keys, all PSC keys must be promptly returned to Key Control. Keyholders must email Key Control 5 – 14 days before their departure to schedule a brief meeting. PSC employees are to bring the College Clearance form provided by Human Resources to this meeting along with all PSC keys. If a key is not returned to Key Control, a payroll deduction of \$100.00 per key will be withheld from the Keyholder's paycheck or charged to the Tenant's organization.

## 3. Core Requests/Re-keying (Requesting department's expense)

All requests to re-key any door will be initiated by the director or dean using the Level Three section of the request. The request must be approved by the appropriate VP or other direct report to the President. Approved requests will be emailed to the Director of Facilities, Planning, and Construction with a copy to Key Control. All requests for re-keying must contain detailed justification.

## C. Re-key Door to Off Master System, Direct Control (Requesting department's expense)

When it is deemed necessary to remove a door from the Master System, the requesting party will use the Level Four section of the request and will provide a detailed justification. If approved, the Facilities, Planning, and Construction Department must be furnished with the names and telephone numbers of two individuals who hold keys to the off-master door and will be available for contact after regular business hours to provide prompt emergency access.

If the need arises, and neither of the individuals can provide emergency access, and it is decided that the safety of the building or occupants makes it necessary to force entry, any repair costs associated with the forced entry will be assessed to the cost center of the requesting department.

Once the request has been approved and two emergency contact names and telephone numbers are on file, the Facilities, Planning, and Construction Department will communicate with Key Control to make the necessary core changes as approved, as parts and time allow. Level Three Key Requests for the Off-Master door will be required, and keys will be extremely limited.

D. Ownership of Keys


All PSC keys remain the property of Pensacola State College. Obsolete keys and areas controlled by keys that a Keyholder is no longer expected to have access to must be promptly returned to Key Control for clearing the Keyholder's account and inventory purposes. No one shall have College keys copied or made outside the College Key Control system. No one shall possess duplicate keys or hold keys that do not have an approved Key Request on file. Key audits may be conducted from time to time, with correlating changes made as needed. PSC Key Control does not maintain or issue miscellaneous keys, such as those for desks and cabinets.

E. Key Transfers

No personal transfers of keys (employee to employee, supervisor to subordinate, etc.) are allowed. Loaning and borrowing keys is not permitted. To maintain the integrity of the lock and key system, for the safety of students, faculty, staff, and tenants, and to safeguard College property, no department or person outside of Key Control may gather, collect, deliver, or issue keys, or allow keys to be handled in a way that is contrary to College procedure. Each Keyholder is responsible for returning their keys to Key Control to have their key record cleared. Key Control can only provide this clearance to the individual whom the key was issued to.

F. Lost, Stolen, Missing Key

1. Individual key control is imperative; each Keyholder is responsible for maintaining strict control of their keys. Keyholders must report a lost or stolen key, by email, to Key Control and the Public Safety Department as soon as the loss is determined. Any delay in reporting could result in unauthorized access and property loss. Public Safety will work with the Keyholder to promptly initiate an Accident/Incident Report.
2. A \$100.00 fee will be assessed to the Keyholder or the Tenant's Organization for each missing key. This is not a replacement key charge. If a replacement key is desired, a new request must be processed. This fee is required regardless of replacement keys being requested or issued and is applied to system changes made necessary by the loss of a key.
3. If the original Keyholder recovers a lost or missing key, it must be returned to Key Control to prevent the holding of duplicate keys. The Keyholder shall return the original (recovered) key and retain the replacement key as documented in Key Control records per this Procedure.

Responsible Official: Director, Facilities Planning, and Construction	
President's Signature: 	Date: 12/12/2022

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Control of HIV/AIDS and Other Bloodborne Pathogens	<u>Number</u> 127
Related Policy:	HIV/AIDS and Other Bloodborne Pathogens Policy – 6Hx20-1.027	<u>Page</u> Page 1 of 2

**I. Purpose**

Establish infectious disease control procedures to protect the rights of employees and students who have Acquired Immune Deficiency Syndrome (AIDS), or are Human Immunodeficiency Virus (HIV) Antibody Positive or other bloodborne pathogens, and to define preventive measures to protect College employees and students. (In the context of this procedure, the term HIV/AIDS includes other bloodborne infectious diseases.)

**II. Procedure**

**A. Employees and Students**

1. Employees. This section establishes the procedure of Pensacola State College for working with employees who are HIV Antibody Positive. Its purpose is to protect the right of the College's employees to continued employment.
  - a. Transmission of HIV/AIDS. Medical studies show the HIV infection (which can lead to AIDS) is transmitted via contact with certain body fluids of an infected person.
  - b. Education for HIV/AIDS Risks. Supervisors shall be educated as to the facts regarding HIV infection and how it is and is not transmitted and, further, should make the same effort to educate their employees. Supervisors must be sensitive and responsive to co-workers' concerns, and should emphasize employee education.
  - c. Working Conditions for Infected Individuals. Any staff member diagnosed as HIV positive, and is receiving medical attention, is not prohibited from reporting for duty. On recommendation by the College medical consultant, an employee may be suspended from duty by College administration if reasonable accommodation is not possible. However, return to duty is contingent upon the recommendation of the medical consultant.
  - d. Confidentiality. Any employee who informs the College that he or she is infected must be accorded confidentiality regarding disclosure of the medical condition, in accordance with established statute or case law.
2. Students. This section establishes procedures for students who have AIDS or are HIV Antibody Positive.
  - a. Admission. Admission shall not be denied to a qualified student solely on the ground that the student is an infected individual.


- b. Attendance. A student shall not be required to cease attending the College solely on the basis of a diagnosis of infection. On recommendation by the College medical consultant, a student may be suspended by the College administration if reasonable accommodation is not possible. Medical clearance is required before a suspended student may return to the College.
- c. Confidentiality. Any student who informs the College that he or she is infected must be accorded confidentiality regarding disclosure of the medical condition, in accordance with established statute or case law.

B. Preventative Measures

- 1. The College recognizes its obligation as an employer to provide an objectively safe environment for all employees, students, and the public at large. All Category I, Category II, students, faculty, and staff shall be trained in the use of personal protective equipment; especially those employees who routinely are in contact with blood, body fluids and tissues.
- 2. Category I - Jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids or tissues. Use of appropriate protective measures is required for every employee in these jobs.
- 3. Category II - Jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Category I tasks. In these jobs, the normal work routine involves no exposure to blood, body fluids, or tissues and the worker can decline to perform tasks which involve a perceived risk without retribution.
- 4. Employee exposure determination is based on risks incurred while performing one's job or procedures without the use of personal protective equipment.
- 5. All employees having occupational exposure to bloodborne pathogens will be trained in exposure control procedures at no cost to the employee. Employee training sessions are scheduled annually during normal working hours through the Office of Staff Professional Development.

C. Exposure Incident Plan

- 1. Refer to current OSHA Exposure Control Plan for specific procedures for employee and student exposure.
- 2. Note: Departments with clinical programs have bloodborne pathogen infection control plans in place. These plans should be reviewed annually to meet current OSHA standards.

Responsible Official	Associate Vice President, Institutional Diversity
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Addressing Sexual Misconduct Offenses and other Title IX Violations by Students or Employees	<u>Number</u> 129
Related Policy:	Sexual Misconduct Policy – 6Hx20-1.028	<u>Page</u> Page 1 of 5

**I. Purpose**

To establish College procedures regarding sexual misconduct.

**II. Procedure**

**A. Reporting Procedures**

Any student or employee may file a complaint of sexual misconduct against any student or employee. As long as the accused remains a student or an employee of the College, there is no time limit or statute of limitations regarding the filing of a complaint of sexual misconduct. Students and employees are encouraged to report alleged sexual misconduct immediately in order for the College to conduct a thorough investigation.

1. Students or employees who feel as though they are victims of sexual misconduct should file a report as soon as possible. Reports of sexual misconduct can be made to the following:
  - a. Vice President, Administrative Services and General Counsel;
  - b. Associate Vice President, Institutional Diversity;
  - c. Director, Student Conduct;
  - d. Director, Human Resources;
  - e. Public Safety; or
  - f. Campus security authorities.
2. Reports of alleged sexual misconduct made by any student or employee to any of the above parties will result in notification of the report to the Associate Vice President, Institutional Diversity who is designated to serve as the College's Title IX Coordinator or the Deputy Title IX Coordinator for Students. The College will handle all reports of alleged sexual misconduct in a sensitive nature. If a student or employee wishes to speak with someone confidentially, students should contact the Lakeview 24 Hour Crisis Line, and employees should utilize the Employee Assistance Program. The College shall make every effort to resolve all reports of sexual misconduct within sixty (60) days. This timeline, and all others within this procedure, serve as guidelines rather than rigid restrictions. Circumstances may arise that require additional time beyond the sixty (60) days. If this occurs both complainants and respondents will be notified.

B. Intake Procedures

1. After receiving notification of an alleged sexual misconduct violation, the College will conduct an initial intake meeting with the complainant organized through the Title IX Coordinator or designee.
2. The intake meeting will not serve as a full investigation interview. At the meeting, the Title IX Coordinator, or designee, will seek to gain a basic understanding of the report and circumstances. The complainant will also be provided with information regarding campus and community resources, procedural options, and interim measures.
3. During the intake meeting, the College will notify the complainant of any interim measures available to limit potential retaliation, recurrence of alleged misconduct, and to assess the safety of the complainant. Interim measures available to a complainant may include, but are not limited to:
  - a. No Contact Order between the complainant and respondent;
  - b. Academic measures including class or building reassignment, finishing course via distance learning or independent study, working with instructors related to missed classes or assignments, providing medical withdrawals; and
  - c. Employment measures including working alternative hours to avoid contact, assigning complainant or respondent to different work location, or assigning complainant or respondent to a different department during investigation.

C. Investigation Procedures

1. If Title IX intake meeting concludes that disciplinary action could be appropriate because a violation of the sexual misconduct policy may have occurred, the report will move into the investigative phase.
2. During the investigative phase, the Title IX Coordinator or designee, who serves as a neutral fact-finder, will typically conduct interviews with the complainant, respondent, and any witnesses.
3. The Title IX Coordinator or designee may also compile documents, communication between the parties, other electronic records, and information from law enforcement as appropriate.
4. The Title IX Coordinator or designee will contact the complainant, respondent, and witnesses to begin the investigation.
5. The complainant may choose not to participate in the investigation, however, the investigation may continue without the participation of the complainant. In such case, the complainant will be advised that complainant's lack of participation may reduce the College's ability to respond appropriately to the alleged violation.
6. Once the case has moved into the investigative phase, the College will attempt to conclude the investigative phase within thirty (30) calendar days from the date in which the initial report is referred to the investigative phase.




7. The complainant, respondent, and any witnesses will have the opportunity to have a representative or advisor accompany them during the investigation meetings or interviews.
8. Records of the investigation, including all notes from interviews, the allegations, outcome of the investigation, and any actions taken will be kept by the Title IX Coordinator.
9. A written report of the investigation, including findings and recommendations will be provided to the Vice President, Administrative Services and General Counsel, and the Director of Student Conduct for student violations or to the President or appropriate Vice President for employee violations.
10. After a review of the Title IX Coordinator's report by the President or appropriate Vice President, determination will be made as to whether the allegations, if proven, would provide sufficient information upon which a hearing administrator or the College administration could find a violation of the College Sexual Misconduct Policy. This determination will be based on the preponderance of evidence standard.
11. If the determination is made that there is sufficient cause to believe a policy violation has occurred, both the complainant and respondent will be notified simultaneously.
  - a. If the respondent is a student, formal charges will be brought against the respondent from the Office of Student Conduct. The hearing will follow the Student Conduct Process.
  - b. If the respondent is a College employee, the investigative report and final determination will be submitted to the President for the President's direct reports or the Vice President over the area in which that employee works and to the Human Resources Department. The Vice President (or President) and Human Resources Office will determine whether remedial measures or disciplinary action will be pursued.
12. If it is determined that there is not sufficient cause to believe that the College Sexual Misconduct Policy was violated, both the complainant and respondent will be notified simultaneously and the case will not move forward to disciplinary action.
13. Non-disciplinary or remedial measures may be taken even if the respondent is not found responsible for violation of the College Sexual Misconduct Policy.

#### D. Investigation Finding Appeals

1. If it is determined that the Title IX investigation will not move forward to the disciplinary process, the decision may be appealed.
2. A student may appeal the decision through the Office of Student Conduct within five (5) business days. If the student appeals the decision of a case involving a college employee, the Office of Student Conduct will forward the appeal to the appropriate administrator.
3. A College employee may appeal the decision to his or her divisional Vice President (or President for the President's direct reports) within five (5) business days.
4. All appeals should consist of a written statement outlining the grounds for appeal.

- E. Comprehensive Education Program to Assure Awareness of the Problem of Sexual Misconduct, to Discourage Assaults, and to Encourage Reporting
1. Periodically, the College will communicate with students and employees regarding sexual misconduct through the employee and student newspaper, bulletin boards, and other communication resources.
  2. At the beginning of each academic year, athletic teams will receive special information through the coaching staffs regarding sexual misconduct.
  3. A video (either purchased or produced by the College) will be available for play in the student centers or other student facilities in game areas, and in classes for group discussion when appropriate.
  4. The Associate Vice President, Institutional Diversity, will schedule awareness programs and speakers periodically throughout the year to promote awareness of sexual misconduct offenses and the reporting of incidents that occur. Additionally, the Associate Vice President, Institutional Diversity, in conjunction with the Director, Staff Professional Development, will schedule training sessions with faculty and staff regarding awareness and reporting sexual misconduct offenses.
- F. Procedures to Enhance Campus Security
1. Campus security should be reviewed and increased as is necessary to minimize the threat of sexual assault on campus. The following will be important in this regard:
    - a. Lighting. All lighting on campuses meets Rule 6A-2, F.A.C., requirements. Initially public safety personnel will survey areas that appear to need larger output of existing lighting or that require new lighting in order to provide a safer environment. Recommendation will be forwarded to the Director, Physical Plant. Maintenance crews will check lighting on a regular basis to monitor status. Burned out bulbs will be replaced as soon as possible after being identified.
    - b. Landscaping. Landscaping patterns will be reviewed around parking lots and buildings to determine the existence of possible hiding places. Those found to be deficient will be altered to provide additional visibility. Thereafter, checks will be made on a recurring basis.
    - c. Rape prevention and sensitivity training for Pensacola State College public safety officers. Each full-time public safety officer at Pensacola State College will receive rape prevention training and sensitivity training to deal with victims of sexual battery. This training is available through a Florida Department of Law Enforcement approved trainer.
    - d. Pensacola State College Public Safety Student Services Program. Public safety officers are available to provide services to evening students and faculty who wish to be accompanied from a building to their automobiles. This process will be reviewed periodically to determine if the numbers involved are sufficient to perform the service for evening students and faculty.

Responsible Official: Vice President, Institutional Diversity/ Title IX Coordinator	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Smoke-Free Workplace	<u>Number</u> 130
Related Policy:	Smoke-Free Workplace Policy – 6Hx20-1.029	<u>Page</u> Page 1 of 1

**I. Purpose**

To protect the health of students and employees from tobacco smoke through application of Florida Statutes.

**II. Procedure**

- A. The posting of appropriate signage for buildings will be the responsibility of the Facilities Planning and Construction Department.
- B. Cessation of smoking programs will be offered to interested persons by the Office of Staff Professional Development.
- C. Persons should report infractions of smoking policy and the Florida Statutes to the Public Safety Department.

Responsible Official:	Chief of Police/Director, Public Safety
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Fair Treatment of Victims and Witnesses	<u>Number</u> 131
Related Policy:	Florida Statute Section – 960.001	<u>Page</u> Page 1 of 3

**I. Purpose**


To clarify the responsibilities of the College Public Safety Department with regard to providing assistance to victims and witnesses of crime.

**II. Procedure**

- A. When a College public safety officer encounters the victim of a crime involving physical or emotional injury or trauma, the officer should provide the following information to the victim:
1. Crime Victim Compensation
    - a. Crime victim compensation is available when applicable.
    - b. Crime victim compensation is provided by the Attorney General's Office (AGO). The AGO can be reached at 1-800-226-6667.
    - c. Claims for compensation must be filed within two (2) years of the crime or not later than two (2) years after death of the victim.
    - d. Local assistance in filing a claim is provided through the Escambia or Santa Rosa Sheriff's Office or the State Attorney's Office.
    - e. The victim is also to be advised that he or she is entitled to request and receive restitution.
  2. Advise the victim of community-based treatment programs such as the Rape Crisis Center, Lakeview Center, Favor House, etc.
  3. Advise the victim of the criminal justice process and his or her role in this process. Each victim is to be provided with an information card or brochure containing the essential information about their rights and services available.
  4. Either advise the victim of his or her rights in each stage of the process and how information may be obtained (includes incarcerated victims) or refer to the State Attorney's Office.
  5. Advise the victim that it is a third degree felony to tamper with or threaten victims or witnesses and to report violations to law enforcement agencies.
  6. Direct victims or witnesses to contact the Witness Management Office at the State's Attorney's Office for hearing schedules and the State Attorney's Office for scheduling depositions.
- B. Additional considerations available to assist victims and the appropriate agency to handle them are:

1. Advance notification to victim, witnesses, or relatives concerning judicial proceedings – State Attorney’s Office.
    - a. The right of a victim who is not incarcerated (including the next of kin of a homicide victim) to be present, informed and heard, when relevant, at all crucial stages of criminal or juvenile proceedings.
    - b. In the case of incarcerated victims, there is a right to be informed and to submit written statements at all crucial stages of the criminal proceedings and the parole proceedings.
    - c. At the request of the victim, a victim advocate will be permitted to accompany the victim during any deposition proceeding.
    - d. A victim or witness shall be furnished with information on steps that are available to law enforcement officers and state attorneys to protect witnesses from intimidation.
  2. The right of the victim, or the next of kin of a homicide victim, to submit a victim impact statement.
  3. Arrest of the accused – College Public Safety Department.
  4. Release of the accused pending judicial proceedings – State Attorney’s Office.
  5. Proceedings in the prosecution of the accused including:
    - a. Arraignment
    - b. Disposition of the Accusatory instrument
    - c. Trial sentencing
    - d. Court review
    - e. Terms of imprisonment
    - f. Release from imprisonment – State Attorney’s Office
    - g. Escape from jail/prison – State Attorney’s Office
  6. Confer with victim/guardian/family to seek their views of the disposition of the case – State Attorney’s Office.
  7. Plea agreement and participation of the accused in pre-trial diversion programs – State Attorney’s Office.
  8. Return of property to the victim – College Public Safety Department.
    - a. All properties belonging to the victim are to be promptly returned unless otherwise necessary to retain said property for evidentiary reasons.
  9. Notification to employer and creditors of the victim or witness – College and State Attorney’s Office.
  10. Transportation or parking – State Attorney’s Office.
  11. Separate pre-trial areas – State Attorney’s Office.
  12. Translator services – State Attorney’s Office.
  13. Right to prompt disposition of case – College and State Attorney’s Office.
- C. In juvenile proceedings, victims/parents/guardians, or next of kin of homicide victims, have the right to be present, informed and heard, when relevant, at all crucial states of juvenile proceedings, to the extent that such rights do not interfere with the rights of the juvenile order. Questions regarding confidentiality of materials in juvenile cases can be referred to the State Attorney’s Office.

- D. All College Public Safety Department personnel will be provided with education and training so that victims may be promptly, properly and completely assisted. Information concerning victim education will be made available to all College employees.

Responsible Official: Chief of Police/Director, Public Safety	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Drug and Alcohol Testing for Commercial Drivers	<u>Number</u> 132
Related Policy:	Drug and Alcohol Testing Policy for Commercial Drivers – 6Hx20-1.030	<u>Page</u> Page 1 of 7

**I. Purpose**

To establish a procedure for Drug and Alcohol Testing for all full-time, part-time, and volunteer employees 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).

**II. Procedure**

**A. General**

All full-time, part-time, and volunteer employees 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 CDL are required by Federal law to be drug and alcohol tested, including urine drug testing and breath alcohol testing. All employees in safety-sensitive positions requiring CDL licenses are prohibited from being under the influence of controlled substances or alcohol while performing their job.

**B. Definitions**

1. Safety-sensitive positions are positions that require employees to:
  - a. Operate, or be immediately available and in a state of readiness to operate, a commercial vehicle requiring a Class A, B, or C Florida CDL; or
  - b. Supervise employees who operate commercial vehicles and, due to the nature of such supervisory responsibilities, are required to maintain a CDL.
2. Note: Operation of a commercial vehicle includes, but is not limited to, waiting to be assigned to the operation of such a vehicle, actual operation of such a vehicle, inspection, loading, unloading, and repairing of such a vehicle, and performing the tasks required of drivers relating to accidents.

**C. Prohibitions**

1. No employee shall possess nor carry alcohol or controlled substances/drugs in a commercial vehicle or while at work or on duty.



2. No employee shall report for duty or remain on duty while under the influence of alcohol or controlled substances/drugs.
3. No employee shall use alcohol nor controlled substances while performing any work function.
4. No employee shall perform in any work function within four (4) hours of using alcohol.
5. No employee required to submit to a post-accident alcohol or controlled substance test shall use alcohol for eight hours following the accident, or until the driver undergoes the required post-accident test, whichever occurs first.
6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance test. The following constitute refusal to submit:
  - a. Failure to provide adequate breath for testing without a valid medical explanation by a medical doctor.
  - b. Failure to provide adequate urine for testing within a reasonable time without a valid medical explanation from a medical doctor.
  - c. Failure to sign the alcohol breath testing certification form and/or initial the log book entry for the screening and/or confirmation test.
7. No employee shall report for duty or remain on duty while using any controlled substances unless used in accordance with the prescription of a medical doctor who has advised that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. Employees shall be required to report any prescribed therapeutic drug use to their immediate supervisor.

D. Testing

1. All employees in, or applicants for, safety-sensitive positions or who are required to possess a CDL shall be tested for substance and/or alcohol use in accordance with the following:
  - a. Pre-employment testing. All applicants for safety-sensitive positions (as defined in Part B above) shall be tested for alcohol and controlled substance use prior to final consideration for hire.
  - b. Post-accident testing. An employee who is operating a commercial vehicle involved in an accident that results in a moving violation for the operator or the loss of life shall submit to an alcohol and controlled substance test as soon as practicable after the accident. It is then the responsibility of the supervisor to arrange testing.
    - i. If the alcohol and/or substance use tests are not administered within two (2) hours following the accident, the supervisor shall document the reasons the tests were not administered within that time. If the alcohol test is not administered within eight (8) hours following the accident or the controlled substance test is not administered within thirty-two (32) hours following the accident, no such tests shall be conducted. The supervisor shall document the reasons the tests were not conducted within the required time frames.

- ii. Drivers who are subject to this post-accident testing shall remain readily available for the test or may be deemed to have refused the tests. Drivers shall not be prohibited from leaving the scene of the accident for the period of time necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- iii. The results of alcohol or controlled substance tests administered by federal, state, or local officials having independent authority for the test may be used to satisfy this section, provided the tests comply with applicable federal, state, or local requirements and the results of the test are obtained by Pensacola State College.
- c. Reasonable suspicion testing. It will be the responsibility of supervisors to monitor employees in safety-sensitive positions for alcohol and controlled substance use. When a supervisor has reasonable suspicion (based on the training provided and the Supervisor's Checklist for Reasonable Suspicion) that an employee in a safety-sensitive CDL driver's position is under the influence of alcohol or a controlled substance, the supervisor shall require reasonable suspicion testing of the employee. The required test(s) shall proceed as follows:
  - i. The supervisor will inform the employee of the suspicion of influence of alcohol and/or controlled substance.
  - ii. The employee shall immediately stop performance of the safety-sensitive position duties.
  - iii. The supervisor will contact the Public Safety Department to arrange testing of the employee during normal working hours (7:30 a.m. to 4:00 p.m., Monday through Friday). Outside normal working hours, the testing facility selected for hours other than normal working hours will be used.
  - iv. A person designated by the Public Safety Department shall transport the employee directly to the designated testing facility. After the appropriate testing has been completed, the employee shall be transported to his or her place of residence. The employee shall be required to use annual leave or compensatory time, or shall be in an unpaid status if the employee has no such leave available, to account for any time remaining on his or her shift. Such time shall be reimbursed if the results of the reasonable suspicion test are negative.
  - v. A Reasonable Suspicion Testing Report must be completed by the supervisor who made the determination of reasonable suspicion within twenty-four (24) hours of the observed behavior or before the results of the test are released, whichever is later. Such report shall be forwarded to the Human Resources Department.
- d. Random Testing. On an annual basis, a minimum of 25% (or at least one position) of the average number of CDL required positions at Pensacola State College will be administered random alcohol tests.

Likewise, a minimum of 50% (or at least one position) of the average number of CDL driving positions at the College shall be administered random, controlled substances testing.

- i. The selection of drivers for this testing shall be made using a process that will randomly select CDL drivers from the College's authorized driver list. Under this selection process each driver shall have an equal chance of being tested each time selections are made.
  - ii. The random alcohol and controlled substances tests are unannounced and the dates and times of the testing shall be spread reasonably throughout the year. There shall be a sufficient number of these tests to meet the minimum number of tests required under the law.
  - iii. The Human Resources Department shall notify the supervisor of each driver selected for random testing. The supervisor shall be responsible for seeing that the driver is immediately relieved of any safety-sensitive functions and immediately sent or taken to the test site.
- e. Return-to-Duty. Return-to-duty testing is required for an employee who violated the rules and is returning to a safety-sensitive function. Supervisors must coordinate with Human Resources to arrange for return-to-work testing for employees.
- f. Follow up. Drivers who have been determined to be in need of assistance in resolving problems associated with alcohol misuse shall be subject to unannounced follow-up testing as directed by the Substance Abuse Professional.

#### E. Alcohol Testing

1. Employees required to submit to alcohol testing will report to the Public Safety Department for the administration of an alcohol breath test (except in the case of reasonable suspicion testing, wherein the employee shall be escorted to the testing site). A Public Safety Department employee who has been certified to administer evidential breath tests shall conduct the test. If the result of the alcohol screening test using the evidential breath testing device is .02% or greater, a confirmation test shall be conducted. The confirmation test shall be conducted within twenty (20) minutes of the screening test.
2. The alcohol test shall be conducted in a manner that affords visual and aural privacy to the employee being tested and the test location shall prevent unauthorized persons from seeing or hearing the test results. Employees will be required to produce their College ID card and driver's license to provide positive identification to the breath alcohol technician. Employees who have neither ID on their person shall have their identity confirmed by their supervisor.
3. At the start of the test, the technician shall open an individually-sealed mouthpiece in the presence of the employee to be tested. After the test, the technician shall show the employee the results of the test. The information about

the test and the test result shall be entered by the technician into the log book and the employee will initial the entry. The technician shall then confidentially notify the Human Resources Department of the results, and subsequently forward the confidential breath alcohol test report to the Human Resources Department.

4. If the results of the test show that the employee's blood-alcohol concentration is less than .02%, the employee will be instructed to return to duty. If the results show a concentration of greater than .02%, transportation will be provided to the employee's residence.
5. A Confirmation Breath Test must be completed within twenty (20) minutes of the alcohol screening test, if the result of the screening test is an alcohol concentration of .02% or greater.

F. Controlled Substances Testing

1. An employee required to undergo a controlled substances test during normal working hours shall report to the office of the designated testing facility (except in the case of reasonable suspicion testing, wherein the employee shall be escorted), to submit a urine specimen which shall be collected using the split sample method. The split samples shall be shipped together with the chain of custody form in a single shipping container.
2. If the test result of the primary specimen is positive, the employee may request that the Medical Review Officer (MRO) direct that the split specimen be tested in a different Department of Health and Human Services (DHHS) certified laboratory for presence of the drugs for which a positive result was obtained in the test of the primary specimen. The request shall be honored if made within seventy-two (72) hours of the employee having been notified of a verified positive test result.

G. Notification

1. The MRO may report test results to the employer using any method of communication; however, in all cases the MRO shall forward to the employer within three (3) work days of the completion of the review a signed, written notification containing the following:
  - a. That the test being reported was conducted in accordance with the requirement of this procedure and related policy.
  - b. The name of the individual tested.
  - c. The type of test conducted, i.e., random, post-accident, etc.
  - d. The date and location of the test collection.
  - e. The identity of the person taking the collection, conducting the analysis, and serving as the MRO.
  - f. The verified test results, and if positive for controlled substances, the identity of the controlled substance(s) for which the test verified positive.
2. The MRO shall make reasonable efforts to contact the employee to review the test results and shall notify the employer if efforts to contact the employee have

been unsuccessful. The employer shall instruct the employee to contact the MRO, prior to reporting to work, or within 24 hours, whichever is earlier.

3. The MRO shall notify an applicant of the results of a positive pre-employment alcohol misuse or controlled substance test.

#### H. Referral, Evaluation, and Treatment

1. Any employee who has been determined to have engaged in prohibited conduct shall be advised by the College of the resources available to the employee in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
2. Any employee who has been determined to have engaged in prohibited conduct shall be evaluated by the College's substance abuse professional. The substance abuse professional will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. If the employee has been identified as needing such assistance, the employee shall be evaluated to determine that the employee has properly followed a rehabilitation program and shall be required to submit to unannounced follow-up testing in addition to the return-to-duty test. The testing shall consist of at least six tests in the first twelve (12) months following the employee's return to duty.
3. This section shall not apply to any employee who has refused to submit to pre-employment testing or who has a pre-employment alcohol test result indicating an alcohol concentration of .02% or greater or a controlled substances test with a verified positive test result.

#### I. Disciplinary Action

1. An employee who violates any of the alcohol misuse or controlled substances use prohibitions shall be removed immediately from performing in their safety-sensitive position. An employee whose test results indicate an alcohol concentration of .02% or greater but less than .04% shall be prohibited from returning to a safety-sensitive position until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following the administration of the test. An employee whose test results indicate an alcohol concentration of .04% or greater shall not return to work until a return-to-duty test has been administered with a result of .02% or lower alcohol concentration. When test results indicate the use of alcohol or controlled substances by the employee, disciplinary action shall be in accordance with the Board of Trustees policies and administrative procedures.
2. Supervisory personnel who administer this procedure in a manner inconsistent with procedural guidelines shall be subject to disciplinary action.

#### J. Policy and Procedural Dissemination

Written notice concerning policies and procedures and the availability of educational materials will be provided to each affected employee and affected departments by the Human Resources Department prior to the start of testing.

K. Records Retention

1. The Human Resources Department will keep the records related to drug and alcohol testing, including those records related to the collection process, test results, rules violations, evaluations, return to duty, and education and training, for the legally-required period.
2. Records are maintained on a confidential basis.

L. Annual Report

The Human Resources Department will coordinate, complete, and submit the required annual summary by March 15 of each year for the preceding calendar year on the specifically-required forms.

M. Training and Education

An employee-provided Employee Assistance Program (EAP) is an available resource to employees for assessment, counseling, and assistance.

N. For additional information on this policy contact the Pensacola State College Public Safety Department, the Human Resources Department, or the Vice President, Business Affairs.

Responsible Official: Director, Human Resources

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title: Creating/Changing an Administrative Procedure	<u>Number</u> 133
Related Policy: Organizational Operation – 6Hx20-1.003	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish a process for creating a new or changing an existing administrative procedure.

**II. Procedure**

- A. Proposed new procedures or changes to existing procedures are prepared by the responsible administrator and sent to the Office of the Vice President, Business Affairs, for presentation to the President’s Cabinet. The responsible administrator may be asked to make the presentation depending on the complexity of the proposal. The Cabinet may approve, disapprove, or table for further study and discussion.
- B. If the suggested procedure is new, it should be typed and indicated that it is new. The Office of the Vice President, Business Affairs, will put the procedure in the proper format and assign it an identifying number and title. In the case of changes to existing procedures, wording to be deleted is to be ~~lined through~~ and additions should be underlined.
- C. After approval is received from the President’s Cabinet, the procedure is prepared by the Office of the Vice President, Business Affairs, for signatures by the official responsible for the procedure, the Vice President of that official’s area, and the President. The procedure is then scanned and posted on the College’s Internet and Intranet.

Responsible Official	Vice President, Business Affairs
President’s Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Use of Mobile Communication Devices	<u>Number</u> 134
Related Policy:	Cyber Risk – 6Hx20-1.033	<u>Page</u> Page 1 of 3

**I. Purpose**

To establish approval and control requirements to ensure that the issuance of mobile communication devices are within the guidelines set forth by the College.

**II. Procedure**

**A. Introduction**

1. The College recognizes that the use of mobile communication devices in some cases may aid an employee in his or her employment as well as benefit the employee's department and the College.
2. All mobile communication devices that are purchased and maintained by the College are to be used to conduct official College business however incidental personal use is allowed.
3. Mobile communication devices may be provided to select positions, as designated by the President's Cabinet, where those positions are related to the security, maintenance and efficient operation of the College, or positions requiring mobile communications capabilities, including but not necessarily limited to members of the Cabinet. Hereafter, all such positions are referred to as designated positions.
4. In emergency situations, such as a hurricane or disaster, a designated position who elects to use his or her personal mobile communication device may be reimbursed for only College-related communications charges. This reimbursement will not exceed the cost of a College-provided device or service.

**B. Definitions**

1. Mobile communication devices are defined as cellular telephones, wireless voice-over-Internet Protocol telephones, two-way radios, smartphones, smartphone type devices, tablets, beepers, and mobile hotspots.
2. Designated positions related to the security, maintenance and efficient operation of the College, or other positions requiring mobile communications capabilities are defined as those positions that must provide immediate response/problem resolution to multiple sites; those that must provide emergency, rapid technical support to faculty, other staff, and/or students; and those that must provide real-time, live phone-based communication/coordination to resolve/troubleshoot technical infrastructure problems.



C. Requirements and Uses

1. It is the responsibility of each Budget Supervisor to determine and provide a list to his or her President's Cabinet member of which positions under his or her supervision, if any, should be a designated position for assignment of a mobile communication device and the type of device requested.
2. It is the responsibility of each President's Cabinet member to review said lists and to submit his or her final list to the Chief Information Officer (CIO) whose responsibility it is to submit to the President's Cabinet a College-wide composite list for approval consideration no later than the last Council meeting in May prior to the start of each fiscal year. The CIO will recommend the type of device to be assigned based on the options available and will identify those designated positions to be assigned College-provided devices and those who will use their personal devices.
3. College Assigned Mobile Communication Devices
  - a. Upon affirmative action, the CIO shall confirm service plan parameters (monthly plan minutes, state-wide, national, or no long-distance coverage, pooling of unused minutes, text messaging, etc.) for College-provided mobile communication devices. The State Contract or a competitively bid contract of another governmental agency or non-profit buying cooperative may be used in lieu of a competitive bid by the College.
  - b. The use of assigned mobile communication devices shall be for College-related matters however incidental personal use is allowed.
  - c. Departmental supervisors will be responsible for monitoring the use of mobile communication devices and may remove a device upon evidence of misuse by an employee. Other sanctions, as determined by law or College rule, may also apply.
  - d. Mobile communication devices will be assigned to a department in lieu of an individual person. All employees in the department that will have access to the mobile communication devices as a part of their job requirements will be required to sign a usage form in order to use the mobile communication devices.
4. Personal Mobile Communication Devices

A designated position who uses his or her personal mobile communications device may be reimbursed for only College-related communications charges as follows:

  - a. In order to receive reimbursement for the College-related use of a personal mobile communication device, a Check Request, completed by the individual requesting reimbursement and signed by the individual's supervisor, must be submitted to the Vice President, Business Affairs, with a copy of the original invoice from the service provider attached thereto, clearly marked to show which transactions were College-related. The individual to be reimbursed must clearly state on the Check Request the following: This reimbursement request does not include any non-College related calls or costs.

- b. Reimbursement will be made on the same basis as the charge for the service plan of the provider is made, i.e., if the charge is by the transaction, the amount of identified College-related transactions will be reimbursed, or, if the charge is for a total amount for the plan in use, reimbursement will be on a pro-rata basis.

D. Lost, Stolen, or Damaged Equipment


- 1. The administrative department is responsible for the initial cost of lost, stolen, or damaged equipment. In some cases, the employee may be responsible for reimbursing the College for the cost of lost, stolen or damaged equipment.
- 2. Equipment that fails under normal use that is free from obvious physical damage will be replaced or repaired by the College and will be charged back to the department.

E. Termination of Employment with the College

As part of the termination checkout process for the College, all issued equipment must be turned into the Telecommunications Department before the employee's final check from the College can be processed. Telecommunications will complete the appropriate section of a release form for the employee to turn into the Human Resources Department in order to process the final check.

F. Violations and Enforcement

Employees who violate this policy may be denied access to these resources and may be subject to other penalties and disciplinary action, both within and outside the College.

Responsible Official	Chief Information Officer
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Sexual Predator or Offender Information Notification/ Publication	<u>Number</u> 135
Related Policy:	Operation of Pensacola State College Public Safety Department – 6Hx20-1.020	<u>Page</u> Page 1 of 2


**I. Purpose**

To ensure that Pensacola State College (College) is in compliance with all State and Federal laws concerning sexual predators and offenders and to ensure that all members of the campus community are aware of their rights and ability to identify all such offenders on campus.

**II. Procedure**

- A. Federal and State laws require a person designated as a sexual predator or offender to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to provide this notification to the local law enforcement agency where the registrant resides or where the registrant attends or is employed by an institution of higher learning. The College shall include in its publications to students and employees information that will advise such members of the campus community on how to obtain information concerning sexual predators or offenders. Members of the campus community can obtain information concerning sexual predators or offenders from the College's Public Safety Department website, by calling the FDLE hotline (1-888-357-7332), or by visiting the FDLE website ([www.fdle.state.fl.us](http://www.fdle.state.fl.us)).
- B. When a law enforcement agency notifies the College that a sexual predator or a 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 Pensacola State College Director of Public Safety or his or her designee, who shall then deliver it to the President or his designee and the Director of Human Resources. The Public Safety Department will in turn initiate an information check on the student or employee and will advise College public safety personnel at the respective campus sites(s) where the student may be attending classes or where the employee may be working. The information shall also be provided to the Dean, Director, or Vice President, Academic and Student Affairs, or his or her designee on the Pensacola campus or where the student or employee may be attending classes or may be employed. Although this information is public record, College employees who oversee students or supervise employees who are in a sexual predator or offender category should understand that the information provided is for safety purposes and should recognize that it is not the employee's responsibility to notify others of the offender's status. Additionally, such status should in no way affect the student's academic status.

- C. General information concerning campus safety and security and specific direction on how to obtain information on sexual offenders and predators is included in the Annual Security Report and the *College Catalog*.
- D. Prior to College registration of a sexual offender or predator, a private conference will be scheduled and conducted by a College Public Safety Department representative.
  - 1. A student sexual predator or offender will be advised of the need to comply with student conduct and rights and responsibilities provisions consistent with all students. Failure to comply may result in disciplinary action in accordance with Board Policy 6Hx20-3.010.
  - 2. An employee sexual predator or offender will be advised to comply with the law and College rules and procedures. Failure to comply may result in disciplinary action in accordance with Procedures for 419-422 in the Manual of Procedures.
  - 3. Further, formal actions shall provide that for any disciplinary action wherein there is an alleged on-campus sexual assault by a registered sexual offender or predator, compliance with all State and Federal laws shall be met.
- E. Any person who materially alters or distributes public records information referred to herein, including documents, summaries of public records information provided by law enforcement agencies, or public records information displayed by law enforcement agencies on websites, or provided through other means of communication, with the intent to misrepresent the information, shall be subject to College disciplinary procedures which may impose discipline up to and including dismissal or termination. Such individuals may also be subject to a charge of misdemeanor of the first degree, punishable as provided in state statutes.
- F. The College shall provide occasional programs to promote the awareness of sexual offenses such as rape, acquaintance rape, and other forcible and non-forcible sex offenses.

Responsible Official	Chief of Police/Director, Public Safety
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Use of College Buses	<u>Number</u> 137
Related Policy:	Facilities and Equipment (Use of) – 6Hx20-1.015	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish internal Pensacola State College guidelines and procedures for using College buses.


**II. Guidelines**

- A. Any recognized student organization, athletic team, or activity associated with an academic class or program may reserve the buses owned and operated by Pensacola State College.
- B. Extra-curricular activities associated with an academic class or program, or organizations officially affiliated with the College may reserve the buses owned and operated by Pensacola State College.
- C. Requests for use of the buses by groups other than those listed in A. and B. above will be denied.

**III. Procedure**

- A. A Bus Request Form is to be completed when requesting to reserve a College bus.
- B. The Office of the Physical Plant Operations will sign out the bus key to the bus drivers.
- C. The College Transportation Technician will be the primary bus driver for all College travel. For all other travel, the Office of the Vice President, Administrative Services and General Counsel, is responsible for securing a bus driver.
- D. The College Transportation Technician will be responsible for making certain that all College part-time bus drivers have secured the appropriate licensure for operating a College bus.
- E. College part-time bus drivers will be responsible for reporting to the Human Resources Department of Pensacola State College to make application as a part-time employee, conduct a background check and to undergo a drug test. The costs of these evaluations or tests will be paid for by the individual.
- F. The Human Resources Department will maintain and operate the personnel files of the College part-time bus driver applicants.

- G. The appropriate employment forms and contract forms will be administered by the Human Resources Department.
- H. Temporary Non-Instructional Requisition Forms and Travel Authorization Forms are to be completed by the requesting entity and approved by the Office of The Vice President, Administrative Services and General Counsel.
- I. College part-time bus drivers will be paid at the temporary budget schedule per hour, while driving and while waiting for students during activities while away from campus.
- J. College part-time bus drivers will be compensated for overnight travel and meals as dictated by s. 112.061, Fla. Stat.
- K. It is the responsibility of the club or organization to reserve accommodations for part-time bus drivers. Overnight accommodations are to be approved, prior to travel, by the supervising College administrator or staff member responsible for the student activity.
- L. College timesheets are to be completed by the College part-time bus drivers, and submitted to and approved by the supervising College administrator or staff member responsible for the student activity.
- M. Completed College timesheets are to be submitted to the Office of the Vice President, Administrative Services and General Counsel, for final approval.
- N. The Office of The Vice President, Administrative Services and General Counsel, will be responsible for submitting the completed College timesheets to the College Payroll Department for processing.

Responsible Official	Vice President, Administrative Services and General Counsel
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Cyber Risk	<u>Number</u> 138
Related Policy:	Cyber Risk – 6Hx20.1.033	<u>Page</u> Page 1 of 11

Pensacola State College has established standards for the protection and security of information, and for the use of information and technology resources. Information is secure only when its integrity can be maintained, its availability ensured, and its confidentiality preserved. Security procedures protect information from unauthorized viewing, modification, dissemination, or destruction and provide recovery mechanisms from accidental loss. The security of information is the responsibility of all people who are authorized to access it. All employees are expected to abide by these standards.

**I. Purpose**

The procedure will provide details of standards for the use of information and resources. The College affirms that as part of its procedure it will protect customer confidentiality and employee privacy in accordance with applicable laws and personnel policies. Each person subject to this procedure will affirm that he or she has read, that he or she understands, and that he or she intends to comply with the provisions stated herein. The affirmation of this statement is a requirement for obtaining access to the organization’s data systems and networks.

**II. Procedure**

A. Scope and Application

1. The Information Technology Services (ITS) Department is responsible for establishing and maintaining organizational information security policies, standards, guidelines, and procedures. The focus of these activities is on information, regardless of its form, the technology used to manage it, where it resides, and which people possess it.
2. The procedure applies to employees, customers, volunteers, vendors, contractors, Board of Trustees members, affiliates, and any others who use College information resources or who have access to College information. The procedure applies equally to any information of the organization, including but not limited to electronic data, written or printed information and any other intellectual property of the organization. The information resources include hardware, software, manuals and office equipment. All individuals agree not to disclose or not to use information improperly or unethically for personal or professional gain.

B. Introduction

1. Critical Business Function

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

2. Supporting Business Objectives

This procedure has been prepared to ensure that Pensacola State College is able to support its educational mission. This document is also intended to support the integrity of the College's reputation. Because the prevention of security incidents is considerably less expensive than correction and recovery, adherence to this procedure may also reduce costs over time.

3. Consistent Compliance

A single unauthorized exception to security measures can jeopardize users, the entire organization, and external business partners. The interconnected nature of information systems requires that all users observe a minimum level of security. This document defines that minimum level of due care. In some cases these requirements will conflict with other objectives, such as improved efficiency and reduced costs. The College has examined these tradeoffs and concluded that the minimum requirements defined in this document are appropriate for all workers at the College. As a result, as a condition of continued employment, all workers (employees, contractors, consultants, temporaries, volunteers) must consistently observe the requirements set forth in this document.

4. Team Approach

Because information and information systems are distributed to desktop PCs and sometimes used in remote locations via laptops and tablets, the user performs an essential role involving information security. Information security is a team effort requiring the participation of every worker who comes in contact with the College and its information systems.

5. Shared Responsibility

Every user must understand College information security policies and procedures, and must agree to perform his or her work according to these policies and procedures. Responsibility for information security on a day-to-day basis is everyone's duty. Specific responsibility for information security is not solely vested in the ITS Department.

C. Information Security Responsibilities and Procedures

1. Information Owners

Administrators in College departments must be designated as the Owners of all types of information used for regular business activities. When information Owners are not clearly implied by organizational design the Chief Information Officer (CIO) will make the designation. Information Owners do not legally own the information in question, they are instead members of the College administrative team that make decisions on behalf of the organization.



Information Owners, or their delegates, are required to make the following decisions and perform the following activities:

- a. Approve information-oriented access control privileges for specific job profiles.
  - b. Approve information-oriented access control requests which do not fall within the purview of existing job profiles.
  - c. Select a data retention period for their information, relying on legal advice.
  - d. Designate a system-of-record (original source) for information from which all management reports will be derived.
  - e. Select special controls needed to protect information (such as additional input validation checks or more frequent back-up procedures).
  - f. Define acceptable limits on the quality of their information (accuracy, timeliness, time from capture to usage, etc.).
  - g. Approve all new and different uses of their information.
  - h. Approve all new or substantially enhanced application systems that use their information before these systems are moved into operational status.
  - i. Review reports on system intrusions and other events relevant to their information.
  - j. Review and correct reports that indicate the job profiles which currently have access to their information.
  - k. Select a sensitivity classification category relevant to their information and review this classification periodically for possible modification.
  - l. Select a criticality category relevant to their information so that appropriate contingency planning can be performed.
  - m. Define procedures to assure information is being stored and handled in accordance with all relevant laws, regulations, and applicable professional standards.
2. Information Owners must designate a back-up person to act on their behalf if they are absent or unavailable. Owners may not delegate ownership responsibilities to third-party organizations (such as outsourced firms or consultants) or to any individual who is not a full-time employee of the College. When both the Owner and the back-up Owner are unavailable, the CIO may make Owner decisions.
  3. Supervisors
    - a. Owners do not approve ordinary access control requests. Instead, a user's immediate supervisor approves a request for system access based on existing job profiles. If a profile does not exist, the manager's responsibility is to request the profile and obtain the approval of relevant Owners who will inform the ITS Department.
    - b. Similarly, when a worker leaves the College or is transferred to another department, the worker's immediate supervisor is responsible for promptly informing the ITS Department that the privileges associated with the worker's user-ID must be revoked. User-IDs are specific to individuals and must not be reassigned to or used by others. Shortly after

separation from the College a worker's supervisor is additionally responsible for reassigning the involved duties and files to other workers.

4. Information Custodians

- a. Custodians are in physical or logical possession of information and/or information systems. Like Owners, Custodians are specifically designated for different types of information. In most cases the ITS Department will act as the Custodian. If a Custodian is not clear based on existing information systems operational arrangements, the CIO will designate a Custodian. Custodians follow the instructions of Owners, operate systems on behalf of Owners, but also serve users authorized by Owners.
- b. In cases in which the information being stored is paper-based and not electronic, the Information Custodian's responsibilities will logically fall to the department gathering the information. For such systems the ITS Department can offer guidance and suggestions but will not provide the custodian services.
- c. Custodians must define the technical options, such as information classification, and then allow Owners to select the appropriate options for their information. Custodians also define information systems architectures and provide technical consulting assistance to Owners so that information systems can be built and run to best meet business objectives. If requested, Custodians additionally provide reports to Owners about information system operations, information security problems, and the like. Custodians are furthermore responsible for safeguarding the information in their possession, including implementing access control systems to prevent inappropriate disclosure, as well as developing, documenting, and testing information contingency plans.

5. Information Users

Users are not specifically designated but are broadly defined as any worker with access to internal information or internal information systems. Users are required to abide by all security requirements defined by Owners, implemented by Custodians, and established by ITS. Users are required to familiarize themselves with, and act in accordance with all College information security requirements. Users are also required to participate in information security training and awareness efforts. Users must request access from their immediate supervisor and report all suspicious activity and security problems. (See the section below entitled Reporting Problems.)

6. Information Security

- a. The ITS Department and, more particularly, the CIO or Information Security Manager (ISM), are the central points of contact for all information security matters at the College. Acting as internal technical consultants, this Department's responsibility is to create workable information security compromises that take into consideration the needs of various Users, Custodians, and Owners. Reflecting these compromises, this Department defines information security standards, procedures, policies, and other requirements applicable to the entire organization. ITS is responsible for handling all access to control

management activities, monitoring the security of College information systems, and providing information security training and awareness programs to College employees. The department is additionally responsible for periodically providing reports to management on the current state of information security.

- b. The ITS Department must also provide technical consulting assistance related to emergency response procedures and disaster recovery. The ITS Department is responsible for organizing a formal Information Security Advisory Team (ISAT) to promptly respond to virus infections, hacker break-ins, system outages, and other security incidents. This ISAT shall consist of the following ITS staff members:
  - i. Chief Information Officer (CIO);
  - ii. Information Security Manager (ISM);
  - iii. Director, Computer Services and Telecommunications;
  - iv. Director, Management Information Systems Support;
  - v. Director, Networking and Systems Support;
  - vi. Director, Technology Support.
- c. The ISAT is tasked with providing guidance, direction, and authority for information security planning, policies and procedures, threat mitigation, training, and incident response.
- d. The ITS Department must provide the direction and technical expertise to ensure that the College information is properly protected. This includes consideration of the confidentiality, integrity, and availability of information and the systems that contain it. The ITS Department will act as liaison on information security matters between all College departments and must be the focal point for all information security activities throughout the organization. The department must perform risk assessments, prepare action plans, evaluate vendor products, assist with control implementations, investigate information security breaches, and perform other activities that are necessary to assure a secure information-handling environment.
- e. The ITS Department has the authority to create and periodically modify technical standards and standard operating procedures (SOP) which support this information security policy document. These SOPs, when approved by appropriate the College administrators, have the same scope and authority as if they were included in this policy document. When a standard or procedure is intended to become an extension of this policy document, the standard or procedure will include these words: “This standard or procedure has been created by the authority described in the Pensacola State College Information Security Policy and must be complied with as though it were part of the Policy document.”

#### D. Information Classification

1. College information is classified based upon its level of sensitivity, value, and the impact to the College should the information be altered, destroyed or disclosed

without authorization. All College faculty, staff and other entities who are affiliated with the College shall be responsible for protecting College information according to its classification.

2. Public Data

Information is classified as Public when its disclosure, alteration, or destruction results in little or no risk to the College or its affiliates. Examples of Public data include course information, the College Catalog, press releases and other information intended for the general public. Basic security measures are necessary in order to ensure the integrity of Public data. Access to Public data is essentially unrestricted.

3. Sensitive Data

Information is classified as operationally sensitive when its disclosure, alteration or destruction results in moderate risk to the College or its affiliates. Sensitive data includes information related to the regular business and administrative functions of the College not meant for the general public. Reasonable security controls must be implemented to ensure the integrity and availability of Sensitive information. Access to Sensitive data is restricted to faculty, staff, and affiliates of the College.

4. Confidential Data

Information is classified as Confidential when its disclosure, alteration or destruction results in a high level of risk to the College or its affiliates. Information that is not specifically designated as Public or Sensitive shall be considered to be confidential. Examples of Confidential data include student records, certain personnel records, College donor information, etc. Security controls for confidential information are frequently required by law to ensure its confidentiality, integrity, and availability. Access to confidential data is restricted to faculty, staff, and affiliates of the College with approved access and signed confidentiality agreements.

E. ITS Department Responsibilities, Policies, and Procedures

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

2. Information Security Policy Document

- a. This Department is responsible for developing and maintaining this information security policy document.
- b. The policies and procedures in this document will be reviewed and evaluated on a regular basis.
- c. Management fully supports the development and enforcement of these information security policies and procedures.

3. Information Security Organization

- a. The CIO and Information Security Manager (ISM) will oversee and ensure compliance with policies and procedures within the entire organization.
- b. The ITS Department will occasionally test users to ensure that consistent compliance exists across the organization.

- c. Third-party connection access requirements to the computer network are documented in contracts and agreements.
  - d. Information security requirements are fully specified in outsourcing contracts.
  - e. Any contract or agreement allowing access to the College's information assets must include the following language:  
[Company Name] shall maintain in full force for the duration of this Agreement a Cyber Liability insurance policy with an aggregate minimum limit of \$1,000,000.00, covering any loss by, or damages or injury to, the College for any unauthorized access, unauthorized use, virus transmission, denial of service, personal injury, advertising injury, failure to protect privacy, disclosure of protected information or intellectual property infringement arising from any act, omission or negligence on the part of [Company Name] or its officers, agents or employees in designing, developing, installing, hosting, operating, or maintaining the computer service, system, programming, support, software or Internet website that is the subject of this Agreement (collectively referred to hereafter as the "Work"). If the foregoing policy is written on a claims-made basis, [Company Name] warrants that any retroactive effective date for coverage under the policy shall precede the effective date of this Agreement; and that continuous coverage will be maintained for a period of four (4) years following the date that the Works is completed.
4. Asset Classification
- a. A formal IT Asset Information Management System (IMS) is in place that tracks the movement of IT assets.
  - b. The IMS is detailed and covers the movement of hardware and software assets.
  - c. Information assets are classified appropriately.
  - d. Confidential information transmitted over insecure networks, such as the Internet, must be adequately encrypted.
5. Personnel Security
- a. Positions with specific information security job responsibilities have been documented in job descriptions.
  - b. Applicants for positions that involve access to sensitive facilities receive a pre-employment background check and a thorough screening, including past criminal and credit checks.
  - c. Information security awareness is recognized as a significant risk management issue. New employees receive information security policies as part of their orientation, and as part of ongoing communication activities.
  - d. Information security breaches are logged and analyzed for patterns. A formal disciplinary process is in place for dealing with breaches.
6. Physical Security
- a. There are ciphers or magnetic card locks on computer room doors, and codes/authorized cards are limited to authorized persons.


- b. Computer rooms have installed fire suppression equipment. Maintenance is performed at least every six months.
  - c. All computer systems (including PBX and communication rooms housed separately from the main data center) are tied into the Uninterrupted Power Supply (UPS) system. The computer room is equipped with a backup generator that is tested on a periodic basis.
  - d. Computers and magnetic media are checked for sensitive information prior to disposal.
7. Computer and Network Security
- a. All computer systems and applications have written documentation describing operational procedures. Documents are formally maintained and required for all applications. Vendor manuals exist for all purchased packages. It is the responsibility of the Management Information Systems (MIS) Department to ensure the accuracy of the system documentation, procedures, and manuals.
  - b. There is a documented change control process. Changes to most networks, operating systems or application systems (both legacy and client-server or web) are documented and approved.
  - c. A formal capacity and resource planning effort has been established. New applications and machines are periodically reviewed by a group of individuals from across the organization. There is regular tracking of utilization and bottlenecks and some planning for future requirements.
  - d. There is a documented virus policy and protection program. Virus detection software is installed on all file servers and personal computers. Virus signature updates are routinely posted. There are adequate preventative controls. Users have been instructed to check files, mail attachments and downloads of uncertain origin.
  - e. Appropriate, frequent backups of business systems are stored in remote, fireproof safes or hot sites. Thorough testing has proved that the processes work. Retention periods for all essential business information has been determined.
  - f. Operations staff maintain a work log (system start and finish times, system errors and corrective actions, confirmation of input and output). Systems logs are monitored for most systems, with critical systems given more attention.
  - g. A network monitoring package and a commercial firewall and/or proxy server is in place. Firewall configurations are based upon industry best practices or certified. Operating system and router settings are benchmarked on industry best practices, and kept up-to-date with patches/upgrades recommended by product vendors and other professional sources.
  - h. There are basic logs/lists of tapes to help trace or locate a backup tape. Media are physically secured and housed in locked rooms or cabinets.
  - i. Basic controls secure e-commerce activities, including general email policies, secure FTP, and web servers implemented with basic security

controls. SSL encryption is in place where needed and security is guaranteed by a certificate authority.

8. System Access Control
  - a. A formal system access request procedure exists. A written request/form must be completed in order to create, modify, or delete any user account. Approvals are required and usually obtained.
  - b. All users are made aware of their responsibilities with respect to the selection and use of strong passwords. Passwords expire at least every 90 days. Stricter controls exist on sensitive systems or accounts. There are no shared or guest accounts.
  - c. Only authorized users are able to gain access to networked systems from a remote location. There are adequate controls over the authentication of remote users using dial-back modems or at least two (2) levels of passwords. Network access is generally controlled through the use of firewalls at major access points.
  - d. Unique user IDs (with names that do not indicate privileged users) and strong passwords are the rule in order to gain access at the operating system level on all systems. Logon processes are secure, and logon credentials are difficult to guess. There are no anonymous or shared accounts.
  - e. All powerful system utilities are fully protected against unauthorized access. Most have been removed from the live systems and special access procedures are in place.
  - f. Event logs are kept automatically for most systems showing unauthorized access attempts, privileged operations, major system events, and system failures. Logs are reviewed in response to problems. Logs from sensitive systems are taken offline and stored securely.
  - g. Reasonable controls are provided to most laptops, such as access control software using one-time passwords or similar strong authentication, regular backups, virus prevention, and cable locks. Telecommuters must use approved security methods when accessing the corporate network, or access will not be granted.
9. System Development and Maintenance
  - a. Policy requires that encryption be used for critical or sensitive systems, and for some mail or files transmitted over public networks. Adequate encryption and public key management techniques are used. Users are responsible for managing their own encryption products and public keys.
  - b. Formal procedures have been established regarding the steps needed to update or upgrade operating systems and user applications. System administrators, testing personnel, and network management are involved in testing before any migration from test to production systems is permitted.
  - c. There is a strict policy against modification of vendor-supplied packages, and they are only modified directly in-house as a last resort. The written consent of the vendor is always obtained, with potential impacts to future releases documented and understood.

10. Business Continuity Planning
  - a. Management supports the development and maintenance of Business Continuity Plans (BCP) across the organization. It is the responsibility of the ITS Department for coordinating BCPs. BCPs are updated regularly, and are occasionally tested to determine effectiveness.
  - b. BCPs address most of the following: outline of responsibilities, conditions for activating the plan, emergency procedures, contact lists, fall back and resumption, and a program for awareness, education, and testing.
  - c. A comprehensive IT disaster recovery plan is an integral part of all applicable BCPs.
  - d. All BCPs are tested at least annually, and testing is scheduled for specific departmental BCPs in response to modifications to affected application systems or computer systems. All connections with critical third-parties are tested.
11. Compliance
  - a. There are strong management controls in place to monitor and ensure compliance. There is evidence of a comprehensive, control framework, designed in conjunction with legal advisors, and management responsibilities are clearly allocated. There are regular independent risk-based compliance reviews and management reporting. There is almost no risk of managers being prosecuted for non-compliance. Users who break laws or contractual obligations are considered for discipline and possible prosecution.
  - b. All managers and staff are educated about their responsibilities through orientation, policy, and other awareness methods (e.g., newsletters, posters, flyers, etc.). Staff must demonstrate active compliance with the controls, and must re-affirm their understanding of policies by annual acknowledgement and review.
  - c. Standards for secure configuration settings are comprehensive and regularly updated. A comprehensive program of regular reviews of compliance with secure configuration standards is scheduled, aided by automated technical security auditing tools.
  - d. Information security audits are conducted based on risk analysis results.
  - e. Audit, scan, or verification processes are documented; controls over access to audit materials have been established. Logging facilities are in places that have been designed for most application systems. Access to system audit tools and system audit facilities is strictly controlled.
12. Reporting Problems
  - a. It is the responsibility of all faculty and staff to report suspicious activity and security issues regarding College information. All employees are expected to assist with maintaining the confidentiality, integrity, and availability of the data.
  - b. Employees of the College should report information security related issues by contacting the CIO or ISM directly, or via the Help Desk at (484-1702).



Responsible Official	Chief Information Officer
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Identity Theft Prevention Program	<u>Number</u> 140
Related Policy:	Identity Theft Prevention Program – 6Hx20-1.037	<u>Page</u> Page 1 of 4

**I. Purpose**

To identify third party arrangements and “Red Flags” that will alert appropriate College officials on behalf of employees and students when new or existing billing accounts are opened using false information and measures to respond to such events. Within the context of this procedure, “Red Flags” mean patterns, practices, or specific activities that indicate the possible existence of identity theft.

This procedure applies to Covered Accounts, credit report usage, and third party service arrangements within the Identity Theft Red Flags Rule as promulgated by the Federal Trade Commission.

**II. Procedure**

**A. General Guidelines**

1. Covered Accounts under the Red Flags Rule are consumer accounts that involve multiple payments or transactions, such as loans that are billed or payable monthly, or multiple payments in arrears, in which continuing relationships are established. Certain payment arrangements, such as payment of tuition in full at the beginning of each semester either by the student’s family or through a third-party student loan provider, does not meet the continuing relationship standard in the Covered Accounts definition.
2. The College is considered a creditor under the Red Flags Rule because it offers institutional loans to students.
3. The procedure also applies when the College uses consumer reports to conduct background checks on prospective employees.

**B. Responsibilities and Delegation of Authority**

The Vice President, Business Affairs, is responsible for the oversight of the Identity Theft Prevention Program (“Program”).

**C. Internal Risk Assessment**

1. The College will conduct an internal risk assessment to evaluate how at risk the current procedures are at allowing students to create a fraudulent account and evaluate if current (existing) student accounts are being manipulated. This risk

assessment will evaluate: 1) how new accounts are opened, 2) the methods used to access the account information, and 3) third party service arrangements. Using this information the College will be able to identify areas of highest risk for review and compliance.

- a. New accounts opened in person;
- b. New accounts opened via the world wide web;
- c. Account information accessed in person;
- d. Account information accessed via telephone;
- e. Account information accessed via the world wide web; and
- f. Delinquent accounts placed with an outside collection agency.

2. Oversight of Third Party Services Providers:

The College will, as part of its contracts with third party service providers (e.g., collection agencies and tuition payment plans), require that providers have policies, procedures, and programs that comply with the Red Flags Rule. Further, service providers must notify the College of any security incident they experience, even if the incident may not have led to an actual compromise of the College's applicant data.

D. Identifying Red Flags

The College adopts the following Red Flags to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary:

1. Fraud or active duty alerts included with consumer reports;
2. Notice of address discrepancy provided by a consumer reporting agency;
3. Identification documents appear to be altered;
4. Photo and physical description do not match appearance of applicant;
5. Other information is inconsistent with information provided by applicant;
6. Other information provided by applicant is inconsistent with information on file;
7. Application appears altered or destroyed and reassembled;
8. Personal information provided by applicant does not match other sources of information (e.g., SSN not issued or listed as deceased);
9. Information provided is associated with known fraudulent activity (e.g., address or phone number provided is same as that of prior fraudulent activity);
10. Information commonly associated with fraudulent activity is provided by applicant (e.g., address that is a mail drop or prison, non-working phone number or associated with an answering service or pager);
11. SSN, address, or phone number is the same as that of another applicant at the College;
12. Applicant fails to provide all information requested;
13. Personal information provided is inconsistent with information on file for applicant;
14. Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet; and
15. Identity theft is reported or discovered.

E. Response to Attempted/Suspected Fraudulent Use of Identity

In all cases, the College will notify its Public Safety Department of any attempted or actual identity theft. Employees that may suspect fraud or detect a Red Flag will implement the following response as applicable. All detections or suspicious Red Flags shall be reported to their supervisor and the Vice President, Business Affairs:

1. Internal Notification

College employees who become aware of a suspected or actual fraudulent use of a customer's or potential customer's identity must notify their supervisor who will then notify the Vice President, Business Affairs.

2. External Notification

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

- i. General information about the incident;
- ii. The type of identifying information involved;
- iii. The College phone number that the affected individual can call for further information and assistance;
- iv. The local law enforcement agency with proper jurisdiction;
- v. The Federal Trade Commission phone number and ID theft website: (877) 438-4338, <http://www.consumer.gov/idtheft>;
- vi. Advise affected individuals to place fraud alerts on their credit reports by contacting the following credit reporting agencies:
  - aa. Equifax: (800) 525-6285 or <http://www.equifax.com>;
  - bb. Experian: (800) 397-3742 or <http://www.experian.com>;  
and
  - cc. TransUnion: (800) 916-8800 or <http://www.transunion.com>.

b. Method of Contact. The College will use the following method of contact when notifying the affected individual(s):

- i. A written notice via certified mail to the last known good address if the identity theft involves alteration of a correct address of record; and/or
- ii. A phone call, provided that the contact is made directly with the verified, affected individual and appropriately documented.

F. Employee Training

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

1. Annually, explain the Program rules to relevant staff, and train them to spot security vulnerabilities, and update them about new risks and vulnerabilities.
2. Inform employees of the College's Ethics and Anti-Fraud Policies and Procedures.
3. Inform employees of FERPA Guidelines.
4. Advise employees that violation of the College's security policies is grounds for discipline, up to, and including, dismissal.

G. Identity Theft Prevention Program Review and Approval

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

Responsible Official	Vice President, Business Affairs
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President's Signature:	Date: 02/21/2017
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**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Regulation of Outdoor Public Speaking	<u>Number</u> 141
Related Policy:	N/A	<u>Page</u> Page 1 of 3

**I. Speech and Expression in Outdoor Areas**

- A. Expressive activities shall be permitted in outdoor areas of College property with general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I of the Florida Constitution, including any lawful oral or written communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; circulating petitions; and the recording and publication, including the Internet publication, of video or audio recorded in outdoor areas of campus.

Outdoor areas where expressive activities are not allowed include areas of restricted access as identified by the College, which include but are not limited to areas adjacent to places of residence; areas being used as outdoor classrooms or educational training; or areas to which access is restricted due to operational or safety protocols, such as energy or maintenance control areas.

- B. This policy does not apply to those expressive activities that take place in indoor areas of College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by College policies related to academic freedom, facilities use, and other applicable policies and protocols. These areas may be used for official events sponsored by the College or for non-college use under Policy 6Hx20-1.015, Facilities and Equipment (Use of). Students, faculty, staff, or visitors may not materially disrupt previously scheduled or reserved activities on College property.
- C. Information tables hosted by or in conjunction with recognized student clubs and organizations are organized by the Office of Student Engagement and Leadership and are governed by policies related to student government and student clubs.
- D. Students, faculty, staff, or visitors who engage in expressive activities in permitted outdoor areas, as defined herein, may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on the College's property including, without limitation, Sections 1006.61, 877.13, and 871.01, Florida Statutes, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities. Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a law, rule, regulation, or ordinance, including but not limited to Sections 810.095, 877.13, or 871.01, Florida Statutes;
4. Threats to passerby or use of fighting words, which are those words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
7. Damage to property, including grass, shrubs, trees, or other landscaping;
8. Utilization of sound amplification, including bullhorns, except within sound limits that will not disrupt normal College operations;
9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections I.A. and I.B. above;
11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I of the Florida Constitution.

Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with schools and the functions of educational institutions, including without limitation Sections 877.13 and 871.01, Florida Statutes.

- E. The College recognizes that a speech, demonstration, or event on College property may invite another form of protest. When these occasions arise, the expression of all parties is important. When appropriate, a separate area may be designated for counter-protesters. College security officers may also be present and other security measures may be employed to ensure the safety of all participants and the College community.
- F. To promote a safe and effective event, individuals or groups planning to engage in expressive activity are encouraged, but not required, to make advanced arrangements with the Vice President of Administrative Services and General Counsel on the Pensacola campus, or with the campus dean or center director at any other College location, to

enable the College to ensure that the event takes place in a constructive and approachable manner. Individuals or groups who engage in expressive activity in outdoor areas on College property are subject to College policies relating to the use and operation of College and campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. The College reserves the right to limit the possession or use of clubs, bats, or other material objects on campus property during such events.

**II. Commercial Activity on Campus**

Individuals, organizations and groups, both internal and external to the College, may not conduct commercial transactions or engage in commercial speech on College property unless directly authorized through specific contracts or approved pursuant to the College's policy regarding solicitation on campus. Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and is therefore deemed commercial speech under this policy.

Responsible Official: Vice President, Administrative Services and General Counsel

President's Signature:



Date: 05/14/19



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Child Abuse Reporting	<u>Number</u> 142
Related Policy:	N/A	<u>Page</u> Page 1 of 3

**I. Purpose & Intent**

To ensure the safety and well-being of minors on Pensacola State College campuses, and in compliance with Sections 39.201 and 39.205, Florida Statutes and State Board of Education Rule 6A-14.099, Florida Administrative Code, the College restates and establishes the following immediate reporting obligations with regard to known or suspected child abuse.

**II. Definitions**

In accordance with Rule 6A-14.099, Florida Administrative Code, and for purposes of this Procedure, applicable terms are defined as follows:

- A. "Abuse," "Abandonment," "Neglect," "Caregiver," and "Child" are defined as set forth in Section 39.01, Florida Statutes.
1. "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
  2. "Abandoned" or "abandonment" means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver, while being able, has made no significant contribution to the child's care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child, or both.
  3. "Child" means any unmarried person under the age of 18 years who has not been emancipated by order of the court.
  4. "Neglect" occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.
- B. The term "Administrator" means the following high level personnel who have been assigned the responsibilities of college-wide or campus-wide academic or administrative functions, who serve Pensacola State College with the title of: President; Vice President; Associate Vice President; Senior Dean; Dean; Campus Dean; Chief Information Officer; Executive Director of

Institutional Equity and Student Conduct; Title IX Coordinator; Director of Human Resources; Director of Student Conduct; Athletic Director; and Chief of Police.

- C. The term “Law Enforcement Agency” means the unit of the College which is vested with the authority to bear arms and make arrests, and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic or highway laws of the state. The Pensacola State College Police Department is the unit with the appropriate authority and responsibility to comply with this procedure.

### III. Reporting Obligations

- A. **Any Person.** Section 39.201, Florida Statutes, requires any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected, to report such knowledge or suspicion to the Florida Department of Children and Families (DCF). In addition to this reporting obligation, Section 39.205(1), Florida Statutes, prohibits any person from knowingly and willfully preventing another person from meeting their reporting obligation to DCF. Any person may contact local law enforcement authorities to make a report of suspected child abuse at any time; however, this does not negate their statutory obligation to first report to DCF.
- B. **Pensacola State College “Administrators.”** In addition to the mandates set forth in Sections 39.201 and 39.205, Florida Statutes, (described in Section III.A. above) which apply to any person; Section 39.205(3), Florida Statutes, requires College Administrators (as defined above), upon receiving information from faculty, staff, or other institution employees of known or suspected child abuse, abandonment, or neglect committed on College property, or during a College-sponsored event or function, to report such knowledge or suspicion to DCF; and prohibits College Administrators from knowingly and willfully preventing another person from doing so. In addition to the statutorily-required reporting to DCF, if the suspected abuser is a College student, employee or volunteer, then the abuse should be reported to the College’s Executive Director of Institutional Equity and Student Conduct.

### IV. Sanctions for Non-Compliance

#### A. **State Level Sanctions for Non-Compliance**

Florida State Board of Education sanctions for non-reporting or non-compliance are codified in Section 39.205, Florida Statutes, and establish specific sanctions and processes for a review of an allegation of non-compliance and include a possible sanction of a fine of \$1 million for each such failure to be assessed against the College in the event the SBOE determines that a College Administrator knowingly and willfully failed to report known or suspected child abuse, abandonment, or neglect to DCF. A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, commits a felony of the third degree, punishable as provided in Sections 775.082, 775.083, or 775.084, Florida Statutes, which includes up to 5 years imprisonment and a \$5,000 fine. Details concerning the SBOE review and appeal process are codified in SBOE Rule 6A-14.099.

#### B. **College Sanctions for Non-Compliance**

Any employee who fails to comply with this Procedure will be subject to the applicable penalties as described above. In addition, as this Procedure is more inclusive and is specific to the College, the College may impose additional direct penalties in accordance with College policies and procedures up to suspension and termination from employment.

V. **Immunity**

Any College Administrator or employee who makes a report in good faith to the Florida Abuse Hotline or law enforcement agency regarding known or suspected child abuse, abandonment or neglect including sexual abuse, shall be immune from any civil or criminal liability. (Section 39.203 Florida Statutes)

VI. **Non-Retaliation**

The College prohibits retaliation against any individual because of a good faith report of child abuse, abandonment, or neglect. In accordance with Section 39.203, Florida Statutes, a person who makes a child abuse, abandonment, or neglect report shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting person by reason of his or her making such report.

VII. **Related Statutes, Rules and DCF Contact Information**

Section 39.01, Florida Statutes.  
Section 39.201, Florida Statutes.  
Section 39.203, Florida Statutes.  
Section 39.205 Florida Statutes.  
Rule 6A-14.099, Florida Administrative Code

For reference, the contact information for DCF is provided below:  
Florida Department of Children and Families (DCF)  
Telephone: 1-800-962-2873  
Fax: 1-800-914-0004 (Advisable to retain receipt of fax transmission)

Web Address for Florida Abuse Hotline:  
<https://www.myflfamilies.com/service-programs/abuse-hotline/report-online.shtml>

Online Reporting Form:  
<https://reportabuse.dcf.state.fl.us/Child/ChildForm.aspx>

Responsible Official: Vice President, Administrative Services and General Counsel	
President's Signature: 	Date: 05/14/19

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Charter School – Financial Organization	<u>Number</u> 143
Related Policy:	Charter Academy – 6Hx20-1.043	<u>Page</u> Page 1 of 3

**I. Purpose**

The Charter Academy will have its accounts established in the restricted funds of the College and will be audited annually as part of the College and will be included in the College’s financial statements. As a Charter School, separate stand-alone statements for the Academy need to be produced for interim reporting to the Escambia County School Board as well as a separate financial statement produced annually. To accomplish these objectives, the purpose of this procedure is to formalize guidelines for these transactions and to provide clarity on how the Charter School Academy operates.

**II. Initial Funding**

- a. The College has provided \$400,000 to initially fund operations of the Charter Academy. This amount is expected to be paid back to the College’s General Fund once the Charter Academy has excess revenues, and the repayment of the initial operational funds will not be a financial hardship to the Academy. The payback time period is indefinite, and the College Board of Trustees is not requiring pay back but that is the expectation as it is expected that the Charter Academy will be successful over time.
- b. This loan will be recorded as a transfer in from the College’s general fund. The “loan” will be treated as an internal allocation of funding for the Charter School from the College. Since the College and the Charter Academy are the same entity, the amount is not debt.

**III. Budget**

- a. Annually, the Charter School will prepare and present a budget for approval to the Charter Academy Board and subsequently to the District Board of Trustees of Pensacola State College. Once approved, the budget will be provided to the Escambia County School Board for their acceptance.
- b. Amendments to the Charter School Budget will be made in accordance with College budget amendment procedures. Budget amendments when taken to the Charter Academy Board and District Board of Trustees, Pensacola State College will then be forwarded to the Escambia County School Board.

**IV. Accounting and Reporting**

- a. The College reports its financial statements as a Business Type Activity (BTA) and as such uses the accrual basis of accounting and entity wide reporting. The College also follows recommendations from the National Association of College and University Business Officers

(NACUBO) for accounting principles specific to colleges and universities. As such, the College reports to different accounting functions than a secondary school.

- b. The College will continue to maintain all accounts in order to be able to report to the NACUBO functions for the entire entity but will map the College functions to the objects needed for reporting secondary activities in accordance with the Red Book, which is the reporting standard used by Florida's secondary schools.
- c. Monthly reporting of the Charter Academy's activities is required by the District Sponsor. In any month where the Charter Academy Board does not meet, the VP of Business Affairs will review and approve amounts to be reported to the District and then bring the same reports for subsequent approval to the Charter Academy Board.

**V. Interdepartmental Sales and Services**

- a. Any services provided between the College and the Charter School will be established in the interdepartmental sales range as defined in the Florida College System accounting manual. This will allow the transactions to naturally occur in the regular accounts while also allowing for clear elimination of inter-company transactions when time for year-end reporting.
- b. Typical interdepartmental sales and services would include and not be limited to accounting, legal, and IT support.


**VI. Cash Management**

- a. The Charter Academy annually will build and administer an operationally sound budget. Recognizing that while revenues will be planned to exceed expenditures, there are likely to be issues with revenues not being realized to planned levels that will result in cash flow concerns until which time a working fund balance is built.
- b. The College agrees to allow the Charter Academy to have negative cash in its accounts and the College's cash will cover any short term cash deficiencies. This will act like overdraft protection to the Charter Academy. This will happen naturally as the College will hold the moneys in the same account as other College funds.
- c. All Charter Academy moneys will be deposited into the College's bank accounts. Separate bank accounts for operations or internal school funds are not allowed. School funds will be housed in separate agency accounts within the College's accounting system.

**VII. Allocation of Facilities and Operations Costs**

- a. The Charter Academy will occupy designated space on the Warrington Campus. Students of the Charter Academy will attend classes both within the designated Charter Academy space as well as in other College spaces when they are integrated into regular College classes.
- b. Costs to maintain the space used by Charter Academy students will be allocated annually to the College's General Fund and may include any of the following costs:
  - i. Facilities rental
  - ii. Maintenance Costs

- iii. Custodial Costs
  - iv. Utility Costs
  - v. Insurance Costs
  - vi. Security Costs
- c. Costs actually charged to the Charter Academy will be dependent on what the Academy can afford. Facility and operational costs are significant, and it may be in the best interest of the College and the Academy, to have the College's General Fund absorb costs in leaner Charter Academy fiscal years. These financial decisions will be recommended by the College President and will be brought to both the Charter Academy Board and the College District Board of Trustees for review and approval.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 9/28/22

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Revision of College Programs	<u>Number</u> 201
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish a process for curriculum development consistent with the State Regulations and appropriate to Pensacola State College’s purpose and resources. Such revisions to existing programs must be thoughtfully designed and carefully considered by faculty and administration prior to implementation.

**II. Procedure**

Requests to establish or revise College curriculum may originate at any academic level within the College. Official records of all such requests are maintained in the Office of the Dean, Baccalaureate Studies and Academic Support.

All requests to begin new curriculum offerings or change existing offerings should observe the following sequence:

- A. Under the direction and guidance of the department head(s), then faculty discipline meet to discuss the revision of a program.
- B. Revised workforce programs must be reviewed by the Program Advisory Committee.
- C. When modifying an existing program, a Course/Program Action Form must be completed. Attached to this form should be a copy of the current program and a copy of the proposed program.
- D. The completed form is submitted to the appropriate Dean.
- E. The request is placed on the agenda of an upcoming Curriculum Council meeting.
- F. The initiator of the request may present his or her justification to the Curriculum Council at that meeting, after which the Council recommends to disapprove or approve the item, or to table it to collect additional information.
- G. New Bachelors in Science, Associate in Science and Technical Certificate programs must be reviewed by the Senior Staff Dean prior to submission for Committee action.

- H. Committee actions are forwarded to the Vice President, Academic and Student Affairs, for recommendation to the President. If the President approves a recommendation, the item becomes effective on the date indicated.
  
- I. The Dean, Baccalaureate Studies and Academic Support, completes all procedures required by the State Department of Education regarding each curriculum change and makes the necessary changes to the College record keeping system.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Selection and Adoption of Textbooks and Course Materials	<u>Number</u> 202
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 3

**I. Purpose**

To outline the process for selection and adoption of textbooks and course materials.

**II. Procedure**

- A. The responsibility for selecting appropriate required textbooks and instructional materials to support the delivery of each course and program curriculum lies with the faculty with oversight by the appropriate Department Head and Dean. This responsibility of the faculty to choose appropriate materials also carries the accountability for ensuring affordability. Full-time faculty members who have taught the course within the past two years will be invited to serve on the textbook selection committee. Adjunct instructors currently teaching the course may be invited to participate in the selection of textbooks and other required instructional materials. Members of the textbook selection committee collaborate and review possible texts, choose the preferred text by consensus or majority vote, and submit the recommendation to the appropriate Department Head.

At minimum, criteria for selection should include the following:

1. Quality, accuracy, depth, and breadth of content;
  2. Cost to students;
  3. Reliability of publisher and past experience with publisher's products; and
  4. Quality and cost of any student support materials.
- B. In order to provide appropriate consistency across multiple sections of the same course, all sections of a given course will adopt the same textbook. However, with satisfactory explanation, a different textbook may be used with approval of the Vice President, Academic and Student Affairs, for example in sections of courses offered via distance learning or in sections of literature courses. Any cost variance must be justified whenever different textbooks are requested for adoption. This justification must be provided on the textbook form.
- C. During the textbook selection process, the adoption of free or low-cost open educational resource materials available through OpenStax, Creative Commons, or similar resources should be considered.
- D. Textbook adoptions occur annually and are effective in the Fall on a minimum three year cycle. To comply with the mandated deadlines for textbook adoption, all instructional materials must be adopted and published at least 45 days prior to the first day of class in each

term. To comply with this mandate, the Department Head must submit a Textbook Adoption Request before April 10 for a Fall adoption.

An exception to the three year adoption requirement or the annual adoption requirement may be requested by submitting an exception request memo to the Vice President, Academic and Student Affairs, via the appropriate Dean. The deadlines for the exception request(s) and the related textbook adoption request(s) are listed below.

For a Fall textbook adoption that is an exception to the three-year adoption requirement, the deadline for the submission of the exception request to the appropriate Dean is April 1. If the exception is approved, the deadline for the Department Head to submit the textbook adoption request is April 10. The publication deadline for textbooks for the Fall semester is April 15.

For a Spring textbook adoption that is an exception to the three-year adoption requirement or the annual adoption requirement, the deadline for the submission of the exception request to the appropriate Dean is October 1. If the exception is approved, the deadline for the Department Head to submit the textbook adoption request is October 10. The publication deadline for textbooks for the Spring semester is October 15.

For a Summer textbook adoption that is an exception to the three-year adoption requirement or the annual adoption requirement, the deadline for the submission of the exception request to the appropriate Dean is March 1. If the exception is approved, the deadline for the Department Head to submit the textbook adoption request is March 10. The publication deadline for textbooks for the Summer semester is March 15.

- E. When a selection is made, the Department Head submits a Textbook Adoption Request to the appropriate Dean. The appropriate Dean reviews the request to ensure compliance with procedures and time deadlines. Submission of the form includes certification of the following:
1. Cost was an important factor in the adoption decision;
  2. All faculty teaching the course will use all textbooks and other instructional items ordered, particularly each individual item sold as a part of a bundled package;
  3. Any new edition differs significantly and substantively from the earlier version, and there is value in changing to a new edition; and
  4. Consideration was given to how the new textbook might be made available to students who are unable to afford the cost of the new book.
- F. Upon approval from the appropriate Dean, the Textbook Adoption Request is submitted to the Office of the Dean, Baccalaureate Studies and Academic Support as an information item. Once approved by the appropriate Dean, the Department Head will update the district

syllabus on IDSS to include the new textbook information. The updates to the syllabus must be made no later than the publication dates listed in D.

- G. With acceptable justification submitted to and approved by the appropriate Department Head and Dean, instructors may use other materials to supplement the required text(s). Such supplemental material shall
1. Augment, rather than replace or dominate the required text;
  2. Augment, rather than replace instruction designed and delivered by the instructor;
  3. Not impose substantial additional cost on students;
  4. Be readily accessible by all students;
  5. Be an integral part of the course, if students are required to purchase the materials; and
  6. Not place an unreasonable additional academic burden on students beyond the normal course requirements.

Responsible Official: Vice President, Academic and Student Affairs
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President's Signature:
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Date: 01/25/2018
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**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Procedure for Obtaining Credit Earned by Institutional Examination	<u>Number</u> 203
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish a procedure by which students may earn college credit or vocational credit by successful completion of a departmental examination, where such an examination exists.

**II. Procedure**

A student may earn the appropriate college credit or vocational credit upon successful completion of a departmental proficiency examination, where such an examination exists. The student must complete the following procedure:

- A. The student must demonstrate eligibility for the exam by meeting the following conditions:
  1. Student must have a current College application on file in the Admissions Registration Office and must be enrolled at Pensacola State College during the term in which the exam is being requested or have previously completed one term at the College.
  2. The student may not have taken an exemption exam for the course at any previous time.
  3. The student must not previously have earned credit for the course through work at College or through transfer credit.
- B. The student must obtain written permission from the appropriate department head and pay the exemption examination fee at the Bursar's Office. Registration in the course is not required.
- C. The student must complete the examination by the end of the third week of class for a fall or spring term or by the end of the second week of class for a summer term.
- D. A student who successfully completes a departmental exemption exam will be awarded course credit in accordance with institutional procedures for granting credit earned through external means.
- E. The student may elect to register for the course in which exemption exam credit is requested. The student must pay the exam fee, meet all deadlines established here, and satisfy all other registration requirements.

- F. In cases of hardship, a student may request an exception to the required deadlines. The appeal must be made through the appropriate dean or through the Vice President, Academic and Student Affairs. The student must meet all other requirements specified here.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Procedure to Establish International Study Program	<u>Number</u> 204
Related Policy:	Curricula – 6Hx20-2.001	<u>Page</u> Page 1 of 1


**I. Purpose**

To establish a process for approval of international study programs consistent with State regulations and Pensacola State College resources.

**II. Procedure**

Note: International programs include all courses, programs, projects, or events which require Pensacola State College staff and students to travel outside the U.S.

- A. Department initiates request by letter; approved by the appropriate Dean.
- B. Course number is obtained from Dean, Baccalaureate Studies and Academic Support.
- C. Approval by Curriculum Council:
  - 1. Hears oral presentation by travel abroad instructor; and
  - 2. Confirms completion of all paperwork.
- D. Request submitted to Vice President, Academic and Student Affairs. If approved, places item on Board of Trustees agenda.
- E. Board action.
- F. If approved by the Board, Form OD-1 is forwarded to the Program Planning Committee of the State Board of Community Colleges. The Committee will make a recommendation to the State Board at the next meeting of the Board.
- G. Department notified by the Dean, Baccalaureate Studies and Academic Support, of final approval before advertising the trip.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017
	



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Purchase of Audio Visual Materials to Support Instruction (Fund 1)	<u>Number</u> 206
Related Policy:	Board of Trustees Meetings – 6Hx20-2.001	<u>Page</u> Page 1 of 1


**I. Purpose**

To consolidate the process of ordering all audio visual materials to ensure a timely follow-through with vendors.

**II. Procedure**

- A. Audio visual request may be initiated by faculty, students, patrons, and librarians and should be submitted to the Department Head of Libraries.
- B. After previewing, reviewing, searching, and verifying the Department Head of Libraries should forward requests to Technical Services Department for order.
- C. After Library processing, the request is routed through the appropriate channels for support.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Purchase of Books and Audio Visual Materials to Support Instruction (Fund 2)	<u>Number</u> 207
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 1

**I. Purpose**

To consolidate the process of ordering all audio visual materials to ensure a timely follow-through with vendors.


**II. Procedure**

A. The academic department may initiate a requisition for books, periodicals, and audio visual materials to be purchased from a grant. The requisition will complete with campus signatures and justifications, after which the requests are routed as follows:

1. Department Head of Libraries;
2. Technical Services Department for Order Processing;
3. Restricted Accounting Office; and
4. Purchasing.

B. Exceptions: If the material is for administrative use, the initiator routes the requisition directly to the Restricted Accounting Office. Requisitions for the Pensacola Campus are routed directly to the Technical Services Department.

If the material is used with a computer or peripheral device, the requisition will also be forwarded to the Director of Microcomputer Resources for approval.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017
	

PENSACOLA STATE COLLEGE  
MANUAL OF PROCEDURES

Procedure Title:	Purchase of Periodicals	<u>Number</u> 208
Related Policy:	Curricula – 6Hx20-2.001	<u>Page</u> Page 1 of 1


**I. Purpose**

To ensure the appropriateness of titles to support instructional programs. Exceptions: materials needed to support a specific department's administrative needs may be purchased with departmental or Staff Professional Development (SPD) funds.

**II. Procedure**

- A. Suggestions for new periodical acquisitions are submitted by faculty and academic department heads to the District Department Head of Libraries for review.
- B. Approved titles are forwarded to the Technical Services Department for review and District Department Head's approval.
- C. If funds are available, titles may be purchased at the next renewal cycle.
- D. If funds are not available, titles should be held by the District Department Head in anticipation of the availability of funds at a later date.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Procedures for Obtaining Approval for Offering Continuing Education Courses	<u>Number</u> 209
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 3

**I. Purpose**

To establish procedures to obtain approval for Continuing Education (CEU) courses.

**II. Procedure**

**A. New Recreation and Leisure or Lifelong Learning Course Request**

1. Coordinator, Continuing Education, initiates course/section request form and course syllabus/outline proposal form.
2. Coordinator, Continuing Education, forwards course/section request form and course syllabus/outline proposal form for approval to the Dean, Workforce Education and Vocational Support.
3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
4. The Dean, Workforce Education and Vocational Support, initiates a memorandum for the approval of the course/section request form and forwards it to the Vice President, Academic and Student Affairs, for approval.
5. If approved by the Vice President, Academic and Student Affairs, the request is forwarded to the President for approval.
6. The Dean, Workforce Education and Vocational Support, forwards the original of the course/section request form to the Dean, Baccalaureate Studies and Academic Support.
7. Upon receiving the approved memorandum, the Dean, Baccalaureate Studies and Academic Support, assigns a course number to the course/section request form.
8. Dean, Baccalaureate Studies and Academic Support, then forwards a copy of the approved memorandum with the new course number noted on it to the Bursar's Office, Coordinator, Continuing Education, and Admissions/Registrar Specialist in the Admissions/Registration Office.
9. Dean, Baccalaureate Studies and Academic Support, forwards the course/section request form with course number noted to the Admissions/Registrar Specialist in the Admissions/Registration Office.
10. The Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
11. Twice a year the Dean, Workforce Education and Vocational Support, compiles a memorandum to the Board of Trustees summarizing the President's Approval memorandums for that period of time.

- B. Existing Recreation and Leisure or Lifelong Learning Course Request (with no fee changes)
1. Coordinator initiates course/section request form.
  2. Coordinator forwards course/section request form for approval to the Dean, Workforce Education and Vocational Support.
  3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
  4. The Dean, Workforce Education and Vocational Support, forwards the original of the course/section request form to the Admissions/Registrar Specialist in the Admissions/Registration Office.
  5. The Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
- C. Existing Recreation and Leisure or Lifelong Learning Course Request (with fee changes)
1. Coordinator initiates course/section request form.
  2. Coordinator forwards course/section request form for approval to the Dean, Workforce Education and Vocational Support.
  3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
  4. The Dean, Workforce Education and Vocational Support, initiates an approval memorandum for the course/section request form and forwards it to the Office of the Vice President, Academic and Student Affairs, for approval.
  5. If approved by the Vice President, Academic and Student Affairs, the request is forwarded to the President for approval.
  6. Dean, Baccalaureate Studies and Academic Support, then forwards a copy of the approved memorandum with the new course number noted on it to the Bursar's Office, Coordinator, Continuing Education, and Admissions/Registrar Specialist in the Admissions/Registration Office.
  7. Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
  8. Twice a year the Dean, Workforce Education and Vocational Support, compiles a memorandum to the Board summarizing the President's Approval memorandums for that period of time.
- D. The Human Resources Department maintains employment documentation.
1. Coordinator initiates electronic load sheet for instructor(s).
  2. Coordinator obtains appropriate signatures for electronic load sheet.
  3. Coordinator approves electronic load sheet and maintains documentation in his or her office.

Responsible Official: Vice President, Academic and Student Affairs
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President's Signature:

Date: 02/21/2017

A handwritten signature in blue ink, appearing to read "E. Meadows", is written over a white rectangular background.

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Procedure to Appoint Advisory Committee Members	<u>Number</u> 210
Related Policy:	Advisory Committees to Specialized Programs – 6Hx20-2.003	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish a process for the selection and appointment of program advisory committees.

**II. Procedure**

An advisory committee must be established for each Bachelor of Applied Science, Bachelor of Science, Associate in Science, Applied Technology Diploma, and Career and Technical Certificate program. The group should be established early in the development of a program but not before Curriculum Council approval of the intent to establish the program.

- A. Each committee shall consist of a minimum of five (5) members and not more than twelve (12) members selected from the specific occupations or professions representing both management and labor, small businesses and large corporations in which the full-time programs will be offered, or university faculty.
- B. Only the President and the Vice President, Academic and Student Affairs, have the authority to appoint advisory committee members. Nominations should be made by the program coordinator or instructor and department head and forwarded through the Dean, Workforce Education and Vocational Support, for approval by the Vice President. Letters of appointment or reappointment will be prepared by the Office of the Dean, Workforce Education and Vocational Support, for signature by the Vice President each year. A copy will be returned to the department.
- C. Committee membership shall be representative of the community, meet Equal Access/Equal Opportunity standards, and include, if indicated, a student or graduate of the program.
- D. Voting members should not be affiliated with the College in the full-time capacity. The principal College contact, department head, program coordinator, or project director, should be an ex officio member and provide staff support to the committee.
- E. Membership will be reviewed by the Vice President, Academic and Student Affairs, each year by September 15 with changes submitted through the identified procedure.

Responsible Official: Vice President, Academic and Student Affairs
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President's Signature:

Date: 02/21/2017

A handwritten signature in blue ink, appearing to read "E. Meadows", is written over a light blue grid background.

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Catalog Production Procedure	<u>Number</u> 211
Related Policy:	N/A	<u>Page</u> Page 1 of 1


**I. Purpose**

To provide a timely and accurate *College Catalog* which is reflective of current curriculum and academic policies.

**II. Procedure**

- A. Each November, the Dean, Baccalaureate Studies and Academic Support, will distribute requests for additions, corrections, deletions, and revisions in the prior year's catalog copy text.
- B. The department heads and deans will review the catalog sections appropriate to their areas and submit revised materials via the online catalog system. At the same time, any courses which have not been offered within the last five (5) years and for which there are no plans for offerings within the next five (5) years, should be deleted from the catalog copy. Courses deleted for this reason shall also be made inactive in the College master course file. Reinstatement of such courses will require approval of the College Curriculum Council.
- C. By the last week of January each year, the Dean, Baccalaureate Studies and Academic Support, will begin to compile the catalog copy for delivery to the printer.
- D. The proofing of galleys and selection of cover art and photographs will be coordinated by the Dean, Baccalaureate Studies and Academic Support, in coordination with the Vice President, Academic and Student Affairs.
- E. The Registrar will coordinate the storage and distribution of the catalog.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Course Syllabus Format and Distribution for B.A.S., B.S., A.A., A.S., Developmental, and Vocational Certificate Courses	<u>Number</u> 212
Related Policy:	N/A	<u>Page</u> Page 1 of 2

**I. Purpose**

At a college that offers instruction on several campuses and at a number of other locations, it is essential that course content and expectations be consistent across the district and that they be clearly communicated to students and faculty.


**II. Procedure**

A. A district course syllabus shall be prepared for each active vocational prep, college prep, vocational credit, and college credit course. The syllabus shall conform to the approved format and shall contain the following information:

1. the full course title, as shown on the Master Course File screen, and course number;
2. the date the course was developed or the date of the most recent revision (i.e., month, day, year);
3. the number of credit hours, or total clock hours for non-credit courses;
4. the number of lecture and lab hours that the course is scheduled to meet each week in a full (i.e., 15-week) semester;
5. an indication as to whether or not the course has a lab fee;
6. every prerequisite to the course (courses, minimum placement scores, special skills such as keyboarding, etc.);
7. corequisites, shown in the same manner as prerequisites;
8. the catalog course description;
9. full information for each textbook and any instructional materials that are required or recommended district-wide;
10. the statement that "additional materials may be assigned by an instructor to supplement the required course textbooks and materials";
11. all district-wide special requirements of the course (minimum grades, practice set, student writing, etc.);
12. specific student performance objectives (e.g., student learning outcomes or global learning outcomes) that support the major learning outcomes, completed in as much detail as can be agreed upon by the district faculty who teach the course; and
13. the statement that "student evaluation of the stated learning outcomes and performance objectives is the responsibility of the instructor, within the policies of the College and the department. Detailed explanation is included

in the section syllabus developed by the instructor for each section being taught.”

- B. The district course syllabus shall be prepared and revised by consensus of the district faculty and full-time administrators who have taught the course within the last four (4) semesters, or in the case of a new course, who would be approved to teach the course. Adjunct faculty should be encouraged to participate in the deliberations.
- C. The request to develop a new district course syllabus, or revise an existing one, may originate with any discipline faculty member or an academic administrator. The Dean, Baccalaureate Students and Academic Support, shall coordinate the convening of the appropriate faculty to consider the request.
- D. Each district course syllabus shall be reviewed as necessary, but at least once every three (3) years.
- E. The contents of the district course syllabus shall be used by each instructor as a basis for the development of the section syllabus that is distributed to students.
- F. Each student enrolled in a vocational prep, college prep, vocational credit, or college credit course shall be provided by the instructor of record with both district and a section syllabus.
  - 1. All supplemental materials required by the instructor;
  - 2. Specific evaluation activities;
  - 3. The instructor’s name, office location, office telephone number, and office hours;
  - 4. The name of office phone number of the appropriate department head;
  - 5. A tentative calendar of due dates, withdrawal and refund deadlines, exam dates, etc.; and
  - 6. Any additional information particular to the instructor’s classroom management and teaching (policies on making up work, tardiness, attendance, reading or reference lists, etc.).
- G. Any significant change to the section syllabus must be communicated in writing to each student enrolled in the section and the department head.

Responsible Official: Vice President, Academic and Student Affairs	
President’s Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Establishment of New College Credit or Vocational Credit Programs of Study	<u>Number</u> 213
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

In order to continue to meet the educational and training needs of the service district, Pensacola State College will consider offering additional programs of study. Such a commitment requires district-wide coordination to insure that institutional resources are best used to reach established goals.

**II. Procedure**

The following outline describes the key stages of the New Program Action process for credit programs.

- A. Proposal submitted by department head to appropriate dean.
- B. Proposal is discussed with faculty who are expected to teach in the program area, external representatives of program area, and the appropriate supervisor. BAS, BSN, AS, and certificate programs must be reviewed, as appropriate, by the respective Advisory Committee.
- C. The appropriate dean or designee completes the Needs Assessment Form (see PirateNet), identifying program needs.
- D. The Vice President, Academic and Student Affairs, considers the proposal, needs assessment, and input from internal and external stakeholders.
- E. Upon approval by the Vice President, Academic and Student Affairs, the President's Cabinet will receive the proposal as an information item and the department head will work with faculty and to the relevant dean to develop and finalize the new program curriculum and complete the New Program Request Form. New program requests must include an appropriate learning outcomes assessment plan (PSLO). The appropriate Assessment Committee can assist with the development of the plan.
- F. The department head forwards the New Program Request Form to the appropriate dean along with the program outline and New Course Request Form as necessary. A copy of the program outline in catalog form is also required to be submitted when the New Program Request Form is submitted.

- G. The appropriate dean reviews and, if approved, forwards to the Office of the Dean, Baccalaureate Studies and Academic Support, for processing.
- H. The proposal is reviewed by the Content Review Committee and, if necessary, the proposal's initiator may be asked to clarify any portion of the proposal that is unclear or incomplete.
- I. The proposal is scheduled for consideration by the Curriculum Council at the next regularly scheduled meeting. Proposal initiators will be notified of the date, place, and time of the meeting, and they are expected to appear before the Council to make an oral presentation of the proposal and answer any questions that may arise.
- J. Proposals recommended by the Curriculum Council are signed by the Dean, Baccalaureate Studies and Academic Support, and forwarded to the Vice President, Academic and Student Affairs, for approval.
- K. The Vice President, Academic and Student Affairs, will share the new program(s) with the appropriate standing administrative committees of the College. New program proposals must be approved by the President and the Board of Trustees prior to being offered.
- L. Upon approval of a new program concept that requires additional approvals such as new baccalaureate programs, the Dean, Baccalaureate Studies and Academic Support, will work with the appropriate department head, the Vice President, Academic and Student Affairs, and other stakeholders to prepare any necessary state applications.

Proposals recommended by the Curriculum Council are forwarded to the Vice President, Academic and Student Affairs, for approval. If approved by the Vice President, Academic and Student Affairs, the proposal is forwarded to the President and Board for approval. After all components of a new program have received approval, appropriate course information is submitted to the Statewide Course Numbering System. The program changes are made to the SRS Advising Screens and degree audit course files, and appropriate changes are made in the *College Catalog*.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Revision of Existing College Credit or Vocational Credit Programs of Study	<u>Number</u> 214
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

The courses included in programs of study offered by Pensacola State College are reviewed periodically to insure that students receive an education that best prepares them for their declared educational goals. These reviews, as well as curricular policy changes external to the College, often result in changes to the courses that need to be included in a program of study. Such changes must be systematically considered and effectively coordinated across the district.

**II. Procedure**

The following outline describes the key stages of the curriculum change process for credit programs.

- A. Discuss proposal with the faculty who teach in the program area. Examples of program modifications that might be needed are changing courses required the program, changing general education courses, or changing admission requirements.
- B. BAS, BSN, AS, and certificate program modifications must be reviewed by the respective Advisory Committee.
- C. Complete the Program Modification Request Form, which is located on PirateNet. In addition to the form, include current and proposed sequence of courses (i.e., copy of current catalog page and proposed modifications). Assessment data to support the proposed modification should also be included whenever possible.
- D. Once the modification form is completed, the department head will forward to the appropriate dean for approval. If approved, the dean will forward to the Office of the Dean, Baccalaureate Studies and Academic Support, for processing.
- E. The proposal will then be submitted to the Content Review Committee and, if necessary, the proposal's initiator may be asked to clarify any portion of the proposal that is unclear or incomplete.
- F. The proposal will be scheduled for consideration by the Curriculum Council at the next regularly scheduled meeting. Program initiators will be notified of the date, place, and time of the meeting, and they are expected to appear before the Council to make an oral presentation of the proposal and answer any questions that may arise. Specific rules on

the scope and time allotment for presentation have been established in order to expedite Council business.

- G. Proposals recommended by the Curriculum Council are signed by the Dean, Baccalaureate Studies and Academic Support, and forwarded to the Vice President, Academic and Student Affairs.
- H. After proposals have been approved by the Vice President, Academic and Student Affairs, appropriate course information is submitted to the Statewide Course Numbering System. The program changes are made to the SRS Advising Screens; degree audit course files and appropriate changes are made in the *College Catalog*.
- I. For program inactivation requests, an ad hoc program inactivation committee chaired by the Dean, Baccalaureate Studies and Academic Support, will be convened to review the request and prepare recommendations for the Curriculum Council. Program inactivations must include comprehensive teach-out plans to accommodate students that have not completed the program. These plans must include provisions for full-time and part-time students.
- J. The Dean, Baccalaureate Studies and Academic Support will work with the Vice President, Academic and Student Affairs, to ensure that appropriate notifications of all inactivations are reported to the Southern Association of Colleges and Schools Commission on Colleges.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Deletion of Existing College Credit or Vocational Credit Programs of Study	<u>Number</u> 215
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2


**I. Purpose**

Changes in the work place or in the career goals of students, as reflected in data reviewed during the program review process, sometimes result in the need to consider eliminating a program of study. Because of the consequences of such a decision to Pensacola State College and the students currently enrolled, program deletions must be carefully considered and managed.

**II. Procedure**

- A. The deletion of an Associate in Science degree program, an Associate in Applied Science degree program, or an Associate in Arts area of concentration generally originates with a department head or program coordinator in consultation with teaching faculty and, in the case of A.S., B.A.S., B.S. degree programs or vocational certificate programs, the program advisory committee.
- B. The department head proposing the program deletion will discuss the rationale with department heads and district faculty who teach major courses in the program.
- C. In addition, the department head proposing the deletion will insure that departments in the district that offer support and general education courses in the program of study have an opportunity to comment on the proposal.
- D. In the case of Associate in Science degree programs or vocational certificate programs the proposal to delete the program will be discussed with the program advisory committee.
- E. The department head will complete the Course/Program Action Form and forward the completed paperwork to the appropriate dean.
- F. The appropriate dean will ensure that the proposal has received district-wide review and then, if in agreement, will recommend approval and return the proposal to the department head.
- G. The Dean, Baccalaureate Studies and Academic Support, will schedule the proposal for content review. The department head may be asked to attend the Content Review meeting to answer questions about the proposal.

- H. After the Content Review the department head will make any necessary changes to the proposal and submit the original to the Dean, Baccalaureate Studies and Academic Support.
- I. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled meeting of the Curriculum Council and will include a copy of the proposal with the materials distributed, prior to the meeting, to the members of the Curriculum Council.
- J. The Curriculum Council will consider the proposal and will take one of the following actions:
  - 1. recommend approval of the proposal;
  - 2. reject the proposal; or
  - 3. table the proposal pending additional information.
- K. Once the Curriculum Council takes action on the proposal, the Dean, Baccalaureate Studies and Academic Support, will transmit the committee recommendation to the Vice President, Academic and Student Affairs, for review and approval.
- L. The signed original will be returned to the Dean, Baccalaureate Studies and Academic Support, for filing.
- M. The Dean, Baccalaureate Studies and Academic Support, will notify the department head of the decision and, if the recommendation was approved, will instruct the appropriate staff to take the necessary steps to implement the deletion of the program.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Addition of New College Credit or Vocational Credit Courses	<u>Number</u> 216
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

In order to offer instruction that is current and relevant to the needs of students, it is sometimes necessary to add new courses to programs offered by Pensacola State College. Such changes to the curriculum must be thoughtfully designed and carefully considered by the faculty and administration prior to implementation.

**II. Procedure**

- A. The creation of a new course generally originates with the discipline faculty or a department head. Other faculty or staff may suggest new courses to them. A faculty member proposing a new course will discuss the proposal with the department head.
- B. The department head will assist the faculty member in reviewing the steps involved in developing the proposal for consideration. The faculty member must draft a district course syllabus.
- C. If agreeing to recommend the proposal, the department head will arrange a meeting of all full-time district faculty and administrators who have taught in the discipline in the last two (2) academic years. Current adjuncts will be invited to attend. The purpose of the meeting will be to reach consensus on the proposed course and to agree on the content of the district course syllabus, especially the required textbook(s) and the learning outcomes.
- D. Upon development of the district course syllabus, the department head will complete the Course/Program Action Form and forward it to the appropriate dean.
- E. The appropriate dean will ensure that the proposal has received district-wide review and then, if in agreement, will recommend approval and return the proposal to the department head.
- F. The appropriate dean will submit the form, with the district course syllabus attached, to the Dean, Baccalaureate Studies and Academic Support.
- G. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled Content Review Committee meeting. The department head may be asked to attend the Content Review meeting to answer questions about the proposal.

- H. After the Content Review Meeting the department head will make any necessary changes to the form and submit an original to the Dean, Baccalaureate Studies and Academic Support.
- I. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled meeting of the Curriculum Council and will include a copy of the proposal with the materials distributed, prior to the meeting, to the members of the Curriculum Council.
- J. The Curriculum Council will consider the proposal and will take one of the following actions:
  - 1. recommend approval of the proposal;
  - 2. reject the proposal; or
  - 3. table the proposal pending additional information.
- K. Once the Curriculum Council takes action on the proposal, the Dean, Baccalaureate Studies and Academic Support, will transmit the committee recommendation to the Vice President, Academic and Student Affairs, for review and approval.
- L. The signed original will be returned to the Dean, Baccalaureate Studies and Academic Support, for processing and filing.
- M. The Dean, Baccalaureate Studies and Academic Support, will notify the department head of the decision of the President and, if the course was approved, will instruct the appropriate staff to take the necessary steps to implement the course.
- N. If there are fees approved for the course, the Dean, Baccalaureate Studies and Academic Support, will request that the Vice President, Business Affairs, submit the fee to the Board of Trustees for action.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Revision of Existing College Credit or Vocational Credit Courses	<u>Number</u> 217
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

As the body of knowledge in a discipline or technology advances, or as policies change at the Pensacola State College, or as a result of program review, it is necessary to revise course content or methods of delivery. Since the impact of these changes reach across the district, they need to be closely coordinated.

**II. Procedure**

- A. The revision of the content or management of an existing course generally originates with the discipline faculty, however it may originate at any level. A faculty member proposing changes to an existing course will discuss the proposal with the department head.
- B. The department head will assist the faculty member in reviewing the steps involved in developing the proposal for consideration. If the proposed changes include items required in the district course syllabus, the faculty member must draft the necessary changes to the district course syllabus.
- C. If the department head agrees to recommend the proposal, he or she will arrange a meeting of all full-time district faculty and administrators who have taught the course in the last two (2) academic years. Current adjuncts who have taught the course may be invited to attend. The purpose of the meeting will be to review the proposal and reach consensus on the proposed changes, including revisions to the district course syllabus.
- D. The department head will complete the appropriate parts of the Course/Program Action Form and forward it to the appropriate dean. Attached to the form will be a copy of the current district course syllabus and a copy of the proposed syllabus.
- E. The appropriate dean will insure that the proposal has received district-wide review and then, if in agreement, recommend approval and return the proposal to the department head.
- F. The department head will submit the form, with the district course syllabus attached, to the Dean, Baccalaureate Studies and Academic Support.
- G. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled Content Review Committee meeting. The department

head may be asked to attend the Content Review meeting to answer questions about the proposal.

- H. After the Content Review meeting the department head will make any necessary changes to the form and submit an original proposal to the Dean, Baccalaureate Studies and Academic Support.
- I. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled meeting of the Curriculum Council.
- J. Once the Curriculum Council reviews the proposal, the Dean, Baccalaureate Studies and Academic Support, will transmit the committee recommendation to the Vice President, Academic and Student Affairs, for review and approval.
- K. The signed original will be returned to the Dean, Baccalaureate Studies and Academic Support, for processing and filing.
- L. The Dean, Baccalaureate Studies and Academic Support, will notify the department head of the decision and, if the revision was approved, will instruct the appropriate staff to take the necessary steps to implement the changes.
- M. If fee changes are included in the approved revisions, the Dean, Baccalaureate Studies and Academic Support, will request that the Vice President, Business Affairs, submit the fee to the Board of Trustees for action.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Inactivation of Existing College Credit or Vocational Credit Courses	<u>Number</u> 218
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

Either lack of student demand or changes to programs of study occasionally negate the need for Pensacola State College to continue to offer a particular course. The inactivation of such courses needs to be coordinated and communicated across the district.

**II. Procedure**

- A. The request to inactivate a course usually originates either because of an administrative review of course enrollments, or revisions to a program of study or program review. In any case it is usually the department head who initiates the form.
- B. The department head will notify all full-time district faculty and administrators who have taught the course on a regular basis as well as any other department head or program coordinator who may be affected by the inactivation of the course. The purpose of the notification will be to insure that the full impact of eliminating the course is understood.
- C. After allowing time to consider comments, the department head will complete the appropriate parts of the Course/Program Action Form and forward it to the campus provost. Attached to the form will be a copy of the current district course syllabus.
- D. The appropriate dean will ensure that the proposal has received district-wide review and then, if in agreement, recommend approval and return the proposal to the department head.
- E. The department head will submit the form, with the district course syllabus attached, to the Dean, Baccalaureate Studies and Academic Support.
- F. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled Content Review Committee meeting. The department head may be asked to attend the Content Review meeting to answer questions about the proposal.
- G. After the Content Review meeting the department head will make any necessary changes to the form and submit an original proposal to the Dean, Baccalaureate Studies and Academic Support.

- H. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled meeting of the Curriculum Council and will include a copy of the proposal with the materials distributed, prior to the meeting, to the members of the Curriculum Council.
- I. The Curriculum Council will consider the proposal and will take one of the following actions:
  - 1. recommend approval of the proposal;
  - 2. reject the proposal; or
  - 3. table the proposal pending additional information.
- J. Once the Curriculum Council takes action on the proposal, the Dean, Baccalaureate Studies and Academic Support, will transmit the committee recommendation to the Vice President, Academic and Student Affairs, for review and approval.
- K. The signed original will be returned to the Dean, Baccalaureate Studies and Academic Support, for processing and filing.
- L. The Dean, Baccalaureate Studies and Academic Support, will notify the department head of the decision and, if the recommendation was approved, will instruct the appropriate staff to take the necessary steps to inactivate the course at the College and have it deleted from the Statewide Course Numbering System list for the College.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Using Distance Learning to Deliver Instruction	<u>Number</u> 219
Related Policy:	N/A	<u>Page</u> Page 1 of 2

**I. Purpose**

Teaching and learning are accomplished at the College in a variety of ways in order to meet student needs. The College seeks to ensure the quality and integrity of each course, and to establish a degree of consistency in terms of presentation regardless of location or method of delivery.

**II. Procedure**

- A. Any college credit course at the College may be taught via distance learning.
- B. The College has in place a rigorous peer review process for the development of new distance learning courses. Following approval by the Vice President of Academic Affairs, the appropriate Academic Department Head submits a Request to Develop form to the eLearning Department. The assigned course developer (subject expert) then works closely with an Instructional Technologist to prepare the course for peer review. When ready, a group of three to five peer reviewers is assembled to review the course. Upon successful completion of the peer review, the course may be placed on the course schedule. In addition to the standards which guide the course development process (Quality Matters), all distance learning courses must meet the following criteria:
  - 1. The equivalent of fifteen classroom instructional hours must be planned for each credit hour awarded. These hours may consist of a variety of structured student activities.
  - 2. Commercially prepared materials must reflect current theory and practices and support the major learning outcomes and specific performance objectives included in the district course syllabus. These materials may be enhanced through the production of supplemental lessons and focused assignments.
  - 3. The section syllabus must have necessary information for instructor/student interaction to include: instructor's phone number, E-mail address (if available), directions for using the instructor's voice mail and for contacting the instructor directly.
  - 4. The instructor shall contact each student who fails to complete any assignment or test by the announced deadline.
  - 5. The course orientation shall be presented within the first two weeks of scheduled student activities.

6. The instructor shall conduct review activities.
7. The instructor shall record at least five interactions with each student. One must be the orientation session, and the others will be a combination of written and E-mail correspondence, telephone communication, and review sessions.
8. The instructor shall respond promptly to each student inquiry, normally within two work days.
9. Normally, homework assignments and test results shall be returned to students within two weeks of receipt.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Procedure for Operation of Advisory Committees	<u>Number</u> 220
Related Policy:	Advisory Committees – 6Hx20-2.003	<u>Page</u> Page 1 of 2

**I. Purpose**


To establish a process for the operation of Advisory Committees for workforce programs.

**II. Procedure**

The advisory committee must operate to provide the means for a curriculum to remain relevant to the mission of the program (business, industry, university, etc.). Advisory members provide an informed viewpoint that is invaluable to the educational process.

- A. The advisory committee should create a partnership between workforce education programs and the businesses, industries, and communities they serve.
- B. Each committee will select a chairman at the first meeting each college year and will agree upon operational procedures for meetings held that year.
- C. Staff support should be provided by the Pensacola State College contact, department head, program coordinator, or project director in the following ways:
  - 1. Notification of meetings;
  - 2. Planning and preparation of agenda;
  - 3. Recording of minutes;
  - 4. Submitting appropriate materials and committee recommendations to the appropriate dean for action and to the Dean, Workforce Education and Vocational Support for filing.
- D. Each advisory committee shall meet at least twice a year.
- E. Minutes will be recorded and a copy submitted to the Office of the Dean, Workforce Education and Vocational Support, for filing.
- F. The role of the committee is to:
  - 1. Advise regarding marketing the program and recruiting of students;
  - 2. Review curriculum for meeting business and industry needs and make recommendations for any curriculum changes;
  - 3. Evaluate program effectiveness;
  - 4. Assist in planning student placement strategies; and

5. Offer other advice concerning the program, as requested by the College.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Preview and Purchase of Computer Software to Support Instruction (Fund 1 and Fund 2)	<u>Number</u> 221
Related Policy:	N/A	<u>Page</u> Page 1 of 1


**I. Purpose**

To ensure software compatibility with Pensacola State College equipment; to consolidate the process of ordering all instructional computer software to enable timely follow-through with vendors.

**II. Procedure**

- A. Demonstration copies of computer software may be requested by faculty, staff, and students and the request should be submitted to the Information Technology Services (ITS) Department.
- B. Upon receipt of the demonstration software, the requestor is notified of its availability.
- C. If requestor accepts software for purchase, the ITS Department approves and forwards the purchasing requisition to the Comptroller's Office for ordering.
- D. If the material is not accepted for purchase or if a demonstration copy must be returned, it is returned to the vendor by the requestor or the ITS Department.
- E. Instructional computer software requests may be initiated by faculty, staff, and students and should be submitted to the ITS Department.
- F. After previewing, reviewing, searching, and verifying, the ITS Department should forward the requisition to the requestor's department head or forward for administrative signatures prior to order. Justification forms should be attached to all computer software requests.
- G. Computer software being ordered for administrative rather than instructional use may be ordered directly from department funds.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Procedures for Obtaining Approval for Offering Continuing Workforce Education	<u>Number</u> 222
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 4

**I. Purpose**

To outline a procedure for obtaining approval for offering continuing workforce education courses.

**II. Procedure**

**A. New Continuing Workforce Education Request (with lab or other fees less than \$500)**

1. Coordinator, Continuing Workforce Education, initiates course/section request form and course syllabus/outline proposal form.
2. Coordinator, Continuing Education, forwards course/section request form and course syllabus/outline proposal form for approval to the Dean, Continuing Workforce Education and Vocational Support.
3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
4. The Dean, Workforce Education and Vocational Support, initiates a memorandum for the approval of the course/section request form and forwards it to the Vice President, Academic and Student Affairs, for approval.
5. If approved by the Vice President, Academic and Student Affairs, the request is forwarded to the President for approval.
6. The Dean, Workforce Education and Vocational Support, forwards the original of the course/section request form to the Dean, Baccalaureate Studies and Academic Support.
7. Upon receiving the approved memorandum, the Dean, Baccalaureate Studies and Academic Support, assigns a course number to the course/section request form.
8. Dean, Baccalaureate Studies and Academic Support, then forwards a copy of the approved memorandum with the new course number noted on it to the Bursar's Office, Coordinator, Continuing Education, and Admissions/Registrar Specialist in the Admission/Registration Office.
9. Dean, Baccalaureate Studies and Academic Support, forwards the course/section request form with course number noted to the Admissions/Registrar Specialist in the Admissions/Registration Office.
10. The Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
11. Quarterly, the Senior Administrative Secretary for Corporate Services/Workforce and Economic Development will prepare a list of the courses to send to the Vice

President, Business Affairs, to report to the Board of Trustees as an information item.

- B. New Continuing Workforce Education Request (with lab or other fees \$500 or over)  
New courses with lab or other fees \$500 and over must have formal Board approval. In case of insufficient time to meet deadlines for submitting documents for approval at the next Board meeting, the president may approve the request with this action ratified by the Board at the next available Board meeting.
1. Coordinator initiates Course/Section Request Form accompanied by course syllabus/outline proposal form.
  2. Coordinator forwards course/section request form for approval to the Dean, Workforce Education and Vocational Support.
  3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
  4. The Dean, Workforce Education and Vocational Support, initiates an approval memorandum for the course/section request form and forwards it to the Office of the Vice President, Academic and Student Affairs, for approval.
  5. If approved by the Vice President, Academic and Student Affairs, the request is forwarded to the President for approval.
  6. Dean, Baccalaureate Studies and Academic Support, then forwards a copy of the approved memorandum with the new course number noted on it to the Bursar's Office, Coordinator, Continuing Education, and Admissions/Registrar Specialist in the Admissions/Registration Office.
  7. The Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
  8. Twice a year the Dean, Workforce Education and Vocational Support, compiles a memorandum to the Board summarizing the President's Approval memorandums for that period of time.
- C. Existing Corporate Services/Workforce and Economic Development Course Request (with no fee changes)
1. Coordinator initiates course/section request form.
  2. Coordinator forwards course/section request form for approval to the Dean, Workforce Education and Vocational Support.
  3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
  4. The Dean, Workforce Education and Vocational Support, forwards the original of the course/section request form to the Admissions/Registrar Specialist in the Admissions/Registration Office.
  5. The Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
- D. Existing Corporate Services/Workforce and Economic Development Course Request (with fee change \$500 or under)

1. A section request form is initiated by training coordinator or department head.
  2. Signature for approvals of section request form is obtained in the following order: department head/coordinator, dean/appropriate administrator, and Director, Corporate Services/Workforce and Economic Development.
  3. Course/Section Request Form is returned to the Senior Administrative Secretary for Corporate Services/Workforce and Economic Development to prepare a memorandum from the Director to the President requesting approval of the fee change.
  4. The approval memorandum is returned to the Senior Administrative Secretary for Corporate Services/Workforce and Economic Development who will then send a copy of the approval memorandum and the section request to the Data Scheduling Specialist in the Admissions Registration Office who will assign a section number.
  5. The Senior Administrative Secretary for Corporate Services/Workforce and Economic Development also will forward a copy of the approval memorandum to the Bursar's Office for fee verification.
  6. Quarterly, the Senior Administrative Secretary for Corporate Services/Workforce and Economic Development will list the courses with changes on a memorandum from the Director to the Vice President, Business Affairs, to report to the Board as an information item.  
Note: Board/President approval is not required for new vocational supplemental course section requests with no lab or other fees.
- E. Existing Corporate Services/Workforce and Economic Development Course Request (with fee change over \$500).
1. Coordinator initiates a section request form
  2. Coordinator forwards course/section request form for approval to the Dean, Workforce Education and Vocational Support.
  3. The course/section request form is reviewed and approved by the Dean, Workforce Education and Vocational Support.
  4. The Dean, Workforce Education and Vocational Support, initiates an approval memorandum for the course/section request form and forwards it to the Office of the Vice President, Academic and Student Affairs, for approval.
  5. If approved by the Vice President, Academic and Student Affairs, the request is forwarded to the President for approval.
  6. Dean, Baccalaureate Studies and Academic Support, then forwards a copy of the approved memorandum with the new course number noted on it to the Bursar's Office, Coordinator, Continuing Education, and Admissions/Registrar Specialist in the Admissions/Registration Office.
  7. The Admissions/Registrar Specialist in the Admissions/Registration Office assigns a section number to the course/section request form.
  8. Twice a year the Dean, Workforce Education and Vocational Support, compiles a memorandum to the Board summarizing the President's Approval memorandums for that period of time.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017

A handwritten signature in blue ink, appearing to read "E. Meadows", is written over the "President's Signature:" label.



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Involuntary Call to Military Active Duty	<u>Number</u> 223
Related Policy:	Refunds – 6Hx20-3.005	<u>Page</u> Page 1 of 2

**I. Purpose**

A currently enrolled student who is called to active duty military service or a currently enrolled active duty service member who is transferred during a current term will have the following options:

- A. The student may drop, outside of the normal drop period, the courses in which he or she is registered and receive a full refund of any tuition paid. All courses will be removed from the student's record. See "Procedure" below.
- B. The student and instructor(s) may reach an agreement allowing the student to make up any missed work by a certain date as decided by the instructor(s). The deadline date for incomplete work may not exceed one (1) year. A grade of "I" (incomplete) will remain on the student's record until the work is completed. If the work is not completed by the deadline date, the grade of "I" becomes an "F."
- C. The student may withdraw from the classes with no refund. A final grade of "W" will be assigned in each class.

**II. Procedure**

- A. The official military orders must be presented to any College advisor.
- B. If the student is unable to submit a copy of the official military orders because of the sudden and unexpected departure required by those orders, the student should appoint someone to act on his or her behalf. The appointment must be granted in writing, and the written document must specify by name the person who will be acting for the student. If the student has given Power of Attorney to any individual, a copy of the Power of Attorney must be submitted.
- C. If the student was certified to receive veteran educational benefits, the Veterans Administration (VA) Specialist at the College will notify the appropriate VA administration office of the student's withdrawal for active duty purposes.
- D. The withdrawal will be processed as follows:

1. Tuition and course fees will be completely refunded to the student. In the event that the student's tuition and fees were paid by any other means, the refund will be generated to the appropriate accounts.
2. All courses in which the student was registered at the time of the withdrawal will be removed from the student's educational record.
3. A student receiving financial assistance will be subject to the federal return of Title IV funds policy as required by law.
4. If a student is eligible for Title IV funds, the College must complete the Return of Title IV Funds Calculation required by statute and regulation: 34 CFR s. 668.22. If the calculation requires the return of funds to any Title IV program, the College must return those funds. In many cases, the return of funds by the College will reduce the student's loan debt. The College is not required to, and will not attempt to, collect an overpayment of grant funds based on the Return of Title IV Funds Calculation for such a student. The College will not contact the student, notify National Student Loan Data System, or refer the overpayment to the Federal Department of Education in these cases.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Procedures for Placement Testing	<u>Number</u> 301
Related Policy:	Admissions Policies – 6Hx20-3.001	<u>Page</u> Page 1 of 1

**I. Purpose**

To define procedures for testing first-time-in-college students who intend to enter degree programs.

**II. Procedure**

- A. Student makes application to Pensacola State College.
- B. Student is reviewed for possible testing exemption according to Senate Bill 1720. If not eligible, student is referred to Testing Center with testing referral form; testing needs are then assessed.
- C. Students taking any course in English or Mathematics must be tested.
- D. Transient students are exceptions and do not require testing. Special and transfer students must participate in testing when enrolling in Mathematics or English courses, but may be exempt from testing when seeking enrollment for other courses.
- E. After testing, scores are generated and entered into the computer. Test analysis reports are generated for use by advisors.

Responsible Official:	Dean, Student Services
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Procedure for Refund of Student Fees	<u>Number</u> 302
Related Policy:	Refunds – 6Hx20-3.005	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for return of student fees.

**II. Procedure**

A. Before Official Deadline for each term:

1. Schedule Adjustment Form completed by student.
2. Form taken to Registrar's Office, information is entered into the computer system and student is given a new schedule.

B. After Official Deadline for each term.

1. Schedule adjustment notice and "Student request for refund after published drop/add dates" are completed by student. A counselor then reviews request, discusses/advises student of options available, notes his or her recommendation and forwards to the Vice President, Business Affairs, or designee, for final decision.
2. Refund is granted if completed information with documentation follows College guidelines. Approved refund requests are routed to Bursar, Financial Aid, and the Registrar for processing.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Govern the Manner in Which College Patrons are Related To the College	<u>Number</u> 303
Related Policy:	Occupational Laboratory Production – 6Hx20-3.007	<u>Page</u> Page 1 of 1

**I. Purpose**


To provide procedures for College patron sources.

**II. Procedure**

The College may provide certain goods or services to the individual residents of the College service district and to special categories of employees through its workforce programs. Such activities must adhere to the following procedures:

- A. Each department shall develop guidelines pertinent to the specific goods or services it offers. Those guidelines shall address the following:
  - 1. Schedule of charges;
  - 2. Description of goods or services;
  - 3. Procedures for the collection and control of all cash; and
  - 4. Procedures for the acquisition and storage of any product inventory.
- B. All prices, fees, guidelines, and revisions of such items must be approved by the Board of Trustees.

Responsible Official:	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Handling of Personal Emergencies for Students	<u>Number</u> 304
Related Policy:	Student Rights and Responsibilities – 6Hx20-3.010	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide emergency information to students in the classroom.

**II. Procedure**

- A. All incoming calls or requests to locate students concerning any emergency are referred to the Public Safety Department central dispatch on the Pensacola campus.
- B. The Public Safety Department makes a determination as to the seriousness or legitimacy of the emergency.
- C. In the case of death, serious injury, or sickness of family members, the Public Safety Department will notify the appropriate campus administrator prior to locating the students in class and give them the message.
- D. If the emergency message does not meet the guidelines for a delivery by a College Public Safety/Police officer in Section C., then the Public Safety Department will consult with the Vice President, Administrative Services and General Counsel, regarding the message.

Responsible Official:	Vice President, Administrative Services and General Counsel	
President's Signature:		Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Formation and Recognition of Student Organizations	<u>Number</u> 305
Related Policy:	Student Activities, Clubs, and Organizations – 6Hx20-3.011	<u>Page</u> Page 1 of 1


**I. Purpose**

To certify the legitimacy of groups requesting recognition and rights.

**II. Procedure**

- A. The student groups consult with the Student Activities Coordinator on each campus and provide him or her with the following:
1. A statement of purpose;
  2. Five (5) copies of proposed constitution;
  3. A list of bylaws incorporating the Pensacola State College Anti-Hazing policy, the College Equal Access/Equal Opportunity policy, and the 2.0 Minimum GPA policy (outlined in the Student Handbook);
  4. The name of an approved full-time employee advisor who has been informed of his or her responsibilities and liabilities; and
  5. A list of prospective (College student) members.
- B. A charter request is then submitted to the Vice President, Academic and Student Services or designee, for review and signature.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Suspension of Student Organizations	<u>Number</u> 306
Related Policy:	Student Activities, Clubs, and Organizations – 6Hx20-3.011	<u>Page</u> Page 1 of 1


**I. Purpose**

To have a means to remove a student organization that fails to abide by Pensacola State College policies.

**II. Procedure**

- A. Charges of impropriety, misconduct, lack of leadership, lack of an advisor, or failure to fulfill responsibilities are forwarded to the campus Student Activities Coordinator by students, faculty, or administration.
- B. The Student Activities Coordinator may act on the case or send it to the Director, Student Conduct, if an organization has violated the College's Code of Student Conduct.
- C. An organization may appeal any action taken against it by using the appeals system as outlined in the student grievance section of the Student Handbook.

Responsible Official:	Vice President, Administrative Services and General Counsel
President's Signature:	Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Visits of Campus Recruiters	<u>Number</u> 307
Related Policy:	Student Activities, Clubs, and Organizations – 6Hx20-3.011	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide our students and staff with information from other educational institutions.

**II. Procedure**

- A. The recruiters contact the Director, Student Recruitment and Outreach, and request to visit our campus.
- B. The Office of College Recruitment and Outreach then arranges for the visiting recruiters to meet with the Director to go over the intention of the recruiters' visit to our campus. Once it's determined by the Director that the visit is beneficial to our students, the office then arranges for a table in the Student Center.
- C. The Office of College Recruitment and Outreach arranges for publicity through the student email system known as PirateMail.
- D. The Office of College Recruitment and Outreach welcomes the recruiters to campus and makes sure physical arrangements are satisfactory.
- E. The Director, Student Recruitment and Outreach, reserves the right to deny any college or university permission to visit or recruit on campus that exhibits or is perceived to exhibit unethical recruiting practices.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Library District Procedure for Library Fines and Assessments	<u>Number</u> 308
Related Policy:	Policy 3.004 Student Fees and Tuition	<u>Page</u> Page 1 of 2

**I. Purpose**

Fines are imposed not to increase the library's funds, but, rather to ensure the timely return of library materials so that these materials will be available for other library users.

**II. Procedure**

A. Library fine schedule for overdue items:

1. Books

- a. The fine for books is \$0.25 per day with a 5-day grace period. Fines do not accrue on weekends or holidays. A minimum fine of \$1.25 will be charged.
- b. Book fines are capped at \$20.00 per book. For books not returned, see Section C.

2. Reserve Materials

- a. The fine for reserve materials is \$1.00 per day whether circulated or for library use only.
- b. Reserve materials fines are capped at \$20.00 per item.

3. Audio Visual Materials

- a. For a 7-day circulation with a maximum of two (2) items per borrower, the fine is \$1.00 per day per item.
- b. Audio visual fines are capped at \$20.00 per item.

B. The replacement cost of a library loan card is \$5.00.

C. Lost Materials

1. When an item becomes four (4) months overdue, the item will be declared lost. A flat fee replacement cost of lost library materials will reflect the market value of the material as well as the cost of declaring the material lost, repurchasing cost, and processing replacement materials.


- a. Replacement Cost. A flat fee of \$70.00 per item will be designated as the cost of a lost book or audio visual material. The patron will have the option of providing the Library with an exact replacement copy of the lost book or audio visual material in lieu of the \$70.00 replacement cost. A processing fee of \$20.00 will be charged.

- b. When materials on loan are returned physically damaged, the borrower is responsible for the cost of the material or the cost of repair. The Circulation Librarian will assess a damage fee for items damaged by the user. If an item is damaged beyond repair, the Circulation Librarian will assess the \$70.00 replacement cost of the item.

D. Refund Policy

If an individual returns library material for which he or she has paid the replacement cost within four (4) months of payment, a refund will be requested from the Cashier's Office for the replacement cost minus a \$20.00 processing fee.

- E. All fines and lost book fees collected will be entered into library account number 73001 for the sole purpose of purchasing library books or audio visual materials.

Responsible Official: Vice President, Academic and Student Affairs
President's Signature:  Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Fee Scholarships and Waivers	<u>Number</u> 309
Related Policy:	Fee Waiver – 6Hx20-3.003	<u>Page</u> Page 1 of 4

**I. Purpose**

To provide an overview of and to authorize procedural processes to accommodate College and State waivers for use at Pensacola State College.

**II. Procedure**

**A. Financial Aid Fee Scholarships**

1. Financial Aid Fee Scholarships are awarded from the financial aid fees collected as part of the standard tuition charged to students. Generally, financial aid fee scholarships are awarded to students in recognition of a distinctive personal accomplishment, service to the institution, or special skill. A majority of students receiving financial aid fee scholarships must exhibit financial need. Guidelines and program specific procedures which outline approved programs, funding limitations, and student eligibility criteria will be maintained through the Office of Financial Aid.
2. Scholarships and grants may be awarded to groups which are recognized by and are of benefit to the College, including but not limited to:
  - a. Students with high scholastic achievement as evidenced by grade point average and appropriate recommendations.
  - b. Outstanding graduates from high schools within the service district.
  - c. Students with demonstrated academic progress who exhibit commitment and motivation to succeed in their program of study and career field.
  - d. Students demonstrating talent in one of the Co-curricular activities such as voice or instrumental music, drama, student government association and Brain Bowl.
  - e. Students demonstrating talent in intercollegiate athletic programs.
  - f. Students with special and extraordinary needs not included in one of the above categories.

**B. Employees and Employee Dependent Fee Scholarships**

1. Fee scholarships are available for employees and their dependents to pursue educational programs offered at the College. Continuing Workforce Education and Recreation and Leisure classes are not eligible for employee and employee dependent fee waivers. Employees must have been employed full-time by the Pensacola State College for at least six (6) months to be eligible for fee waivers or fee scholarships. Fee waivers/scholarships are limited to 24 college credit or equivalent clock hours per year for lower and upper level classes.

2. An eligible dependent is the son, daughter, current spouse, legal dependent, stepson, or stepdaughter not over the age of twenty-six (26) who is receiving over 50% support from an eligible full-time College employee.
3. Employees and their dependents must complete a Free Application for Federal Student Aid to determine the availability of other scholarship moneys for their educational pursuits. The Employee and Employee Dependent Fee waiver/scholarship will pay fees only after other forms of financial aid have been applied. Faculty are exempted from this by the Collective Bargaining Agreement.
4. The employee and employee dependent waiver/scholarship apply only to the standard in-state fees and do not cover application fees, lab fees, distance learning fees, insurance fees, textbooks or other instructional materials, or any fee other than the standard in-state fees. Out-of-state fees (including the Alabama differential fees) and third attempt fees are not eligible for employee or employee dependent fee waivers/scholarships.
5. The fee waiver/scholarship can be used for lower or upper level courses and the applicant must meet all admissions requirements established by the College and the academic program. In addition, the applicant must maintain satisfactory standards of progress for the program in which they are enrolled in order to remain eligible for a fee waiver/scholarship. Faculty members are not subject to the maximum attempted credits timeframe in determining eligibility for the waiver/scholarship. However, faculty dependents must maintain satisfactory standards of progress for the program in which they are enrolled in order to remain eligible for a fee waiver/scholarship.
6. Persons who are denied a fee waiver/scholarship may appeal to the Vice President of Business Affairs who will review the situation to determine if there are mitigating circumstances. The Vice President will make a final determination and may impose additional criteria to a fee waiver/scholarship award in order to approve further fee scholarship.

C. Out-of-state fee waivers

1. Florida high school graduates - Out-of-state fees may be waived for students, including, but not limited to, students who are undocumented for federal immigration purposes, who meet the following conditions:
  - a. Attended a secondary school in Florida for three consecutive years immediately before graduating from a Florida high school;
  - b. Applied for enrollment in an institution of higher education within 24 months after high school graduation;
  - c. Submitted an official Florida high school transcript as evidence of attendance and graduation.

The waiver is applicable for 110% of the required credit hours of the degree or certificate program for which the student is enrolled. Guidelines and program specific procedures will be maintained thru the Office of Financial Aid.

2. Veterans and other eligible students - Out-of-state fees may be waived for veterans and other eligible students who meet the following conditions:

- a. Honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines and Navy) and the National Guard (Army and Air) who physically reside in Florida while enrolled in the College.
- b. Any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs beginning July 1, 2015, who physically resides in Florida while enrolled in the College.
- c. Evidence of eligibility may include:
  - 1) A current Florida driver license or Florida identification card to demonstrate physical residence in Florida;
  - 2) Military separation documentation showing release or discharge from active duty (e.g. DD Form 214) to demonstrate veteran and discharge status; or
  - 3) Documentation from the United States Department of Veterans Affairs that the student requesting the out-of-state fee waiver is eligible for educational assistance.

D. Vocational Waivers - Vocational waivers are authorized in an amount not to exceed 8% of the revenues that would otherwise be collected in a fiscal year. Awards of vocational waivers may be made to individual students or to groups of students meeting specified criteria. Vocational waivers can only be used to pay for clock hour vocational programs or adult education fees.

E. Full Cost of instruction – Third Attempt Appeal Waivers

Waiver of the fee for the full cost of instruction for students repeating college preparatory courses may be granted under the following circumstances, if the circumstances are determined by the College to be exceptional and beyond the control of the student:

1. Serious illness;
2. Documented medical condition preventing completion;
3. Death of an immediate family member;
4. Involuntary call to active military duty;
5. Documented learning disability;
6. English as a second language background;
7. Documented change in conditions of employment;
8. Other emergency circumstances or extraordinary situations such as disasters;
9. Natural disasters; or
10. Financial hardship.

The criteria for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered. The exception for financial hardship should be granted only if the student has demonstrated reasonable effort to succeed in the course.

Students who withdraw from or fail a class may be granted an exception only once for each class.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 05/10/2022

A handwritten signature in blue ink, appearing to read "E. J. Meadows".

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Fee Changes	<u>Number</u> 310
Related Policy:	Policy 3.004 Student Fees and Tuition	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure to manage fee changes in compliance with Florida Statute 1009.23.

**II. Procedure**

Florida Statutes 1009.23 requires transparency for fee changes so that changes to fees are known and easily accessible. To comply with the regulatory requirements the College will do the following when considering fee changes.

1. Public notice of the fee change will be provided through normal means as well as all enrolled students will be notified of proposed changes via email 28 days prior to Board consideration. The notice that is provided must include the following:
  - a. The date and time of the meeting at which the proposal will be considered,
  - b. Specifically outline the details of existing tuition and fees, including how such tuition and fees are expended; the rationale and necessity for the proposed increase; and how the funds from the proposed increase will be used.
2. The College is required to post the notice on the College website where it is easily accessible and issue a press release.
3. Proposed fee increases will have to be approved by a supermajority vote of the Board of Trustees.

Responsible Official: Vice President Business Affairs

President's Signature:



Date: 10/20/2022



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Disposition of Official Records of Student Grievances/Appeals	<u>Number</u> 311
Related Policy:	Student Rights and Responsibilities – 6Hx20-3.010	<u>Page</u> Page 1 of 1

**I. Purpose**

To clarify results of academic and non-academic student grievances and appeals. To clarify who may receive copies of the unofficial records and under what circumstances.

**II. Procedure**


**A. Academic Grievances and Appeals**

1. These are handled through the Office of the Vice President, Academic and Student Affairs.
2. The Vice President, Academic and Student Affairs, will be the official custodian of these records which will serve as the College's official document file.
3. Copies of the official letters of notification sent to the grievants will be sent to the dean responsible for the class or program involved.

**B. Non-Academic Grievances and Appeals**

1. These are handled through the Office of Student Conduct.
2. The Director, Student Conduct, will be the official custodian of these records which will serve as the College's official document file.

- C. Within the constraints of state and federal student privacy laws, copies of grievance/appeal records may be provided consistent with College policy regarding public records, i.e., formal request, reimbursement of cost of production, etc.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Granting Course Substitutions	<u>Number</u> 312
Related Policy:	Course Substitutions Requirements for Disabled Students – 6Hx20-3.017	<u>Page</u> Page 1 of 3

**I. Purpose**

To provide procedures for granting course substitutions for all students not based on disabling conditions.

To provide procedures for granting course substitutions for students who have qualifying disabilities: 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 other condition as defined under Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and Rule 6H-1.041, F.A.C. However, such substitutions shall not constitute a fundamental alteration in the nature of the program for which the substitution is requested.

**II. Procedure**

A. Category I: Substitutions available to all students (not based on disabling condition)

1. Course Substitution Form must originate with the appropriate department head. The form may be initiated by an academic advisor, program coordinator, etc., but may not be processed without department head approval.
  - a. Course substitutions for the Associate in Arts degree will be reviewed by the department head with responsibility for the required course.
  - b. Course substitutions for the Bachelor of Applied Science (BAS) degree programs, Bachelor of Science (BS) degree programs, advising tracks for the Associate in Arts (AA) degree programs, Associate in Science (AS) degree programs, Associate in Applied Science degree programs, and programs leading to certificates or diplomas must be reviewed by the department head with responsibility for the program. Approval from the department head with responsibility for the course will also be required.
2. The Registrar or designee will verify that the approved substitution will not adversely affect the student's anticipated graduation or transfer plans. If transcripts and transfer data are required for the decision, the Registrar or designee will review the information using electronic or paper documents via standard procedures. If there is a graduation or transfer issue, the Registrar or designee will confer with the appropriate department head(s).
3. The completed Course Substitution Form will be filed in the student's permanent educational record at Pensacola State College. The student will be notified of the decision by PirateMail which is the institutional email system, with copies of the

email to the appropriate department heads. The recording of all approved course substitutions will be in place in the computerized Student Record System with information available to advisors, department heads, program managers, the Financial Aid Office, and Veteran Services.

4. Student questions and concerns regarding the course substitution should be directed to the department head with responsibility for the program.
5. The student may appeal a substitution decision by requesting a review by the Vice President, Academic and Student Affairs.

B. Category II: Substitution for general education requirements (based on disabling condition)

1. Any student with a disabling condition who requests or has been advised to seek substitution based on the disability should initiate the process by contacting the Student Resource Center for ADA Services (SRC) and request an appointment for discussion of course substitution eligibility.
2. The student is responsible for providing the SRC with documentation of the disability.
3. Substitutions can be made from the following list by submitting a request for the substitution, in writing, to the SRC, who will notify the appropriate department head and dean.

NOTE: Selection for AA, AS, and AAS transfer students should be made with consideration given to program requirements at the institution to which the student wishes to transfer. BAS, BSN, AS, and AAS students should confer with the head of the department responsible for the program in which they are enrolled.

- a. Substitutions for ENC1101 and ENC1102 (English Composition I and II)  
Degree-seeking students should consult with the head of the department responsible for the program.
- b. Substitutions for General Education Mathematics Requirements
  - i. CGS1570 Computer Concepts & Applications;
  - ii. COP1510 Programming Concepts I (pre-requisite for this course is CGS1570);
  - iii. PHI2100 Logic;
  - iv. Natural Sciences when appropriate for transfer; or
  - v. Course established by the State Department of Education as eligible for mathematics substitution will be considered.

C. Category III: Substitutions under special consideration

In the event that a student with a disability wishes to request a substitution for courses not covered in Category II, the following procedure will be used to make the determination:

1. Any student with a disability may initiate the substitution process by contacting the Student Resource Center for ADA Services (SRC) and requesting an appointment for discussion of course substitution eligibility.
2. The student will be responsible for providing the SRC with documentation of the disability.
3. Upon receiving appropriate documentation, the SRC will confirm the documentation and coordinate a meeting with the respective department heads to determine the appropriate substitution, if any.  
NOTE: Selections for BAS, BS, AA, AS, and AAS transfer students should be made with consideration given to the program requirements of the institution to which the student intends to transfer.
4. The recommended substitution will be submitted to the appropriate academic dean for approval.
5. The student will be notified of the decision by PirateMail with copies of the email to the appropriate department heads and the SRC. The recording of all approved course substitutions will be in place in the computerized Student Record System with information available to advisors, department heads, program managers, the Financial Aid Office, and Veteran Services.
6. If this substitution is denied by the academic dean, the student will be given a written explanation of the reason(s). The student may appeal the decision by requesting an ad hoc committee review. The ad hoc committee shall be comprised of the Dean, Baccalaureate Studies and Academic Support, Dean, General Studies, Dean, Student Services, Registrar, and Director, Student Resource Center for ADA Services.
7. If substitution is denied by the ad hoc committee, the decision may be appealed to the Vice President, Academic and Student Affairs.

Responsible Official: Vice President, Academic and Student Affairs
President's Signature:  Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Student Fee Deferment for Underwriters	<u>Number</u> 313
Related Policy:	Student Fee Deferment – 6Hx20-3.009	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the process for deferring fees when the College has a written promise of payment from a business, industry, government unit, nonprofit organization, or civic organization.

**II. Procedure**

- A. A business, industry, government unit, nonprofit organization, or civic organization submits a request to the Cashier's Office to be approved as an underwriter.
- B. The Bursar, or his or her designee, approves the request.
- C. The underwriter submits written authorization for student(s) to charge fees, books, and/or supplies as specified in the authorization.
- D. The Cashier's Office invoices the underwriter for payment.
- E. Any account determined to be uncollectible will be reported to the Vice President, Business Affairs.

Responsible Official:	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Guidelines for Registration of Minor Students	<u>Number</u> 314
Related Policy:	N/A	<u>Page</u> Page 1 of 3

**I. Purpose**

To provide recommended guidelines for minor students who want to register for Continuing Education – Recreation and Leisure courses which are tailored for adults.

**II. Procedure**

- A. Written permission of the adjunct instructor, the Continuing Education Coordinator, and the parent/legal guardian is required for children/youth 14 to 17 years of age to enroll in a Continuing Education - Recreation and Leisure course which is tailored for adults.
- B. Written permission of the adjunct instructor, the Continuing Education Coordinator, and the parent/legal guardian is required for children/youth 13 years of age and younger to enroll in a Continuing Education - Recreation and Leisure course which is tailored for adults. Children/youth 13 years of age and younger, who enroll in a Continuing Education - Recreation and Leisure course, which is tailored for adults, must be accompanied to each class by a parent/legal guardian who is also enrolled in the same course and section number.
- C. Written permission of the adjunct instructor, the Continuing Education Coordinator, and the parent/legal guardian is required for children/youth 11 to 17 years of age who enroll in *R02347 Life Fitness Assessment for the Community* or *R03566/R03567 Express Orientation*, which is tailored for adults. Children/youth 11 to 17 years of age who enroll in *R02347 Life Fitness Assessment for the Community* or *R03566/R03567 Express Orientation*, which is tailored for adults, must be accompanied to each class by a parent/legal guardian who is also enrolled in the same course and section number.
  1. Upon completion of *R02347 Life Fitness Assessment for the Community* or *R03566/R03567 Express Orientation*, children/youth 11 to 17 years of age may enroll in *R00064/R00211 Recreation Fitness Lab* which is tailored for adults. A parent/legal guardian who has also completed *R02347 Life Fitness Assessment for the Community* or *R03566/R03567 Express Orientation* must enroll in *R00064/R00211 Recreation Fitness Lab* during the same term and accompany the child/youth during each workout.
  2. Written permission of the adjunct instructor, the Continuing Education Coordinator, and the parent/legal guardian is required for children/youth 5 to 17 years of age who enroll in *R00672 Basketball Gymnasium and Indoor Track* which

is tailored for adults. Children/youth 5 to 17 years of age who enroll in *R00672 Basketball Gymnasium and Indoor Track* which is tailored for adults must be accompanied to each class by a parent/legal guardian who is also enrolled in the same course and section number.

- D. These guidelines do not apply to individuals 18 years of age or older who enroll in a Continuing Education – Recreation and Leisure course which is tailored for adults.

### III. Approval for Registration of Minor Students

When enrolling a minor student under the provisions of this procedure, the student's parent or legal guardian shall be required to execute a form containing the provisions below:

- A. I, the undersigned parent or legal guardian of \_\_\_\_\_, a minor child (the "Child"), whose date of birth is \_\_\_\_\_, hereby authorize The Board of Trustees of Pensacola State College, Florida (the "College"), to enroll my Child in [*Insert Course Title and Section Number*] \_\_\_\_\_, a Continuing Education – Recreation and Leisure course (the "Course"), which is intended for adults.

I acknowledge and agree that if my Child is 13 years of age or younger, then as a condition of my Child's enrollment in the Course, I must enroll in the same Course and section number and accompany my Child at all times while my Child is on the College's premises or on any field trip off the College's premises.

AND/OR

- B. I acknowledge and agree that if my Child is 11 to 17 years of age, then as a condition of my Child's enrollment in *R02347 Life Fitness Assessment for the Community* or *R03566/R05367 Express Orientation* or *R00064/R00211 Recreation Fitness Lab*, I must enroll in the same Course and section number and accompany my Child at all times while my Child is on the College's premises or on any field trip off the College's premises.

AND/OR

- C. I acknowledge and agree that if my Child is 5 to 17 years of age, then as a condition of my Child's enrollment in *R00672 Basketball Gymnasium and Indoor Track*, I must enroll in the same Course and section number and accompany my Child at all times while my Child is on the College's premises or on any field trip off the College's premises.

I further acknowledge and agree that if my Child should be injured or become ill while on any campus of the College or while participating in any field trip approved by me, then I grant authority to the College and its officers, employees or agents to obtain medical treatment for my Child and to authorize any and all treatments,

procedures and operations deemed necessary by any emergency medical personnel, treating physician, or consulting physician. In the event of a medical emergency, the College may release any and all information in its possession regarding me and my Child to any emergency medical service, hospital, clinic, or physician, and their respective employees and agents, regardless of whether such records may be deemed student, medical, or financial records. I understand and agree that payment of all fees, costs, and expenses associated with or arising out of any medical emergency shall be my responsibility, and I hereby agree to indemnify, defend and hold harmless the College and its trustees, officers, employees, and agents from any liability for the payment of such fees, costs, and expenses.

I hereby waive any and all claims, damages, causes, causes of action, suits, judgments and remedies, at law or in equity, that I, my Child, or our personal representatives, heirs, beneficiaries, successors, or assigns, may hereafter have against the College, its trustees, officers, employees and agents, for losses or damages that I or my child may sustain while participating in the Course, or as a result of any exercise of the authority granted hereinabove.

Witnesses  
By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Adjunct Faculty Member  
By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Date \_\_\_\_\_

Parent or Legal Guardian  
By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Date \_\_\_\_\_

Continuing Education Coordinator  
By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Date \_\_\_\_\_

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Validation of High School Transcripts	<u>Number</u> 315
Related Policy:	Admissions Policies – 6Hx20-3.001	<u>Page</u> Page 1 of 3

**I. Purpose**

To define the criteria for and process of evaluating high school transcripts as valid or invalid for the purposes of determining (1) admission to Pensacola State College and (2) eligibility to receive federal financial aid.

**II. Procedure**

**A. Process of Validation**

1. Valid high schools are ones where a transcript will reflect that a student completed a variety of secondary education courses over a stipulated period of dated enrollment to include semesters, grade levels, or other defined dates of enrollment. Additionally the secondary education courses completed by the student at a valid high school will result in a transcript that demonstrates student engagement and participation resulting in grades assigned, graduation notated, and an official seal or signature attesting the contents of the transcript.
2. When the diploma-granting school does not meet a criterion for general acceptance as listed in this procedure but does not fall into an invalid category of schools, the validation process will be followed to determine if the secondary school meets the general standards for valid high schools or a reasonable alternative that demonstrates valid teaching and learning occurred at the school.
3. The burden of providing an official transcript and any required supporting documentation rests with the student. A transcript will be accepted for validation provided it is received in a sealed envelope, clearly issued by the awarding institution, and free of conflicting or suspicious information.


**B. Criteria for General Acceptance**

1. The College maintains an open-door admission policy. The College will admit individuals who indicate high school graduation on the application for admission, and the high school graduation is supported by credentials in accordance with Florida Statutes and State Board of Education Rules.
2. Eligibility for Admission
  - a. Individuals graduating from a Florida public high school with a standard high school diploma or other high school credential reflecting eligibility for college admission as defined in Florida Statutes will be admitted.

- b. Individuals graduating from a private school, including those schools listed on the Florida School Choice web site ([www.floridaschoolchoice.org/Information/PrivateSchoolDirectory](http://www.floridaschoolchoice.org/Information/PrivateSchoolDirectory)), must submit to an evaluation required by the Federal Program Integrity Rule (34 CFR § 668.16(p)) to determine the validity of the high school diploma. Criteria determined by state associations, including the Council of Instructional Affairs, Council of Student Affairs, and the Council of Presidents, will be used in determining the validity of the high school education received by a student and the integrity of the diploma conferred at the completion of the education received at the private school. Member institutions of the Florida College System will share information regarding validations processed for schools although member institutions may differ on decisions made regarding the education received and eligibility of the student.
  - c. Individuals graduating from any United States public high school with a standard high school diploma or its equivalent will be admitted. Information found on the web site for the National Center for Education Statistics (NCES) will be used: <https://nces.ed.gov/>.
  - d. An individual will be admitted if he or she has graduated from a diploma-granting entity contracting with the Escambia County School Board, the Santa Rosa County School Board, or any other Florida county school board or Florida public high school to provide services to students leading to a diploma. The diploma-granting entity must provide evidence of the contract and school board contact information along with the transcript showing graduation.
  - e. Individuals who have passed the GED or have been awarded a high school equivalency diploma issued by any State Department of Education or who have passed the GED through the military [United States Armed Forces Institute (USAFI)] will be admitted. An official score report is required to validate the high school equivalency diploma.
  - f. Individuals who have met the school attendance policy as defined for home school in s. 1002.41, Fla. Stat., and completed curriculum requirements for graduation as defined by s. 1003.4282, Fla. Stat., will be admitted. An affidavit of completion of the home education program is required. A transcript supporting the affidavit will be required only if the College has reason to doubt the validity of the affidavit.
  - g. Individuals graduating from high schools holding regional accreditation will be admitted.
3. Alternative Admission Provision
    - a. Individuals whose graduation document is determined to be from a school that does not satisfy the Florida DOE rule for valid secondary school education will be admitted as Special Students (non-graduate). The non-graduate Special Student will be provided the opportunity to accumulate fifteen (15) credits in the Special Student status.

Enrollment beyond the 15th credit hour will be dependent upon earning the GED high school equivalency diploma.

- b. Special students will not be eligible for federal financial aid and most other financial assistance opportunities that are normally limited to those meeting admission criteria.

Responsible Official: Registrar	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Establishing Laboratory or Special Course Fees	<u>Number</u> 316
Related Policy:	Laboratory and Special Course Fees – 6Hx20-3.019	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish a written methodology for the approval and implementation of laboratory or special course fees.

**II. Procedure**

- A. Laboratory fees or special course fees may be established for any course to cover costs other than base instructional costs.
- B. Other than base instructional costs is defined as any additional expense incurred to conduct a specific course that would otherwise not be incurred to conduct a course in general. The categories included in the lab fees are:
  - 1. Consumable supplies including consumable course specific materials, supplies, and equipment;
  - 2. Repair or replacement including maintenance, repair, and replacement of non-consumable supplies and equipment;
  - 3. Support staff such as technical support, laboratory support, or clinical support;
  - 4. Special fees such as required background checks, drug screens, badges for students, or required testing; and
  - 5. Other items covered in this category may be submitted only with the pre-approval of the respective dean.
- C. The establishment of each lab fee or special course fee shall be supported by documentation showing past actual costs or estimated future costs. The lab fee shall be set as a per student cost.
- D. Review of lab fees shall be made at least every three (3) years.
- E. A request to add a lab fee to a course shall be made with the Lab Fee Justification Form in conjunction with the New Course Request Form or the Course Modification Form. A request to change the amount of a lab fee requires only the submission of the Lab Fee Justification Form.
- F. The appropriate form is submitted by the requesting department head to the appropriate dean, with copies to the Office of the Dean, Baccalaureate Studies and Academic Support, for record keeping.

- G. If approved, the appropriate dean forwards the Lab Fee Justification Form to the Vice President, Academic and Student Affairs. If not approved, the forms are returned to the department head.
  
- H. If the Vice President, Academic and Student Affairs, approves, the form is forwarded to the Vice President, Business Affairs, for submission to the President and the Board of Trustees for final approval pursuant to Board Policy 6Hx20-3.019. If not approved, the forms are returned to the dean.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Guidelines for Employee Engagement in Political Activity	<u>Number</u> 401
Related Policy:	Political Activity of Employees – 6Hx20-4.004	<u>Page</u> Page 1 of 1


**I. Purpose**

To identify guidelines whereby employees may engage in political activity.

**II. Procedure**

- A. Political activity may not infringe on the employee’s official work week and work day.
- B. The employee may not speak for the College in promoting political views or candidates.
- C. Instructional personnel may not endorse a political view or a candidate during instructional time.
- D. An employee who wishes to become a candidate for public office must obtain prior approval from his or her department head, dean, appropriate Vice President, and the President.

Responsible Official:	Director, Human Resources
President’s Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
MANUAL OF PROCEDURES

Procedure Title:	Definition of Work Week and Work Day	<u>Number</u> 402
Related Policy:	Time of Service for Work Credit – 6Hx20-4.006	<u>Page</u> Page 1 of 1

**I. Purpose**

To define the work week and work day for Instructional Personnel and Non-Instructional Personnel.

**II. Procedure**

**A. Work Week**

1. Instructional Personnel  
The work week for instructional personnel shall be 35 hours of duty time including the teaching load hours (excludes summer).
2. Non-Instructional Personnel  
The work week for non-instructional personnel is five (5) days per week including evening and weekend assignment. The summer work week is four (4) days per week.

**B. Work Day**

1. Instruction Personnel  
The work day for instructional personnel is seven (7) hours.
2. Non-Instructional Personnel
  - a. The normal work day for non-instructional personnel is 7:30 a.m. – 4:00 p.m. (or as approved by the appropriate Vice President) with a one (1) hour lunch period. The summer work day is 7:00 a.m. – 5:00 p.m. with a 40 minute lunch period.
  - b. Second shift – The normal work day for an employee working the second shift begins at 12 Noon or thereafter, but prior to 8:00 p.m., with a one hour dinner period. The summer work day is a ten (10) hour shift with a 40 minute dinner period.
  - c. Third Shift – The normal work day for an employee on the third shift begins at 8:00 p.m. or thereafter, with a one hour dinner period. The summer work day is a ten (10) hour shift with a 40 minute dinner period.

Responsible Official: Director, Human Resources

President's Signature:



Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Employment – Temporary – Adjunct Instructors	<u>Number</u> 403
Related Policy:	Adjunct Contracts – 6Hx20-4.009	<u>Page</u> Page 1 of 1

**I. Purpose**


To provide a means of employment for actual short-term or emergency assignment which will terminate on a given date.

**II. Procedure**

Adjunct Instructors

- A. Advertising for adjunct appointments can be done by writing a memo to the Director, Human Resources.
- B. When an adjunct instructor is selected, an electronic contract of adjunct employment is completed by the supervisor of the department. If the adjunct instructor is a new hire, he or she must complete proper application, criminal background check, and payroll materials in the hiring department for processing by the Human Resources Department.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Employment – Temporary (Staff)	<u>Number</u> 405
Related Policy:	N/A	<u>Page</u> Page 1 of 2

**I. Purpose**

To provide temporary workers for short-term or emergency needs at Pensacola State College (College) from external temporary human resource agencies.

**II. Procedure**

- A. The type of temporary employment need should be defined according to one of two possible situations:
1. The College department knows of an individual candidate that can be referred to the College-approved temporary agency, who will employ an individual for work assignment at College; or
  2. The College department does NOT know of an individual candidate that can be referred to the College-approved temporary agency and the temporary agency must, therefore, recruit and refer possible candidates to the department for screening and selection.

NOTE: Applicant pools are not maintained in College’s Human Resources Department since temporary employees are not employees of the College even though they are assigned to a College work site.

- B. Prior to employing any temporary employee, the supervisor shall be responsible for determining that adequate funds are allocated and included on a College purchase order for the cost center(s) in which the temporary employee will be working.
- C. To request a temporary employee when a candidate has been identified, the College department head/supervisor will complete and sign an Applicant Referral Card indicating the available job title, cost center number, pay rate, start date, and other required information on the Referral Card.

NOTE: Supervisors should send a copy of the completed Referral Card to College’s Comptroller’s Office, so pay rates and titles assigned by the supervisor can be verified.

- D. The completed and signed Applicant Referral Card should be given to the candidate so he or she can take it to the temporary agency office. The candidate should complete a temporary agency application and other required documents at the temporary agency office.

NOTE: Any change in a cost center number or pay rate requires another Applicant Referral Card to be signed by an authorized College supervisor.

- E. To request a temporary employee when a candidate has not been identified, the College department head/supervisor will initially review the contract of the designated College temporary-agency contractor in the Office of the Vice President, Business Affairs, to determine if the type of temporary position desired is included in the contract provisions.
- F. If the desired temporary position is included in the contract, a purchase requisition should be initiated which specifies the desired employment period, hours, and appropriate billing rate. The temporary agency will then refer candidates directly to the department for consideration. If the contract does not provide for the type of temporary position desired, regular purchasing procedures apply for the selection of an appropriate agency to provide the type of temporary employee desired. The Purchasing and Auxiliary Services Office should be contacted if assistance is needed regarding the procedures to be followed.
- G. Time sheets for temporaries must be completed by the temporary employee, signed by the immediate College supervisor, and submitted in accordance with the payroll schedule designated by the temporary agency for salary payment. The supervisor (or appropriate College administrator) must initial all alterations/changes to time sheets before they will be processed.
- H. College supervisors/department heads are responsible for ensuring that all required actions (including appropriate budget amendments) for temporaries are completed, so they may be paid in a timely manner.
- I. College supervisors/department heads may request the removal of a College-assigned temporary employee for cause, by informing the temporary agency who hired the temporary employee.
- J. College supervisors/department heads should refer inquiries and actions regarding hiring, discipline, workers' compensation, unemployment compensation, termination, length of assignment, availability of work, or other terms and conditions of employment directly to the temporary agency for their response.
- K. No individual may be employed during the same time frame at College as a temporary employee and as a budget student assistant or College work study student worker.

Responsible Official: Vice President, Business Affairs

President's Signature:



Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Employment – Career Service Overloads	<u>Number</u> 406
Related Policy:	Employment - 6Hx20-4.029	<u>Page</u> Page 1 of 1

**I. Purpose**

To comply with the following Federal Wage and Hour policy:

In the event a career service employee volunteers to work in other departments (outside of their regular work hours) to earn extra money (mostly during evenings or weekends), the wage and hour law includes a provision that excludes these types of appointments from overtime pay requirements:


“(2) If an employee of a public agency, which is a State, political subdivision of a State, or an interstate governmental agency, undertakes, on an occasional or sporadic basis and solely at the employee’s option, part-time employment for the public agency which is in a different capacity from any capacity in which the employee is regularly employed with the public agency, the hours such employee was employed in performing the different employment shall be excluded by the public agency in the calculation of the hours for which the employee is entitled to overtime compensation under this section.”

The key is whether the additional work is (a) occasional, (b) voluntary, and (c) separate from their regular duties.

**II. Procedure**

If an employee volunteers to work in another department, and if such department desires to hire the employee for occasional work, the following procedure shall be observed:

- A. A separate requisition must be processed appointing such an employee at the temporary hourly rate (in order to clarify that it is separate from his or her regular duties) with a statement from the employee that it is voluntary.
- B. Any work hours that are required, even if outside of the employee’s regular department (such a, an employee from another department working registration when the computer is down), should be included on the employee’s regular time sheet and paid at time and a half. Cost centers would be reimbursed through a budget amendment.

Responsible Official:	Director, Human Resources
President’s Signature:	Date: 01/27/2023 

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Employee Identification Cards	<u>Number</u> 408
Related Policy:	N/A	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide identification cards to College employees for enhancement of College security, admission to certain College-sponsored functions, and to retrieve paychecks.

**II. Procedure**

- A. Identification cards will be issued by the Human Resources Department to all full-time employees.
- B. Adjunct faculty contracts shall serve as the official identification and must be retained for the entire term of employment for salary check release authorization.
- C. Substitute instructors working strictly on a substitute basis will be issued a yellow ID card to distinguish substitute status.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Payroll Processing	<u>Number</u> 410
Related Policy:	Personnel Records – 6Hx20-4.025	<u>Page</u> Page 1 of 2

**I. Purpose**


To provide documentation of time worked and leave taken to satisfy state and federal record-keeping requirements. To establish procedures for what is included as paid wages in a pay period.

To ensure official authorizations are obtained prior to any changes to employee payroll records.

**II. Procedure**

- A. Each non-exempt employee shall complete an electronic bi-weekly leave and time report which must be submitted and approved by their immediate supervisor within Workday.
- B. The bi-weekly leave and time reports must be submitted to the Payroll Department by established deadlines. The deadlines can be found in the Payroll Calendar on the College's intranet site. Reminders of deadlines are also emailed to employees via Collegelist on email.
  - 1. For each full day worked, the appropriate number of hours must be placed in the box for the appropriate day: 7.50 hours each day for a five-day work week; and 9.25 hours on Monday and Tuesday and 9.50 hours on Wednesday and Thursday for a four-day work week.
  - 2. For additional regular hours or overtime hours, the times (i.e., 4:00 - 6:30 p.m.) must be recorded in the designated space.
  - 3. All leave must be recorded in the designated space by appropriate number of hours covered by the leave.
- C. Administrators and faculty need to submit their absence requests within Workday only when leave is taken.
- D. For any human resources transactions (new hires, transfers, promotions, demotions, reassignments, reclassifications, leaves, leaves without pay, terminations, and payroll deductions) to be effective on a given payday, the necessary paperwork must be processed through all channels and received in the Human Resources Department by the time and date timesheets are due to the Payroll Department per the Timesheet Calendar. Items not in such a completed state by the Timesheet cutoff date will be paid on the next pay cycle.

- E. In order to start, stop, or change employee records or payroll deductions, employees must complete the appropriate payroll authorization document in the Human Resources Department
  - a. Direct Deposit – Employees must have a completed direct deposit form within Workday in order to be paid. Direct deposit is mandatory for new hires as of October 1, 2001.
  - b. Employees can initiate the following changes of deductions or payroll directions from the profile page in Workday:
    - i. Change of Tax Election – Start or change W4 tax withholding instructions
    - ii. Change of name, address, or phone number. Changes in name will require the submission of an updated social security card reflecting the name change.
    - iii. Changes of emergency contact may be made.
    - iv. The employee can adjust changes to tax-sheltered amounts. (403b, 457, and Health Savings Account deferrals)
    - v. General payroll deductions can be updated.

Responsible Official: Director, Payroll	
President's Signature: 	Date: 01/31/2023



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Employee Separations	<u>Number</u> 412
Related Policy:	6Hx20-4.029 Employment	<u>Page</u> Page 1 of 2


**I. Purpose**

To ensure accurate and timely out-processing upon employee separation based on terminations, resignations, job abandonment, or reductions in force.

**II. Procedure**

- A. The College requires at least a two-week notice prior to a voluntary separation. Failure to give such notice without acceptable justification may affect the employee's eligibility for rehire
- B. A written resignation should be obtained from the employee. Verbal resignation is discouraged. If an employee provides only a verbal resignation to the department, the department will notify the Director, Human Resources, and will send a letter to the Director, Human Resources, with a copy to the employee (certified mail, return receipt requested) confirming the employee's verbal resignation.
- C. The supervisor of a terminating employee should initiate steps within Workday (Terminate Employee Task) to notify Human Resources of departing employees for timely out-processing. The notification of the Human Resources Department prior to the termination date facilitates property clearance, key control, benefits termination, personnel replacement, and to meet the requirements under the State Unemployment Compensation laws. The resignation/termination task in Workday shall be processed through the line of supervision, with the President's approval being the final approval.
- C. An exit interview should be scheduled with a Human Resources Department representative. Final personnel/payroll processing and benefits information, including COBRA guidelines, will be discussed at that time.
- D. Prior to the employee's departure, the supervisor should ensure all College keys to Key Control within the Maintenance Department. College property should be returned to the Department.
- E. In the event the resignation is due to retirement, the employee should come to the Human Resources Department to complete the forms required by the Division of Retirement. The Division of Retirement prefers a sixty (60) day notice.

- F. Abandonment of the job is defined as an absence of three (3) consecutive workdays without prior approval of the supervisor. The supervisor will notify the Human Resources Department when an employee abandons his or her position. The department will notify the employee by registered mail that it has advised the Human Resources Department that the employee abandoned his or her job (return receipt requested), which will be noted as termination for cause.
  
- G. The need for a reduction in force may be necessitated due to a budget shortage, organizational change, or work requirements. Employees will be notified of a reduction in force by the President or the President’s designee.

Responsible Official: Director, Human Resources	
President’s Signature: 	Date: 01/27/2023

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Policy Title:	Leaves of Absence	<u>Number</u> 413
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, Fla. Stat.	Page 1 of 18

I. Purpose:

To provide employees with information and guidelines related to leaves of absence.

II. Procedure:

A. Definition of Leave of Absence

Leave of absence is defined as permission granted by PSC under its adopted policies and procedures, for an employee to be absent from his/her duties for a specific period of time with the right of returning to employment without prejudice on the expiration of the leave. Leave shall be officially granted in advance and no action purporting to grant leave retroactively shall be recognized; leave, sickness, or other emergencies may be deemed to be granted in advance if a prompt report is made to the proper authority. Leave may be with or without pay as provided by law, policies, and procedures of the College.

B. General Topics

1. Employees are expected to be at their assigned duty stations performing their job duties during the assigned work shift unless leave has been approved in advance.
2. Leaves of absence must be used for the purpose for which they were granted. Any change of plan or circumstance requires that the College be notified. Such change may require a revised leave request to be approved or the immediate return of the employee to work. Employees in violation of this procedure are subject to disciplinary action, up to and including termination of employment.
3. Requesting/reporting Leave
  - a. Employees are required to request and receive approval for leave in advance from their immediate supervisors using the leave request system in Workday. Note: Additional approval may be needed based on the type of leave requested.
  - b. The director, human resources should be consulted in the event of a disagreement resulting from the denial of a leave request.
  - c. Leave for sickness and leaves made necessary by emergencies are considered as being granted in advance if the employee makes a prompt report concerning the absence to the immediate supervisor.
  - d. In case of illness or emergency:
    - 1.) Employees should make every effort to contact their immediate supervisor in advance of their scheduled start time.

- 2.) If the supervisor is unavailable, the employee should contact the supervisor's designee so that this information can be relayed to the supervisor at the earliest possible time. Note: All supervisors should identify a designee for this purpose and advise their employees of the departmental procedure for reporting an unexpected absence.
- 3.) Should it be impossible for the employee to personally provide notification, every effort must be made to have a family member, friend, or acquaintance provide such notification. Unless the employee can prove that proper notification was impossible, an absence of three consecutive days or work shifts without proper notification is considered job abandonment and may be treated as voluntary resignation and termination of employment (see absence without leave).
- 4.) A Leave Request must be submitted in Workday by the employee immediately upon returning to work.
- 5.) If needed for payroll purposes, the supervisor may initiate a Leave Request in Workday on behalf of the employee with the understanding that the employee will review and verify the information upon returning to work.

C. Absence without leave

1. Any employee who is absent from duty without leave will forfeit compensation for the time of such absence and may be subject to disciplinary action, up to and including termination of employment.
2. Employees who fail to return from an approved leave at the appointed time without explanation will be considered absent without leave and subject to disciplinary action, up to and including termination of employment.
3. The College recognizes the possibility that an unusual personal circumstance could prevent an employee from notifying the College of an absence as prescribed in this procedure. It is the responsibility of the immediate supervisor to attempt contact with the employee (or the employee's designated emergency contact) to ascertain the employee's status. If the supervisor is unable to ascertain the employee's status by the end of the second day of the unauthorized absence, the director, human resources should be notified immediately so that a course of action may be determined.
4. Returning to work following an extended leave of absence
  - a. Employees on extended approved leaves of absence should consult the director, human resources in advance of the expiration of their leave in order to provide for a properly documented return to employment with the College. No one returning from an extended leave shall be permitted to resume employment without first receiving the required approval to do so.
  - b. Employees will return at the same pay and rank as when he/she started the extended leave with any salary adjustments as assigned to all other employees in the same classification and will be assigned duties best meeting the needs of the College. While

the duties are likely to be very similar, assignment to the vacated position is not automatic.

5. Employee benefits and obligations while on unpaid leave
  - a. Except as provided under the Family Medical Leave Act (FMLA), full-time employees on unpaid leave for more than one-half of the work days in a payroll cycle will not accrue sick or annual leave benefits during the extended leave period.
  - b. Employees on unpaid leave are responsible for the payment of all group insurance premiums (for both the employee and the employee's dependents) in order to maintain continuous coverage. This means individuals who do not earn enough to cover the deductions during a month will have to pay the employee costs out of pocket. Individuals that are not in a paid status and do not earn any salary will have to pay the employer and employee costs for coverage, except as noted under the FMLA.
    - 1.) Remittance of payment must be made by the last working day of the month in which the unpaid leave occurs.
    - 2.) If remittance is not made within the prescribed period, all applicable insurance coverage will be canceled until such time as the employee is eligible for reinstatement in accordance with insurance carrier enrollment policies.

D. Sick Leave

1. Eligibility, accrual, and usage of sick leave
  - a. All full-time employees of the College are eligible for sick leave. Sick leave begins to accrue in the pay period following the date of hire where leave is granted to all employees.
  - b. One full day (7.5 hours) of sick leave will be accrued for each calendar month of service. This methodically is achieved for College staff by awarding 3.75 hours of sick leave per pay period except for the third pay period in a month (two times a year) that does not accrue leave. Faculty earn 3.5 hours per pay period that accrues leave.
  - c. Only active service will be considered when determining sick leave earnings. Employees must work or be on paid leave for at least one-half of all workdays in the pay period to accrue sick leave for that time frame.
  - d. Sick leave hours will accumulate from year to year for the employee's use as stipulated herein.
  - e. When an employee is unable to perform assigned duties because of illness, accident, or other physical disability, the employee must notify his/her supervisor immediately of the anticipated absence. If the supervisor is unavailable, the employee should attempt to contact another authorized representative of the College as soon as possible on the day of the absence.

Supervisors should designate an alternate contact for employees in their departments (see requesting/reporting leave under general topics).

2. The College may request a health care provider's statement attesting to the employee's illness if excessive usage is noted or when sick leave exceeds ten consecutive days. Supervisors should maintain contact with the director, human resources when chronic absence is apparent or when the excessive absences are greater than ten consecutive days.
  3. When sick leave exceeds 15 consecutive duty days, a healthcare provider's certificate attesting to the employee's ability to return to work and perform assigned duties is to be submitted to the immediate supervisor at the time the employee returns to duty. This certificate should be forwarded to Human Resources along with a copy of the leave form. In accordance with HIPAA guidelines, the certificate will be maintained in a separate medical file – not in the employee's personnel file.
  4. A new full-time employee who, because of illness, accident, or other physical disability, is unable to report for duty at the beginning date of employment is ineligible for sick leave. The effective hire date for this new employee will be modified to reflect the first actual day of employment.
  5. Sick leave may be approved only for the following reasons:
    - a. Because of the personal illness, accident, disability, or extended illness of the employee.
    - b. Because of the illness or death of a close relative or member of the employee's household Note: Illness, as used herein, includes related medical appointments and preventative medical screenings.
  6. Accumulated sick leave may be transferred from another Florida community college, the Florida Department of Education, the State University System, a Florida District School Board, or a Florida state agency. An official letter from the previous institution with the earned amounts must be submitted to Human Resources before credit can be given. Transferred hours shall be credited to the employee's accumulated sick leave balance at the same rate as hours earned at Pensacola State College.
- E. Sick Leave Pool (SLP)
1. A SLP has been established for the purpose of providing additional paid sick leave protection to eligible employees. Full-time employees of the College may participate in the pooling of accrued sick leave for use by participating employees who are in need of sick leave in excess of the amount they have personally accrued.
  2. Participation in the sick leave pool shall at all times be voluntary on the part of employees.

3. Full-time employees shall be eligible for participation in the sick leave pool after 1 consecutive year of employment with the college, provided such employees have accrued a minimum amount of 5 days of unused sick leave.
4. Participating employees shall make equal contributions to the sick leave pool.
  - a. The maximum amount of sick leave which may be contributed to the pool by participating employees is 1 day of unused sick leave. After the initial contribution that employees make upon electing to participate, no further contributions shall be required except as may be necessary to replenish the pool. Any such further contribution shall be equally required of all employees participating in the pool.
  - b. Participating employees who use sick leave from the pool will not be required to recontribute such sick leave to the pool, except as otherwise provided herein.
  - c. Participating employees who choose to no longer participate in the sick leave pool will not be eligible to withdraw any sick leave already contributed to the pool.
5. Joining the SLP is prohibited at any time other than the enrollment and periodic replenishment periods.
6. Withdrawing leave from the SLP
  - a. Withdrawal of leave from the SLP will require, in all cases, a statement from a health care provider testifying to the disability, to the estimated period of disability, and a statement that the employee is unable to work. HIPAA guidelines will be followed related to any medical documentation submitted to the College.
  - b. An employee using leave from the SLP for more than one-half of all workdays in a pay period month will not earn sick leave for that timeframe.
  - c. Participating employees will not be eligible to use sick leave from the pool until all of their sick and annual leave have been depleted. The maximum number of days for which employees may draw sick leave from the sick leave pool is 45 days within any one contract/fiscal year and 90 days within any three consecutive years.
  - d. Alleged abuse of the use of the sick leave pool shall be investigated, and, on a finding of wrongdoing, the employees shall repay all of the sick leave credits drawn from the sick leave pool and shall be subject to such other disciplinary action as is determined by the President to be appropriate.
7. Operation of the SLP will be monitored by a committee that will act in an advisory capacity to the Director of Human Resources.
  - a. The committee will be composed of the Director, Human Resources, the Chairperson of the Benefits Committee, a faculty member appointed by the

faculty members of the SLP, a career service representative appointed by the career service members of the SLP, and a professional/managerial representative appointed from the professional/managerial members of the SLP. Since the Committee may have to meet on short notice, each member must designate an alternate who shall have full authority to act in his or her place during any absence. SLP Committee members will not serve more than two (2) consecutive years.

- b. This committee shall be responsible for the administration of the sick leave pool in accordance with these rules and shall investigate any alleged abuse of the use of the sick leave pool by participating employees.

F. Vacation (Annual) Leave

1. Annual leave will be earned as defined in Policy 6Hx20-4.011.
2. Only active service shall be considered when determining vacation leave earnings. Employees must work or be on paid leave for at least one-half of all workdays in a pay period to accrue vacation leave for that timeframe.
3. Vacation time shall be scheduled and approved in advance so that there will be minimal disruption to the operation of the College.
4. 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.
5. Upon the initiation of participation in the FRS's Deferred Retirement Option Program (DROP), the employee may elect to be paid for unused vacation leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for the employee classification as described above. If this payment is less than the maximum, the balance of the employee's unused vacation leave at termination of employment will be paid to the extent of the maximum payout. The employee will continue to earn vacation leave while in DROP, however, the total payout (payment at DROP initiation plus payment at termination, if any) may not exceed the maximum.
  - a. Upon termination of employment with the DBOT, the employee shall be paid for unused vacation leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout, 330 hours, as described above. Accrued leave credits in excess of the amount allowed to be paid out in terminal vacation leave payout must be used prior to termination or forfeited. In the case of the death of the employee, payment shall be made to the employee's designated beneficiary, estate, or as provided by law.



- b. Terminal pay of vacation leave is subject to any approved special pay plan in effect at the time of resignation, retirement, or DROP election. The College has established a mandatory terminal leave special pay plan wherein terminal leave payouts of annual and sick leave of over \$5,000 are required to be sent to a 403b provider.

G. Administrative Leave

Administrative leave may be granted or assigned at the discretion of the president when it is deemed to be in the best interest of the College. The president may authorize administrative leave with or without pay and/or benefits.

H. Professional Leave

1. Professional leave is granted primarily for the professional benefit or advancement of an employee and consequentially for the benefit of the institution. The College offers the following types of professional leave:

- a. Sabbatical Leave - The general purpose of the Sabbatical Leave is to enhance the professional benefit or advancement of a faculty member and consequently to benefit Pensacola State College. Eligibility and the application process are specified in Article 14 of the Collective Bargaining Agreement.
- b. Consulting Leave - The President may grant full-time administrators twelve (12) days of professional leave per fiscal year for educational or education-related consulting. This leave is non-cumulative and is not to exceed three consecutive work days at a given time. An administrator shall not receive compensation for consulting at another Florida state-funded agency where dual compensation would result.
- c. Professional Development Leave - Professional Development Leave may be granted by the President to further formal education at the graduate or post-graduate level or for activities that contribute to professional development.
  - 1.) Eligibility will be established by having worked at the College in a professional capacity (Executive and Professional/Managerial Salary Schedules) for a minimum of five (5) consecutive years.
  - 2.) Professional Development Leave may be granted for six months or less at full pay or at half pay for more than six months to one year.
  - 3.) Eligibility to apply for subsequent terms of Professional Development Leave will begin after having served five (5) consecutive years beginning with the date of completion of the previous leave.
  - 4.) Process to request professional development leave
    - (a) A letter must be written to the appropriate Vice President through the supervisor(s) outlining the reasons for the leave including:

- (1) nature and purpose of the leave;
  - (2) length of leave;
  - (3) how the leave contributes to one's professional growth and future performance;
  - (4) the overall benefit to the College.
- (b) The request must be made by March 1 each year to be eligible for the next academic year. Exceptions to this schedule may be approved by the President.
  - (c) If the Vice President, in consultation with the appropriate supervisors, recommends approval of the request, it will be submitted to the President's Cabinet for final consideration.
  - (d) Once approved, days where professional leave is to be paid, the employee should submit for time off in Workday as professional leave. This will pay the employee while recording the use of professional leave.
  - (e) If approved, the appropriate leave papers must be submitted to the Human Resources Department and a contract agreeing to return to the employment of the College for two (2) years after completing the Professional Leave must be signed. When less than the full authorized leave is taken (i.e., less than a one-half year at full pay or less than a full year at one-half pay), the required two (2) years are reduced proportionately. An employee who fails to return to the College for the required employment period shall repay both the salary received and the cost of the benefits awarded by the College during the professional leave. This payback requirement will be reduced proportionately based on the employment period following the leave. Exceptions to this provision may be approved by the President.

Criteria for selection include, but are not limited to, the following: (not listed in order of priority)

- a. length of service
  - b. extent of the future benefit to the College
  - c. extent of the benefit to the individual
  - d. potential for future growth of the individual as evidenced through past performance
2. Release Time for Study for Career Service Employees
    - a. Full-time career service employees of the College may be granted professional leave during normal working hours for the purpose of taking courses on campus appropriate to enhancing job-related knowledge and skills. Release time is available for up to three (3) hours per week to enroll in a College course or workshop.
    - b. Release time study leave will be authorized only for College courses and workshops that allow an employee to improve his or her job responsibilities or to develop job-related knowledge and skills.

- c. The request form should be completed in consultation with the immediate supervisor and sent through the appropriate supervisory channel for approvals. The appropriate Vice President/President is the final approving authority.
- d. The supervisor must approve and monitor a planned program of job-related courses needed to achieve a specified occupational goal. The supervisor must approve that the time away from the job will not interfere with the normal operation of the employee's work area.
- e. If approved, the Release Time for Study Form must be submitted to the Human Resources Department for record retention purposes.

I. Personal Leave

- 1. Full-time employees may use a maximum of 4 days (30 hours) of accrued sick leave for personal reasons each fiscal year. Leave for personal reasons is noncumulative.
  - a. Personal leave should be submitted and approved in Workday by the supervisor in advance.
  - b. Personal leave is deducted from the sick leave balance of the employee.
  - c. If the employee has enough hours banked in sick leave, the employee will be paid for this personal leave time. If the employee does not have enough sick leave accrued to cover the personal leave time, the employee must request annual leave (if available) or personal leave without pay.
- 2. Employees may not take personal leave without pay in lieu of accrued annual leave.
- 3. Leave without pay for personal reasons (including mental or physical illness) that extends beyond the employee's available leave time may be granted to full-time employees.
  - a. Such extended personal leave may be granted to instructional personnel on continuing contract for periods not to exceed one year. All other personnel may be granted personal leave not to exceed their current DBOT appointment. Note: When applicable because of a qualifying illness, the first 12 weeks of an extended personal leave will be counted against any family medical leave benefits.
  - b. Requests for such leave must be submitted with complete justification to support the request for personal leave, including (when applicable) a statement of verification from a health care provider. Any such statement will be maintained in accordance with HIPPA guidelines.
  - c. While the College will make a reasonable effort to accommodate requests for extended personal leave, the College has a higher obligation to assure smooth, efficient operation. Such leave may be denied when it would create an undue hardship

J. Family Medical Leave Act (FMLA)

- 1. Overview - PSC complies with all aspects of the FMLA of 1993 and does not interfere with, restrain, or deny the exercise of any rights provided under the

FMLA. FMLA is available regardless of the employee's eligibility for College leave benefits.

2. Full-time and part-time employees of PSC who have worked for the College for 12 months and at least 1,250 hours within the year preceding the commencement of the leave are entitled to up to 12 weeks (450 hours) of FMLA leave within any 12-month period. Unpaid leaves are not included when calculating whether 1,250 hours have been worked. A 12-month period is defined as any rolling 12-month period measured backward from the date that leave is used.
3. FMLA leave may be taken for the following reasons:
  - a. The birth and care of a newborn child of the employee
  - b. Placement with the employee of a son or daughter for adoption or foster care
  - c. To care for an immediate family member (spouse, child, or parent) with a serious health condition
  - d. When the employee is unable to work because of a serious health condition
  - e. A qualifying military emergency involving the employee's spouse, son, daughter, or parent, or when the employee is the next of kin of a covered service member as defined below (see military family leave section below)

A serious health condition per the FMLA is defined as an illness, injury, impairment, or physical or mental condition that involves a period of incapacity or treatment following inpatient care in a hospital, hospice, or residential medical care facility; a period of incapacity requiring more than three days' absence from work and continuing treatment by a health care provider; continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in incapacity of more than three days; continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable; or prenatal care.

#### Military Family Leave

Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying military emergency" as defined by the Secretary of Labor arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status, in support of a contingency operation. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a

single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

4. FMLA Procedures
  - a. Employees should notify their immediate supervisor of an anticipated leave and then contact Human Resources for assistance with the required forms and documentation. Requests to Human Resources should be made at least 30 days in advance whenever possible. Unforeseeable leave should be requested as soon as practicable. Leave Request forms must be completed by the employee for all leave requested.
  - b. Employees are required to use any accrued leave benefits while on family medical leave. Both paid and unpaid leave are counted against the 12-week FMLA entitlement. Employees must exhaust paid benefits prior to going on unpaid leave. Employees who have exhausted all paid leave will not accrue additional sick or annual leave while on family medical leave.
  - c. Medical certification by the health care provider is required for all family medical leave requests. Healthcare provider forms can be obtained from the Office of Human Resources. Failure to provide medical certification within 15 days of the College’s request may result in denial or discontinuation of leave.
  - d. Leave for personal illness or to care for a sick family member may be taken on an intermittent basis as long as the necessity is reflected in the medical documentation. The College reserves the right to temporarily transfer an employee requesting intermittent leave or partial leave to an alternative position that better accommodates the recurring periods of leave.
  - e. Spouses employed by the College are entitled to a combined total of 12 work weeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.
  - f. Group health and life insurance benefits will be maintained during the leave period in accordance with College policies. Employees on unpaid leave must remit payment for all voluntary benefits, including but not limited to, dental and vision insurance premiums, dependent health coverage, and supplemental life insurance.
  - g. Upon return, employees will be restored to their original or equivalent position. Medical certification is required in order to return to employment if the FMLA reason was for a personal medical issue rather than that of a family member. Employees who fail to return to work shall be considered as having voluntarily terminated their employment. Any employee who is unable to perform the essential functions of the job will not be reinstated.

- h. If the employee fails to return to work following FMLA leave for a reason other than continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave, the employee will be required to reimburse the College for any health insurance premiums paid on the employee's behalf during the FMLA leave period.
- i. HIPAA guidelines will be followed related to any medical documentation submitted to the College.

K. Illness in the Line of Duty Leave

The following procedures are for reporting and documenting a personal injury or illness received in the discharge of duty and receiving illness-in-line-of-duty (workers' compensation) leave benefits related to the injury or illness.

1. Accident/Incident Report - An Accident/Incident Report must be completed for each injury or illness contracted by an employee in the line of duty regardless of whether the injury or illness results in lost time from College duties. Public safety should be contacted to complete an Accident/Incident Report form for delivery to Human Resources as soon as possible.
2. When medical attention is needed
  - a. In the case of a serious or life-threatening emergency, current PSC emergency protocol is to be followed – including calling 911, if warranted. Public Safety (or campus/center director) is to notify Human Resources as quickly as possible so that medical authorizations can be initiated.
  - b. If the injury or illness is not a serious or life-threatening emergency, but requires medical attention beyond first aid treatment, the employee should contact Human Resources to schedule a medical appointment and prepare the First Report of Injury form.
  - c. The First Report of Injury form must be completed in order to receive authorization for medical treatment. This form is required for payment of workers' compensation benefits (including medical expenses and lost wages) in accordance with Florida laws. Failure to report a work-related injury or illness in accordance with the timelines established by the state of Florida may result in the denial of workers' compensation benefits.
  - d. If the employee is unable to come to Human Resources, the supervisor is responsible for providing the pertinent information immediately upon learning of the injury or illness.
  - e. Until an incident is fully resolved, the employee, the employee's supervisor, and human resources staff must actively communicate to ensure that all parties are properly informed.

3. When time away from work is needed

- a. The employee must initiate a request for Illness in the Line of Duty (Worker's Compensation) Leave if time is lost from College duties as a result of a workplace injury/illness. If the employee is unable to do so, the supervisor should initiate this action for the employee.
- b. When Illness-In-Line-of-Duty (Workers' Compensation) Leave has been properly approved, the College will pay for the first 12 duty days lost by an employee as the result of a workplace injury (the date of injury or illness being the first such day).
- c. The employee may elect to use sick leave to supplement workers' compensation payments. After the sick leave is exhausted, annual leave may be used. In no case, however, shall the employee collect both sick leave/annual leave and workers' compensation at the same time in excess of the employee's regular pay.

L. Court-Related Leave

1. Any employee who is summoned as a member of a jury panel or is subpoenaed as a witness when not a principal in the litigation shall be granted leave with pay for court-related service, and jury fees shall be retained by the employee. The employee shall not be reimbursed for meals, lodging, or travel expenses by Pensacola State College and should provide a copy of the court attendance record to substantiate the leave.
2. Any employee who is involved in litigation on behalf of the College or due to action as an employee shall not be granted court-related service leave and his or her appearance in such cases shall be considered in the line of duty. The employee shall be paid per diem and travel expenses in accordance with Florida Statutes and Board Policies and shall be required to turn over to the College any fees received from the court.
3. In no case shall court-related service leave with pay be granted for court attendance when an employee is engaged in personal litigation in which the employee is principal; however, an employee may be granted annual or personal leave in such cases with proper approval.
4. A request for court-related leave will be initiated by the employee on a leave request in Workday. A copy of the subpoena or attendance record will be uploaded into Workday to support the court-related absence. This should be submitted as soon as possible to the employee's supervisor.
5. Prompt report will be made to the President of any action involving the employee as a result of performing College duties and/or being subpoenaed as a witness in action involving the College.

M. Military Leave

1. Military Reserve or Guard Training

- a. A full-time employee occupying a regularly established position who by reason of membership in the United States military reserve or National Guard is ordered by the appropriate authority to attend a training period shall, upon presentation of his or her official orders, be granted a leave of absence with pay. Such leave with pay shall not exceed seventeen (17) days in any calendar year.
- b. Extended military leave without pay may be granted to employees who are assigned to duty functions of a military character during training for additional or longer periods of time than seventeen (17) days in a calendar year. An employee granted military leave for extended training shall, upon completion of the training, be returned to employment without prejudice provided an application for reemployment is filed within six (6) months following the date that such employee completes his or her extended training. Following the receipt of the application for reemployment, the Board has a reasonable time, not to exceed six (6) months, to reassign the employee to duty at the College.
- c. Military leave without pay shall not be counted as years of work experience or as years of service toward a continuing contract.

2. Active Military Service (Involuntary)

- a. A full-time employee occupying a regularly established position who by reason of membership in the United States military reserve or National Guard is called to involuntary military service shall be granted a leave of absence for the period of time that such employee is required to remain on involuntary active military duty, the College shall supplement the military pay of such employee in an amount necessary to bring such employee's total salary, inclusive of base military pay, to the level such employee earned at the time he or she was called to involuntary active military duty. While the employee is on involuntary active military duty, the College shall continue to provide fringe benefits appropriate to the employment status of such employee at the time he or she was called to involuntary active military duty. Upon such employee's discharge or release from involuntary active military duty, he or she shall be returned to employment without prejudice provided an application for reemployment is filed within six (6) months following the date of discharge or release from involuntary active military duty. Following the receipt of the application for reemployment, the Board has a reasonable time, not to exceed six (6) months, to reassign the employee to duty at the College. The College shall review the continuation of this supplemental pay annually and may extend this supplemental pay for the subsequent fiscal year.

N. Temporary leave (TOD/temporary duty)

1. Leave for temporary assignments of duty outside the College's service district must be requested in advance using Workday.



- a. The time off request should reflect the actual departure and return times related to the assignment; however, the total leave hours on the form should reflect only the work hours missed. Example: When departing at 6:30 a.m. and returning at 6:30 p.m. on a typical 7.5 hour workday, the total leave hours should be reflected as 7.5.
  - b. Details related to the temporary duty assignment, including sponsor and title of the meeting, location, dates and times of travel, and reason for attendance, must be provided on (or as an attachment to) the Leave Request form.
  - c. Reimbursement for any travel expenses related to the temporary duty assignment will be in accordance with current College policies and procedures.
2. Non-exempt staff and other hourly-paid employees will be paid for their normal work hours or the actual hours related to the temporary duty assignment, whichever is greater (see example below).
3. Time input for non-exempt and other hourly employees should reflect the normal work schedule or the actual hours related to the assignment, whichever is greater, for the temporary duty assignment. Example: The normal workday for a part-time hourly employee is six hours. The temporary duty assignment is scheduled for eight hours. The employee will be paid for eight hours.
4. Employees will not be paid for travel time, nor will it count towards overtime unless the employee is a non-exempt or other hourly employee and driving to the temporary assignment. Any resulting overtime must be requested and approved in advance in accordance with current College policies and procedures. Travel time spent as a passenger beyond the normal work day is not considered work time.
5. Temporary duty assignments may include (but are not limited to):
  - a. Attending a job-related conference, seminar, or workshop for professional development
  - b. Representing the College at an out-of-district meeting
  - c. Serving on a governmental committee or board which has been approved as an authorized work activity by the executive administrator under which the employee is assigned
6. Time away from work to pursue an advanced degree or additional coursework is not eligible for temporary duty leave.
  - a. Employees whose educational pursuits conflict with their normal work schedules may take annual or personal leave to cover the time away from work or request an alternate work schedule. Requests for alternate work schedules must be approved in advance by the immediate supervisor as well as the supervising administrator.

- b. When extensive time away from work would be required to pursue an educational objective, eligible employees and their supervisor(s) may consider requesting professional leave as an alternative (see professional leave).

O. Terminal Pay

1. Full-time employees who have at least 5 years of service and who elect to terminate their employment with the College or whose employment is terminated by the College shall be entitled to terminal sick leave pay; however, such terminal pay shall not exceed an amount determined as follows:
  - a. After the 24<sup>th</sup> year of service, the hourly rate of pay multiplied by 57.5 percent times the number of hours of accumulated sick leave.
  - b. After the 19<sup>th</sup> year of service, the hourly rate of pay multiplied by 55 percent times the number of hours of accumulated sick leave.
  - c. After the 14<sup>th</sup> year of service, the hourly rate of pay multiplied by 52.5 percent times the number of hours of accumulated sick leave.
  - d. After the 9<sup>th</sup> year of service, the hourly rate of pay multiplied by 50 percent times the number of hours of accumulated sick leave.
  - e. After the 8<sup>th</sup> year of service, the hourly rate of pay multiplied by 40 percent times the number of hours of accumulated sick leave.
  - f. After the 5<sup>th</sup> year of service, the hourly rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
2. No payment for unused sick leave will be made for employees who have less than five years of service for any reason.
3. Sick leave credits accumulated by transfer of annual leave shall be without compensation and shall not be used in the calculation of terminal sick leave pay.
4. Length of service shall be determined by the years of employment at the College and other agencies from which sick leave may be transferred according to s. 1012.865, Fla. Stat.
5. Years of employment at these other agencies will not be considered for length of service if the employee has previously received terminal pay benefits based on unused sick leave.
6. If employees receive terminal pay benefits based on unused sick leave credit, all unused sick leave credit shall become invalid; however, if employees terminate their employment without receiving terminal pay benefits and are reemployed, their sick

leave credit shall be reinstated if earned at the College. If leave credits were earned at another agency, the leave will be reinstated according to Florida Statutes.

7. Terminal pay benefits, based on unused sick leave credit, specified in this policy for employees terminating their employment with the College are less than the terminal pay benefits the College is allowed to grant under State law. From time to time, the College offers retirement/separation incentive programs to its full-time employees. Terminal pay benefits not to exceed an amount determined by multiplying an employee's hourly rate of pay by 50 percent plus, for the next 20 years, an additional 2.5 percent for each year of service beyond 10 years, times the number of days of accumulated sick leave, may be offered by the College to full-time employees with more than ten (10) years of service as part of any retirement/separation incentive programs adopted by the Board, provided such terminal pay benefits shall not exceed a total of the employee's hourly rate of pay multiplied by the number of hours of accumulated sick leave.
8. Employees who do not meet the definitions of educational support employees or instructional staff per Fla. Stat. 1012.865 will generally be limited to receiving terminal pay on one-fourth of the employee's unused sick leave or 60 days of the employee's sick leave, whichever is less. Employees that do not meet either definition are those that are retired or entered DROP in positions designated as senior management in the Florida Retirement System after the effective date of this procedure.
9. Terminal pay benefits for all College employees who meet eligibility criteria will be paid this amount via the College's terminal pay plan.
10. If a full-time employees' employment with the College is terminated by disability retirement under FRS provisions or by death, the College shall pay to the employees' or to the beneficiary designated by the employees, or to the employee's estate if they have not designated a beneficiary, terminal pay benefits based on unused sick leave credit in the maximum amount allowed by State law.
11. Upon separation from Pensacola State College, employees shall receive payment for earned but unused annual leave not to exceed an amount equal to 44 days of pay. Employees participating in the Deferred Retirement Option Program (DROP) may receive payment for unused annual leave upon beginning or ending DROP participation.
12. Additionally, upon separation from the College, all employees meeting eligibility criteria, will receive payment for earned but unused leave via the College's terminal pay plan. Employees who participate in the Special Pay Plan may be subject to a 10% IRS penalty on withdrawals taken prior to the attainment of age 59 ½ if they retire prior to the year in which they reach age 55 (or age 50 for police officers, firefighters and other special risk professions). Pensacola State College has chosen to "make whole" those employees who fall within this category if they request all of their funds

in cash from the Plan within 30 days of separation from employment. This generally results in a "make-up" payment of 2.35% (10% penalty minus 7.65% previous savings on Social Security and Medicare taxes). However, individuals who have met the Social Security wage base in effect during the year of retirement will receive an 8.55% (10% penalty minus 1.45% savings) reimbursement. To qualify for the reimbursement, employees must provide proof of cash distribution to the Payroll Department within 10 business days of such distribution. Pensacola State College will issue any "make-whole" payment to the participant as part of the payroll following the distribution approval. This provision in no way changes the participant's tax filing requirements.

Responsible Official: Vice President, Business Affairs

President's Signature:



Date: 11/30/2022

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Human Resources Records	<u>Number</u> 417
Related Policy:	N/A	<u>Page</u> Page 1 of 3

**I. Purpose**

To ensure all appropriate documents associated with human resources matters are maintained in the official human resources record or privacy file.

**II. Procedure**

**A. Employee Public Record File (Human Resources Record)**

1. Contents in file include contracts, appointments, transcripts, payroll forms, employment application, credentialing and certification, and other miscellaneous internal forms and records.
2. Access to these files is subject to the following guidelines:
  - a. A verbal or written request to the Director, Human Resources.
  - b. File review must be in the presence of the Director, Human Resources, or a designee.
  - c. No material may be removed from a file without approval of the President or Director, Human Resources.

**B. Employee Privacy File**

1. Contents in this limited-access, official file include confidential documents and information such as official current and past job performance evaluations and related documents, legal documents, insurance and medical records, workers' compensation, and disciplinary actions.
2. Informal records, letters of appreciation and related documents are excluded from the official privacy file. Supervisors should decide on the appropriate disposition of this information.
3. Access to these files is subject to the following guidelines:
  - a. Completion of a Request to Review Human Resources Record Form. (Notice will be forwarded to the Faculty Association as outlined in the CBA.)
  - b. Review of the privacy file is limited to the employee, officials of the College responsible for the supervision of the employee, the Director of Risk Management and Legal Affairs, or the Director, Human Resources.

**C. Bi-weekly Time and Leave Report File**

1. Contents in file:
    - a. Bi-weekly time sheets
    - b. Adjustments to time sheets
    - c. Documents supporting time utilization (i.e., court-related, military orders, etc.)
  2. Access to these files is subject to the following guidelines:
    - a. Completion of a Request to Review Human Resources Record Form.
    - b. File review must be in the presence of the Director, Human Resources or a designee.
    - c. No material may be removed from a file without approval of the President or Director, Human Resources.
- D. Employment Eligibility Verification File (I-9 Form)
1. Access to these files is limited to Immigration and Naturalization Service personnel, executives, and Human Resources officials of the College, due to the confidentiality of the form contents.
  2. No material may be removed from a file without approval of the President or Director, Human Resources.
  3. The I-9 records will be maintained and/or destroyed in compliance with the Federal Law outlining I-9 forms.
- E. The following files, forms, and documents are maintained for part-time employees:
1. Budgeted Student Assistant/College Work Study File  
Contents in file:
    - a. Budget Student Assistant Request
    - b. Employee Withholding Allowance Form (W-4)
    - c. Related supporting correspondence
  2. Adjunct Faculty Member's File  
Contents in file:
    - a. Contracts
    - b. Application
    - c. Official transcripts
    - d. Loyalty Oath
    - e. W-4 form
    - f. Supporting documents
  3. Dual Enrollment Faculty Member's File  
Contents in file:
    - a. Application
    - b. Official transcripts
    - c. Supporting documents

NOTE: Access to Budgeted Student/College Work Study, Adjunct Faculty, and Dual Enrollment Files is subject to the following guidelines:

- a. Verbal or written request to review the human resources record.

- b. File review must be in the presence of the Director, Human Resources, or a designee.
- c. No material may be removed from a file without approval of the President or Director, Human Resources.

Responsible Official: Director, Human Resources

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Performance Evaluation – Career Service	<u>Number</u> 418
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 2

**I. Purpose**

To assist in accurately appraising career service employees, to improve performance, to enhance the supervisor/employee relationship and communication, to improve the motivational climate, and to serve as a useful tool in the growth and development of employees.

**II. Procedure**


Each employee's performance will be regularly evaluated to assess performance in relation to specific job requirements listed on the job description. The performance of each career service employee is to be evaluated upon the completion of six (6) months service, the one-year probationary period, and annually thereafter.

- A. Prior to the employee's evaluation month, the Department of Human Resources will provide the supervisor with a Performance Evaluation Record.
- B. The supervisor is expected to evaluate the employee's work performance for the entire evaluation period under his or her supervision. Prior to completing the evaluation record, the supervisor should review the position description, so the individual's performance can be directly related to the duties and responsibilities given in the description. During the rating period, the supervisor is expected to maintain documentation of specific examples of work behavior to support the rating. The position description should be updated if any job requirements have changed.
- C. The supervisor should refrain from placing extreme weight on recent events or isolated incidents or allow personal feeling or personalities to govern the evaluation. One of the five boxes above each factor description on the evaluation record should be checked to best indicate the employee's performance for that particular factor.
- D. For each evaluation factor where a box at the extreme left or right has been checked, a supporting comment must be given.
- E. The supervisor should list goals and specific job-related details, examples and/or expected improvements, as required, in the Comments section for each evaluation factor.
- F. Both the immediate supervisor and the next-level supervisor must agree on the evaluation and must sign the form before the evaluation is communicated to the employee. After the employee signs the evaluation, no changes may be made without the employee's



knowledge. The employee's signature indicates that the evaluation has been discussed with the employee by the evaluator. If the employee refuses to sign the evaluation form, a witness should sign the form indicating awareness that the employee received the evaluation and refused to sign the form.

- G. Employees may submit a supplemental written response to the evaluation, which will be maintained in the privacy folder with the evaluation form.

Responsible Official: Director, Human Resources	
President's Signature: 	Date: 01/31/2023

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Discipline Procedures – Career Service (Review with the Director, Human Resources)	<u>Number</u> 419
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide guidelines to allow supervisors to be consistent when taking disciplinary action. A supervisor contemplating disciplinary action shall review the relevant circumstances with his or her appropriate senior level administrator and the Director, Human Resources, prior to initiating the action.

**II. Procedure**

- A. Prior to taking disciplinary action, the supervisor, department head and/or dean will evaluate the correctness of the action being contemplated and review the proposed action with the Director, Human Resources.
- B. The Director, Human Resources, will review with the senior level administrator or Vice President all disciplinary action including verbal and written reprimands, suspensions, and terminations.
- C. After the final review, all recommendations for suspension or termination shall be submitted to the President for action.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 01/31/2023 

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Disciplinary Action (Career Service) Oral/Written Reprimands	<u>Number</u> 420
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 2

**I. Purpose**

To provide consistent and legally defensible disciplinary documentation for career service employees.

**II. Procedure**

**A. Oral Reprimand**

1. When it has been determined by the supervisor that an oral reprimand is necessary, the supervisor will gather data pertinent to the problem and, if appropriate, discuss the matter with the next level supervisor.
2. To reduce the possibility of misunderstanding, the employee's immediate supervisor will hold a meeting with the employee and explain the reasons for the action being taken at the same time the oral reprimand is issued.


**B. Written Reprimand**

1. Purpose of Letter:
  - a. A letter of reprimand provides a formal statement and confirmation of the discussion between the supervisor and employee regarding the employee's violation of established rules and policies of unsatisfactory performance.
  - b. The letter officially recognizes that a problem exists and points out actions which should be taken by the employee to avoid future recurrences and/or correction of the problem(s).
  - c. Should dismissal become necessary, the letter will provide:
    - i. documentation of the employee's failure on the job; and
    - ii. the College's efforts in assisting the employee to succeed.
2. Timing of the Letter of Reprimand:
  - a. Before the letter of reprimand is issued, it should be reviewed with the Director, Human Resources, to ensure that it complies with the policy.
  - b. The letter should be issued to the employee when the supervisor meets with the employee to advise the employee of the reasons for the action.
3. Contents of the Letter:

- a. The letter will state the action being taken and the reasons for the action.
  - b. An explanation of the performance deficiency or the problem will be given in detail.
  - c. Any previous counseling efforts will be mentioned.
  - d. The corrective action expected of the employee will be outline.
  - e. A statement will be made that failure to correct the problem will result in more severe disciplinary action, including dismissal.
  - f. The employee should be advised that a copy of the reprimand will be sent to the Department of Human Resources for inclusion in the employee’s privacy folder.
4. Meeting with the Employee
- a. The immediate supervisor and (if appropriate) next level supervisor will meet with the employee to review the letter of reprimand. The employee will be told why disciplinary action is necessary and what must be done to correct the problem.
  - b. The employee should sign the departmental copy of the letter as confirmation that the letter was received. If the employee refuses to sign the letter, a witness should sign the statement indicating awareness that the employee refused to sign the letter.
  - c. The original signed letter will be sent to the Department of Human Resources.
5. Follow-Up
- a. After a disciplinary letter has been issued, it is the responsibility of the supervisor in the department to monitor the situation and determine if the problem has been corrected.
  - b. The employee should be encouraged to meet with the supervisor to discuss the problem and develop a program to resolve any continuing difficulty.

C. Special Performance Evaluation

Because it is essential that the employee’s record accurately document the evaluation of work performance, it may be necessary to request from the Human Resources Department a special performance evaluation after the oral or written reprimand.

Responsible Official: Director, Human Resources	
President’s Signature: 	Date: 1/31/2023

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Disciplinary Action (Career Service) Suspension/Termination	<u>Number</u> 421
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 2

**I. Purpose**

To ensure consistent application of suspension/termination criteria for career service employees and provide a review/appeal procedure prior to taking these actions.

**II. Procedure**

**A. Non-probationary Employees**

1. Investigative Phase - When indications of unlawful acts arise or are suspected, the Chief of Police/Director of Public Safety, the Vice President, Administrative Services and General Counsel, and the Director, Human Resources, will meet to determine whether the issue becomes one for administrative action or continues as an on-going investigation. The President and the appropriate Vice President will be informed of the decision. If a decision is made to suspend the employee, the administrative phase of the process becomes functional.
2. Administrative Phase - Prior to the suspension (relieved of duties and placed on leave without pay for a specified period of time) or dismissal (separated from the College) of a non-probationary employee, there will be a predetermination meeting with the employee, supervisor, and appropriate Dean or Vice President. The Director, Human Resources, must be contacted prior to any action taken. The following procedures will be followed:
  - a. The affected employee must receive written notice by the Vice President or Dean of the proposed suspension or dismissal and the reasons for such action either personally delivered or by certified mail prior to the date such action is to be taken. The letter will state the date and time of the informal meeting which will allow the employee the opportunity to answer or rebut charges.

The informal meeting should be held as soon as possible after the Dean or Vice President receives the recommendation for suspension or dismissal; however, the meeting should be scheduled no sooner than 24 hours and no later than 10 days from the date the letter is delivered or mailed to the employee.

Under special circumstances an employee may be suspended immediately provided he or she receives a letter by hand delivery or mail

within 24 hours stating reasons for such action. These special circumstances are:

- i. Retention of the employee would result in damage to College property.
  - ii. Retention would be detrimental to the College's interests.
  - iii. Retention would result in injury to the employee, a fellow employee, or the general public.
- b. At the informal meeting the supervisor will explain the reasons for the recommended action, and the employee will have an opportunity to present information regarding his or her position related to the supervisor's charge. The information may be written or oral. The intent of the meeting is for the Dean or Vice President to receive information from both sides so that a decision can be made for further action.
- c. The Dean or Vice President will evaluate the information received at the predetermination meeting and will determine whether the supervisor's recommendation should be disapproved, approved, or altered.
- d. The Dean or Vice President will recommend action in writing to the President.
- e. If termination is approved, the Vice President or Dean will send a letter to the employee outlining the reason for the action, the effective date, and a statement that the employee may submit a request to the President for an appeal hearing before the Board of Trustees.

**B. Probationary Employee Termination**

1. A probationary employee (career service employee employed less than one (1) year) who is not performing satisfactorily will be counseled concerning any deficiencies which are affecting the employee's job performance and advised if the deficiencies are placing the employee's job in jeopardy.
2. If there is written documentation related to the counseling session, the documentation must be given to the employee and placed in the employee's privacy folder in the Department of Human Resources. If it is determined that the employee has not responded to counseling and termination is necessary, the employee's supervisor must review the matter with the Director, Human Resources, for final disposition.
3. A probationary employee may be terminated at any time during the probationary period without any obligation to the employee or College to supply further reasons or reasons for such action.

Responsible Official: Director, Human Resources

President's Signature:



Date: 01/31/2023

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Disciplinary Action (Career Service) Conditional Status	<u>Number</u> 422
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 1

**I. Purpose**

A career service employee who has been employed satisfactorily with the College in his or her present position for longer than one year is considered non-probationary. This procedure provides for the placement of an employee on conditional status.

**II. Procedure**

A. If an employee receives a below standard performance evaluation, the employee will be placed on conditional status for a maximum of six (6) months. The employee may be evaluated at any time during this period; if the employee's work performance substantially improves or if the problem continues, a new evaluation will be conducted.


B. If a supervisor evaluates an employee below standard, the supervisor must also provide a letter to the employee documenting below standard rating. The supervisor will review the letter with the Director, Human Resources, prior to its delivery to the employee.

The letter should explain each below standard rating and include a statement that failure to correct deficiencies will place the employee's status with the College in jeopardy. The letter will include specific examples of poor performance and action needed to correct the poor performance areas.

C. The supervisor will conduct at least one (1) counseling session with the employee. Counseling sessions will be documented.

D. At any point during the conditional period if the employee does not improve, the supervisor may recommend termination.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 01/31/2023



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Solicitation, Distribution, and Access	<u>Number</u> 424
Related Policy:	Agents, Solicitors, and Salespeople - 6Hx20-1.008	<u>Page</u> Page 1 of 2

**I. Purpose**

Solicitation, distribution, access to, and use of Pensacola State College facilities shall comply with guidelines as established herein.

**II. Procedure**

**A. Solicitation**

1. Employees are permitted to solicit during their free time (non-working hours), even in work areas, so long as such solicitation does not involve other employees who are working. Non-working hours are defined as lunch periods, rest periods, and time outside the employee's normally scheduled work hours and rest periods as well as time outside the employee's normally scheduled work hours .
2. Non-employees are permitted to solicit only in public areas, provided such solicitation does not involve employees and does not interfere with the regular intended use of the public area. Public areas are those within work areas to which the general public has access (hallways, lobbies, walkways, etc.). Non-work areas are cafeterias, lounges, recreation areas, parking lots, or other areas where work is not performed.

**B. Distribution of Literature**

1. Employees are permitted to distribute literature or materials during their free time (non-working hours) in non-work areas so long as such distribution does not involve other employees who are working. However, employees are prohibited from distributing literature or materials in work areas where the actual work of employees is performed.
2. Non-employees are permitted to distribute literature or materials only in public areas, provided such distribution does not involve employees who are working and does not interfere with the regular intended use of the public areas.

**C. Access to College Property**

1. Employees have access to College property and facilities during their regular hours of work and outside their normal hours of work when on College business. However, when not engaged in College business, access will be limited to public areas.



2. Non-employees have access to public areas during those hours when such areas usually are open to the public, and provided such access does not interfere with the intended use of such area and further does not involve employees at work.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 1/30/2023



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Position Classification: New Positions	<u>Number</u> 425
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 1


**I. Purpose**

To provide a relative basis for comparing similar positions or classes for assignment into appropriate salary schedules, levels, and salary ranges.

During the budgeting process, the classification level for new positions will be administratively projected. These projections will be used for budgeting only. This procedure will then be used to establish an actual classification level before the position is advertised and filled. Any new position requests outside the budgeting cycle will use the following procedure.

**II. Procedure**

- A. The department or area desiring a new position should develop a position description that describes the expected duties, responsibilities, and minimum qualifications of the position. The Human Resources Department should be contacted for the proper position description format.
- B. The new position description, along with a memo justifying the new position and requesting funding, should be submitted in the budgeting process. Requests outside the budgeting process should be forwarded through appropriate administrative channels to the President for approval. This approval will not specifically approve a given position level, title, or salary, but will authorize that a general position is added.
- C. For new positions, the Human Resources Department will determine the position's duties, functions, and responsibilities in order to recommend assignment to the salary schedule, classification title, level, and associated pay range that is appropriate for the position.

Responsible Official:	Director, Human Resources
President's Signature: 	Date: 01/31/2023

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Position Reclassification	<u>Number</u> 426
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 1


**I. Purpose**

To provide a relative basis for comparing similar positions or classes for assignment to the salary schedule, levels, and salary ranges.

**II. Procedure**

- A. An established position may be considered for reclassification for a variety of reasons, including, but not limited to:
1. Significant changes in the duties and responsibilities of the position
  2. A redistribution of work assignments that significantly alter the duties and responsibilities
  3. Revisions in the class specification
- B. An employee or a supervisor of an employee may request a position reclassification in writing to the appropriate administrator in their supervisory channel. The appropriate administrator, at his or her discretion, may initiate the position reclassification by contacting the President to detail and justify the changes related to the position. The administrator should submit a revised draft position description to the President.
- C. After the President approves the reclassification of a position, the Director, Human Resources, will be notified of the results. The Human Resources Department will notify the supervisor of the results and, if appropriate, initiate the appropriate actions to process the reclassification and update the Human Resources system.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 01/27/2023



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title: Employment – Advertising, Recruiting, and Application Processing	<u>Number</u> 428
Related Policy: Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 2

**I. Purpose**

To provide procedures to fill vacant positions at the College and to advertise positions available in seeking qualified applicants available for hire.

To ensure all applicants and employees at Pensacola State College are considered equally for employment opportunities without regard to race, color, ethnicity, sex, pregnancy, genetic information, age, religion, marital status, national origin, disability, sexual orientation, or gender identity.

To ensure affirmative action is incorporated into the recruitment efforts to ensure adequate dissemination of information regarding position vacancies at Pensacola State College in order to attract qualified minority applicants.

To require applicants for authorized and established College position vacancies to complete standardized application materials from which objective employment decisions can be made and to identify the specific positions that they are applying for.

**II. Procedure**

- A. The supervisor of a vacant position should initiate the request to open a position for advertising via the Create Job Requisition task within Workday. The job requisition automatically routes to the supervisor’s chain of command for approval as well as to Business Affairs for budget approval prior to establishing an open position for advertising. Once the President has fully approved the Job Requisition, Human Resources will advertise in applicable media. Professional, managerial, and faculty positions will be advertised in special publications as requested by the department.
- B. Career service positions are advertised for a minimum of ten (10) days. Additional advertising may be requested to attract qualified applicants.
- C. Position vacancy announcements are distributed to various area agencies and used at job recruiting fairs and events.
- D. Direct placements of employees into positions may occur when it is in the best interests of the College. Direct placements may occur from departmental reorganizations or hiring without advertising when a candidate presents, and there is need that the candidate can fulfill immediately for the College. A Request for Waiver of Advertisement Form needs to

be completed to document the rationale for all direct placements and approved by the President.

- E. All applicants for advertised vacancies are required to complete the application through the College's Workday system. Applicants are required to submit additional documentation to support the required educational degrees and/or certifications required for the positions they are applying for. A DD214 is required to support veteran's preference or a DD1300 for a widower of a veteran.
- B. Applicants will be asked to create an account within Workday where they can view the status of their application for the position(s) for which they have applied.
- C. All applicants must be eligible to work in the United States and provide the documentation to support this. The College participates with E-Verify, and documentation to support work eligibility is required.

Responsible Official: Director, Human Resources
President's Signature:  Date: 1/30/2023

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Employment – Selection	<u>Number</u> 430
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 3

**I. Purpose**

To ensure that all applicants are provided equal access and equal opportunity for employment without regard to race, color, ethnicity, sex, pregnancy, genetic information, age, religion, marital status, national origin, disability, sexual orientation, or gender identity. This procedure outlines the process for the selection of qualified applicants for employment through diverse selection committees balanced by race and gender.

**II. Procedure**

**A. Commencement of the Hiring Process**

The hiring process will commence between the hiring manager and HR Recruiter with the creation of a job announcement and job requisition in Workday. The job requisition will be completed by the department supervisor seeking to fill the position, with the job announcement in the job details section. The job requisition automatically routes to the supervisor’s chain of command for approval and Business Affairs for budget approval before approving a job for advertisement. Human Resources will advertise in applicable media.

Hiring managers will be provided guidance and a checklist of steps to accomplish with an applicant pool and how to proceed through the Workday processes. In addition, information about the hiring process will also be provided, including legal requirements for interviewing candidates, public meeting requirements under the Sunshine Law, and recordkeeping requirements of the Public Records Law.

**B. Job Posting**

Jobs will be advertised via the college website, social media platforms, and other job-specific ways determined by the hiring manager and college administration. Most positions will have a 14-day advertisement, with a determined “first review,” but will remain open until filled. Approved “Internal only” advertisements are open for one week and will be announced on the Workday Career App and college open position listing.

**C. Qualified Applicant Pool**

The HR Recruiter will monitor the applicant flow of the candidate pool and discuss options with the hiring manager to include, but not limited to, extending the advertising

deadlines, using other advertising sources, or temporarily closing the advertisement until advisement of the college administration is received.

D. Interview List

The hiring manager will screen the applicant pool to determine which applicants meet the minimum qualifications for the job and will select applicants to be moved to the step of “committee member review.” Committee members assigned to assist in the hiring recommendation will be granted access to review and assess the candidate’s qualifications. The committee members will provide input and recommendations to the hiring manager of candidates to be moved forward to “manager’s manager review” with the recommendation to interview. Once the selection for interviews is completed, Human Resources will confirm that all applicants selected for interview meet the minimum qualifications for the position. Human Resources will add all qualified veterans to the interview list. Human Resources will review all minority applicants in the applicant pool. If the job-related qualifications of any qualified minority applicant are equal to or greater than those of any non-minority applicant to be interviewed. In that case, that qualified minority applicant shall be added to the interview list.

E. Creating a Screening Committee for all Exempt Levels

Within ten (10) days following the creation of a job requisition in Workday, the departmental supervisor authorized to fill a vacancy shall appoint a Screening Committee. All Screening Committees shall be composed of three (3) members, including the hiring manager, but a Senior Level Administrator may approve a larger Screening Committee. Committees shall be diverse and balanced with regard to gender and ethnicity. Committees established to fill faculty positions shall be formed as outlined in the Collective Bargaining Agreement (CBA), Article 17.01B. Upon appointment of the Screening Committee members, the hiring manager will provide Human Resources with the names of the Screening Committee members. Human Resources will review the list within three (3) days to ensure that the Committee meets the diversity requirements set forth above. The purpose of the Screening Committee is to interview the selected applicants and recommend a finalist for the position. The Committee meetings, including interviews, are public meetings pursuant to s. 286.011, Fla. Stat.

F. Interview Questions

A prepared list of sample questions appropriate to the classification of the position vacancy will be provided by Human Resources to the hiring manager for consideration for interviewing.

G. Interview and Recommendation


The committee will interview each to determine the most qualified applicant(s) for the position. No finalist will be offered employment until the President or his or her designee approves an offer of employment and salary.

H. Processing the Offer

Once the President’s approval is obtained, the hiring manager may contact the successful candidate to make the offer. Upon acceptance of the offer, Human Resources will provide the offer letter and, if applicable, schedule orientation. Following acceptance of an offer by the person hired to fill the position, any remaining applicants will be moved to inactive status, and a Workday-generated notice will be sent. The entire procedure for hiring should not exceed more than eight (8) weeks.

I. Orientation

Human Resources shall schedule an orientation session for the new employee to review benefits and other employment information. In addition, the hiring manager shall assign a mentor who will provide further orientation regarding the College and the specific responsibilities of the position.

Responsible Official: Director, Human Resources	
President’s Signature: 	Date: 1/30/2023



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Compensatory Time	<u>Number</u> 431
Related Policy:	N/A	<u>Page</u> Page 1 of 1


**I. Purpose**

To promulgate a process and regulations for use of compensatory time.

**II. Procedure**

- A. All compensatory time must be approved in advance by the appropriate dean or Vice President.
- B. Any compensatory time approved must be taken within the pay period in which it is accrued. If earned at the end of a pay period, it must be used before the end of the next pay period.
- C. There will be no accumulation of compensatory time. If the time is not taken, then it must be reported as overtime and funded out of the departmental budget. Exceptions are to be approved by the appropriate Vice President.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Student Employment	<u>Number</u> 432
Related Policy:	N/A	<u>Page</u> Page 1 of 2

**I. Purpose**

The purposes of the Budgeted Student Assistant (BSA), Federal Work-Study (FWS) and Florida Work Experience (FWEP) programs are to provide supplementary financial assistance for students, so they can pursue a course of study at Pensacola State College (College) and, secondarily, to provide part-time clerical and other support to the various offices and functions of the College. The major focus of these programs is on the students attaining their educational goals, rather than working full-time to maximize earnings. Work experiences should supplement the students' education process and serve the community.

**II. Procedure**

- A. The BSA, FWS, and FWEP programs are separate and distinct programs.
- B. The FWS and FWEP programs are administered by the College Financial Aid Office, in accordance with Federal & State funds, laws, and regulations and are strictly need-based.
- C. The BSA program is administered by the College Human Resources Department and is funded by College funds.
- C. Student assistants are limited to a maximum of 40 work hours per pay period during the regular fall, spring, and summer terms.
- E. In exceptional situations, only BSA students may work a maximum of 37 1/2 hours per week between terms, if they are pre-registered in at least 6 College credit classes for the following term and if funds are available. FWS & FWEP students are not permitted to work beyond 20 hours per week.
- F. Department heads or supervisors are responsible for ensuring that BSA, FWS and FWEP students are not contracted through an external temporary agency to work at the College. Department heads or supervisors are also responsible for verifying the continuing College academic-enrollment status of all student assistants. FWS students, FWEP students, and BSA students must be enrolled at least half-time (i.e., 6 credits for fall, spring or summer terms.) If their enrollment at any point in the semester falls below 6 credits, they will be immediately terminated.
- G. Lifelong Learning, Recreation and Leisure, Vocational Supplemental, and audit only courses do not count in computing the student's FWS and BSA status. FWS and FWEP

students are required by Federal law to maintain satisfactory academic progress and take courses applicable to a Bachelor of Applied Science degree, Bachelor of Science degree, Associate in Arts degree, Associate in Science degree, Advanced Technical Certificate, Technical Certificate, Advanced Technology Diploma, Advanced Technical Certificate, or Career and Technical Certificate.

- H. The work hours of FWS and FWEP students are strictly based on individual need, as documented by the Financial Aid/Veterans Affairs Office.
- I. All student assistants are expected to perform their work duties in accordance with the requirements of the department in which they work.
- J. Student assistants may not work during a scheduled class. Department heads or supervisors must ensure that work time does not conflict with the student's scheduled classes.
- K. All student assistants are responsible for accurately maintaining their time sheets. Department heads or supervisors are accountable for verification and certification of hours actually worked by the students.
- L. Student assistants will not be allowed to work as temporary employees at the College, except by approval of the appropriate Vice President or President.
- M. Student workers must elect Direct Deposit of their paychecks. Students may use their Customers Bank account for Direct Deposit. A completed bank direct deposit form must be processed by Human Resources for this action.

Responsible Official: Director, Human Resources

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Volunteer Workers	<u>Number</u> 433
Related Policy:	N/A	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish guidelines for using individual volunteer workers at the College. Volunteer workers are those individuals who are not paid nor materially rewarded for their services to the College. If formal contractual agreements exist with community organizations (e.g., the Summer Youth Employment Training Program with the Escambia County School District) it is not necessary to use this procedure.

**II. Procedure**

- A. Individuals in the community who desire to become a College volunteer must complete a Volunteer Worker Application Form, which allows the volunteers to specify the capacity in which they wish to volunteer their services and their desired start date and work hours. The reverse side of the application form includes a Volunteer Worker General Release Statement that must be completed and signed by volunteers before they begin. These forms are available from the Human Resources Department or online at Employee HR Forms.
- B. All volunteers must comply with Board Policy 6Hx20-1.036, Criminal Background Checks/Fingerprinting and may be responsible for all costs associated with their background check/fingerprinting requirement.
- C. If there is a need for volunteer services and if a department head or supervisor can utilize the particular skills of individuals, the department head or supervisor must approve the Volunteer Worker Application Form and forward it to the appropriate Vice President for final approval. The department head or supervisor must include the assigned cost center number on the Volunteer Worker Application Form. The form with the final approval will be filed in the department office that utilizes the volunteers.
- D. When a decision is made and approvals are obtained to use volunteer workers, the department head or supervisor utilizing the services of the volunteers will be responsible for the following:
  - 1. Taking actions to develop and provide meaningful opportunities for volunteers;
  - 2. Recruiting, screening, training, orienting, supervising, and being responsible for volunteers;
  - 3. Taking the necessary actions to ensure that volunteers understand their duties, responsibilities, and obligations;

4. Confirming that the volunteers understand when and where they are to be present to begin and end their assignments;
  5. Informing the volunteer of applicable policies, procedures, administrative rules and expectations; and
  6. Completing the Volunteer Worker's Time Report for Workers' Compensation Form and forwarding it quarterly to the Human Resources Department.
- E. Although volunteer workers are not compensated for their work, they do represent the College and are expected to conduct themselves professionally, perform their tasks in an effective and pleasant manner, and cooperate and take direction from designated supervisors.

Responsible Official: Director, Human Resources

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Library Loan Procedure for All Pensacola State College Employees	<u>Number</u> 435
Related Policy:	N/A	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish procedures concerning the loan of Library materials to all Pensacola State College employees. An employee is defined as a person who is hired through the Human Resources Office at Pensacola State College.

**II. Procedure**

**A. Requirements of use of College library materials**

All Pensacola State College employees must have a valid College ID card in order to charge out circulating library materials.

Students or others who are sent to the Library by the employee to borrow materials in his or her name must have the employee's borrower card and produce a letter signed by the employee requesting the items.

**B. Loan period**

Circulating library materials are charged out to employees for one term. One renewal will be given upon request.

Certain collections that are specific to each campus may have different loan periods.

**C. Limit to the number of circulating items an employee may have charged out each term. An employee may not have more than 50 items charged out at any one time.**

Should an employee require the use of more than 50 items at one time, a written request should be submitted to the Department Head of Libraries, stating the reason and the loan period involved. If the Department Head agrees to the request, the materials must be returned by the agreed upon date, usually a two (2) week period for all materials over the 50 item limit.


Arrangements for use of noncirculating library materials, e.g., reference books, periodicals, and audiovisual materials, must be made on an individual basis with the reference librarian.

- D. Notification and resulting action of failure to return library materials by due date within one (1) week of due date passing, a notice will be sent to the employee's home address requesting the return of the material.

If the materials are not returned within 40 days of the due date, the materials will be declared lost and a bill will be sent to the employee for the replacement cost of the materials.

If the materials are not returned or paid for by the beginning of the following term, the employee will be notified that his or her borrowing privileges have been suspended until the return of or payment for the materials.

There are no known exceptions to this procedure. The department head has the authority to make exceptions should they be deemed necessary.

Responsible Official: Vice President, Academic and Student Affairs
President's Signature:  Date: 02/21/2017


**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Minimum Qualifications for Instructional Personnel	<u>Number</u> 437
Related Policy:	Faculty Qualifications – 6Hx20-4.027	<u>Page</u> Page 1 of 38

**I. Purpose**

The purpose of this procedure is to provide assistance to individuals responsible for faculty selection and credentialing at Pensacola State College (PSC). All full-time faculty members and all part-time faculty members are required to meet the standards set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This faculty credentials manual delineates the credentials required to teach courses in each discipline and program offered at PSC.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017







Faculty Credentialing Manual  
Minimum Qualifications for Instructional Personnel  
2016-2017

## FACULTY CREDENTIALS MANUAL

The purpose of this manual is to provide assistance to individuals responsible for faculty selection and credentialing at Pensacola State College (PSC). All full-time faculty members and all part-time faculty members are required to meet the standards set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This manual delineates the credentials required to teach courses in each discipline and program offered at PSC.

SACSCOC addresses faculty credentials in Comprehensive Standard 3.7.1 in *The Principles of Accreditation: Foundations for Quality Enhancement*:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (*See Commission guidelines (Faculty competence)*)

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

The table included delineates the minimum qualifications and qualifying fields associated with each course prefix offered at the College. Organization is by level (Adult Education, Developmental Education, Lower Level, and Upper Level) and alphabetical order within each level. For cases in which qualifications are not clear, the appropriate Dean, in consultation with the Vice President, Academic Affairs and Student Affairs will render a final decision on qualifications or the need for an alternative credentialing.

To request approval of credentials through alternate documentation, the following procedure is followed:

- a. The department head drafts a memo requesting an alternate credential review, including an outline of the justification of the alternative credentials, and attaches documentation of those credentials.
- b. The supervising dean reviews the memo requesting an alternate credential review and the associated documentation. If recommended for approval, the dean forwards the materials to the Vice President, Academic and Student Affairs. Otherwise, the dean returns the materials to the department head with an explanation for the denial.
- c. The Vice President, Academic and Student Affairs, reviews the memo and associated documentation and either approves or denies the request. If the Vice President approved, he or she proceeds to step d. If the Vice President denies the request, he or she returns the memo and associated materials to the dean and department head with an explanation for the denial. The decision of the Vice President, Academic and Student Affairs is final.
- d. The approved memo requesting the alternate credential review and, if possible, the associated documentation is forwarded to the Office of Human Resources for placement in the employee's personnel file.
- e. A copy of the memo requesting the alternate credential review is returned to the department head, who enters the appropriate information into the Approved to Teach system and ensures that the documentation of the alternative credentials is present and complete in the personnel file.

#### Evaluation of International Credentials

An individual with an international degree must have his or her course work evaluated for US equivalency by an evaluation service affiliated with the National Association of Credential Evaluation Services, Inc. The applicant is responsible for requesting the evaluation and for the

cost of the international transcript evaluation as well as any related report(s). Advisory statements on educational equivalency are prepared on request.

#### Operational Definitions.

Instructor of Record: A fully qualified faculty member responsible for the instruction in a given course section and for the evaluation of students and assigning of grades for the section. This faculty member is listed as the Primary Instructor in the Approved to Teach system.

Team Instructor: A fully qualified faculty member who is not the instructor of record but who provides instruction for the course, usually in laboratory or clinical setting or in specific modules in a course, under the supervision of the instructor of record.

Secondary Instructor: A faculty member who does not meet credentialing requirements to serve as the instructor of record for a course, does not have grade assigning privileges, and serves under the supervision of the instructor of record. A secondary instructor may provide instruction in a specific module in a course in which he or she has expertise or experience or may supervise students in experiential learning activities such as internships, clinical experiences, laboratory experiences, or other settings.

Credentials: The documentation of academic degree(s), work experience, certification(s), licensure(s), and other evidence qualifying a faculty member to serve as an instructor for a course.

Course: A credit or noncredit and individually designated unit of curriculum and instruction within the *College Catalog* or schedule of course offerings.

Course section: A specific section of a course offered by the College.

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
<b>ADULT EDUCATION</b>					
High School Courses	All	All	N	Bachelor's degree in teaching discipline or in related field of secondary education with subject area concentration.	
Adult Basic Education and English for Speakers of Other Languages (ESOL)	All	All	N	Bachelor's degree.	
<b>DEVELOPMENTAL EDUCATION</b>					
English Composition	ENC	0015 0025 0055 0056	N	Bachelor's degree in one of the qualifying fields.	English English Education Language Arts Linguistics Applied Linguistics
Mathematics	MAT	0018 0022C 0028 0055 0056	N	Bachelor's degree in one of the qualifying fields.	Mathematics Mathematics Education Engineering Physics Science
Reading	REA	0007 0017 0055 0056	N	Bachelor's degree in one of the qualifying fields.	English English Education Education Language Language Arts Linguistics Applied Linguistics
<b>LOWER LEVEL</b>					
Accounting: General	ACG	All except 2002 2947 2949	Y	Master's degree in a qualifying field PLUS CPA OR Master's degree with 18 graduate semester hours in any combination of qualifying fields PLUS CPA.	Accounting Business Business Administration Finance Tax
Accounting: General	ACG	2002 2947 2949	N	Bachelor's degree in Accounting with 2 years of relevant work experience.	Accounting Business Business Administration Finance Tax

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Accounting: Occupational/ Technical Variable Paced	ACO	All	N	Bachelor's degree in Accounting with 2 years of relevant work experience.	Accounting Business Business Administration Finance Tax
HVACR: Heating/ Ventilation/AC/ Refrigeration: Tech/Trades	ACR	All	N	Demonstrated competencies in a comprehensive variety of AC, refrigeration, and heating service techniques AND 6 years of work experience in the qualifying field.	AC Refrigeration Heating Service Technology
Agricultural Economics and Business	AEB	All	Y	Master's degree in field OR Master's degree with 18 graduate semester hours in field.	
American History	AMH	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	American History History
American Literature	AML	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Literature Rhetoric and Composition
Anthropology	ANT	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Anthropology Archaeology Cultural Anthropology Physical Anthropology Social Anthropology
Applied Accounting	APA	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Accounting Business Business Administration Finance Tax

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Art History	ARH	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Art Fine Arts Classics Humanities
Art	ART	All	Y	Master's degree in Art with an emphasis in the specific medium OR Master's degree with 18 graduate semester hours in the medium.	Art
American Sign Language	ASL	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	American Sign Language Deaf Education Speech Pathology and Audiology Special Education with emphasis in Deaf Education
Astronomy	AST	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Astronomy Earth and Space Science Physics
Animal Science Technology	ATE	All	N	Associate's degree in Veterinary Technology with 2 years of relevant work experience.	Veterinary Technology
Building Construction	BCN	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience OR 6 years of relevant work experience.	Architecture Architectural Studies Building Construction Civil Engineering
Building Construction Trades	BCT	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience OR 6 years of relevant work experience.	Architecture Architectural Studies Building Construction Civil Engineering

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Building Construction: Vocational	BCV	All	N	Associate's degree with 2 years of relevant work experience OR 4 years of relevant work experience.	Carpentry Plumbing AC, Refrigeration & Heating Electrical General Contractor
Botany	BOT	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Botany Plant Pathology Horticulture Biology
Biological Sciences	BSC	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Biology Botany Microbiology Ecology Biochemistry Marine Biology Environmental Science Oceanography
Business Law	BUL	All	Y	Juris Doctorate OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Law Business Management Administration
Computer Applications	CAP	All except AS Only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Systems Management Information Systems Web Technologies



Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Computer Applications	CAP	2050 2051 2134 2140 2141	N	Bachelor's degree in a qualifying field and 2 years of relevant work experience.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Systems Management Information Systems Web Technologies
Criminology and Criminal Justice	CCJ	All except AS Only	Y	Juris Doctorate OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Criminology Criminal Justice Law Enforcement Corrections Homeland Security Crime Scene/Forensics Criminology Criminal Justice Law Enforcement Corrections Homeland Security Public Administration Crime Scene/Forensics
Criminology and Criminal Justice	CCJ	2687 2940 2949	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Criminology Criminal Justice Law Enforcement Corrections Homeland Security Crime Scene/Forensics Criminology Criminal Justice Law Enforcement Corrections Homeland Security Public Administration Crime Scene/Forensics

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Computer Engineering Technology	CET	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant experience. Appropriate industry certification in course subject area may substitute for relevant work experience.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Project Management Web Technologies
Computer General Studies	CGS	All except AS Only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies
Computer General Studies	CGS	1060 1061	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Home Economics: Child Development	CHD	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Child Development Early Childhood Education Early Education Pre-School Education Pre-Kindergarten Psychology (with emphasis in Childhood Development) Special Education (with an emphasis in Early Childhood)
Chemistry	CHM	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Chemistry Chemical Engineering Biochemistry
Computer Science and Information Systems	CIS	All except AS Only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Computer Science and Information Systems	CIS	1350 2120 2381	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience. Appropriate industry certification in course subject area may substitute for relevant work experience.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies
Corrections	CJC	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Criminal Justice Criminology Law Law Enforcement/Corrections-related field Homeland Security Crime Scene/Forensics
Law Enforcement	CJE	All except AS only	Y	Juris Doctorate OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Criminal Justice Criminology Law Law Enforcement/Corrections-related field Homeland Security Crime Scene/Forensics Public Administration
Law Enforcement	CJE	1600 1673 1772 2671	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience OR 6 years of relevant work experience.	Criminal Justice Criminology Law Law Enforcement/Corrections-related field Homeland Security Crime Scene/Forensics Public Administration

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Law and Process	CJL	All	Y	Juris Doctorate OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Criminal Justice Criminology Law Law Enforcement Corrections-related field Homeland Security Crime Scene/Forensics
Classical Culture in Translation or Translation Skills	CLT	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Classics Humanities
Computer Networks	CNT	All except AS Only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Computer Networking Computer Science Computer Engineering Computer Information Systems Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies
Computer Networks	CNT	2405	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience. Appropriate certification may substitute for work experience.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Communication	COM	2100	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Communications Communication Arts Mass Communication
Computer Programming	COP	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Computer Programming Computer Science Computer Engineering Computer Information Systems Computer Networking Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies
Cosmetology	COS	All	N	Bachelor's degree with 2 years of relevant work experience OR Associate's degree with 4 years of relevant work experience OR 6 years of relevant work experience. Appropriate license in course subject area is required.	
Creative Writing	CRW	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Literature Rhetoric and Composition
Cosmetology - Specialized	CSP	All	N	Bachelor's degree with 2 years of relevant work experience OR Associate's degree with 4 years of relevant work experience OR 6 years of relevant work experience. Appropriate license in course subject area is required.	

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Computer Technology and Skills	CTS	All except AS only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Computer Science Computer Engineering Information Technology Computer Education Decision and Information Technology Information Technology Information Systems Computer Networking Information Security Information Assurance Systems Analysis Digital Forensics
Computer Technology and Skills	CTS	1131 1155 1300 1334 1351 1390 2104 2106 2120 2145 2149 2302 2303 2304 2310 2318 2330 2391 2392	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in field with 4 years of relevant work experience. Appropriate certification may substitute for work experience.	Computer Science Computer Engineering Information Technology Computer Education Decision and Information Technology Information Technology Information Systems Computer Networking Information Security Information Assurance Project Management Systems Analysis Digital Forensics
Dance, Emphasis on Activity	DAA	All	Y	Master's degree in Dance.	Dance
Dance	DAN	All	Y	Master's degree in Dance.	Dance
Dental Hygiene	DEH	All	N	Associate's degree in a qualifying field with 2 years of relevant work experience, current Florida Dental Hygiene License, current BLS for health care providers, educational methodology.	Dental Hygiene Education Health or related field

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Developmental Psychology	DEP	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of qualifying fields.	Developmental Psychology Psychology *Counseling Psychology *Educational Psychology (*Counseling and educational psychology courses cannot be counted unless the course content is the same as a course normally found in a graduate psychology program.)
Dental Support	DES	All	N	Associate's degree in a qualifying field with 2 years of relevant work experience, current Florida Dental Hygiene License, current BLS for health care providers, educational methodology.	Dental Hygiene Education Health or related field.
Dental Support	DES	All lecture courses	N	Associate's degree in a qualifying field with 2 years of relevant work experience, current Florida Dental Hygiene License, current BLS for health care providers, educational methodology PLUS continuing education, advanced study or knowledge in the particular subject area.	Dental Hygiene Education Health or related field.
Economics	ECO	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Economics



Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Education: Foundations and Policy Studies	EDF	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Education Elementary Education Foundations of Education Secondary Education Curriculum and Instruction
Education: Early Children	EEC	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Early Childhood Education Early Education Pre-School Education Pre-Kindergarten Psychology (with emphasis in Childhood Development) Special Education (with an emphasis in Early Childhood)
Electronic Engineering Technology	EET	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience.	Engineering Engineering Technology Electrical Engineering Industrial Engineering Civil Engineering Chemical Engineering Computer Engineering Mechanical Engineering Manufacturing
Education: Exceptional child - Core Competencies	EEX	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Early Childhood Education Early Education Pre-School Education Pre-Kindergarten Psychology (with emphasis in Childhood Development) Special Education (with an emphasis in Early Childhood)

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Engineering General	EGN	All except AS Only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Engineering Electrical Engineering Industrial Engineering Civil Engineering Chemical Engineering Computer Engineering Mechanical Engineering
Engineering General	EGN	1123	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience.	Engineering Electrical Engineering Industrial Engineering Civil Engineering Chemical Engineering Computer Engineering Mechanical Engineering
Education: Technology and Media	EME	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Educational Technology Computer Information System Curriculum and Instruction: Technology
Emergency Medical Services	EMS	All	N	Associate's degree in a qualifying field with 2 years of relevant work experience, current Florida certified Paramedic, current ACLS (Advanced Cardiac Life Support) provider card, prefer instructor ratings in ACLS, PALS (Pediatric Advanced Life Support), and/or BTLS (Basic Trauma Life Support).	Emergency Medical Technician Paramedic
English Composition	ENC	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Applied Linguistics Linguistics Literature Rhetoric Composition
English Literature	ENL	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Literature Rhetoric and Composition

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Entrepreneurship	ENT	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Business Management Business Administration Business Entrepreneurship
Earth Science	ESC	All	Y	Master's degree in a qualifying field OR Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Geology Oceanography Meteorology Earth and Space Science
Engineering Technology: Civil	ETC	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience.	Civil Engineering Engineering
Engineering Technology: Drafting	ETD	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience.	Engineering
Engineering Technology: Industrial	ETI	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience.	Industrial Engineering Engineering
Engineering Technology: Mechanical	ETM	All except AS only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Engineering Mechanical Engineering
Engineering Technology: Mechanical	ETM	2315	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience.	Engineering Mechanical Engineering

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Engineering Technology: Specialty	ETS	All	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience OR Associate's degree in a qualifying field with 4 years of relevant work experience.	Engineering Physics
European History	EUH	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	European History History
Environmental Studies	EVR	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Biological Science Ecology Environmental Science
Finance	FIN	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Finance Accounting Business Management Business Administration
French Language	FRE	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	French Comparative Literature with a demonstrated French component Romance Languages
Food Service Systems	FSS	All	N	Bachelor's degree with 2 years of relevant work experience OR Associate's degree with 4 years of relevant work experience OR 6 years of relevant work experience. Appropriate occupational certification may be substituted for 2 years of work experience.	
Geography: Regional Areas	GEA	2000	Y	Master's degree in Geography OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Geography

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
General Business	GEB	All except AS only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Business Business Management Business Administration Management
General Business	GEB	2947 2949	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Business Business Management Business Administration Management
German	GER	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	German Comparative Literature with a demonstrated German component
Geography: Information Science	GIS	All	N	Bachelor's degree with 2 years of relevant work experience OR Associate's degree with 4 years of relevant work experience OR 6 years of relevant work experience. Appropriate occupational certification may be substituted for 2 years of work experience.	
Geology	GLY	All	Y	Master's degree in Geology OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	
Graphic Arts	GRA	All	N	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Graphic Design Digital Design Visual Design
Hospitality Management	HFT	All	N	Master's degree in Hospitality Management OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Health Information Management	HIM	All	N	Associate's degree in a qualifying field, AND a current qualifying license or credential. Qualifying License or Credential: Any recognized health science license or credential such as Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Pharmacist license, Physical Therapist license, Medical license.	Health Sciences Health Information Management Health Information Technician Medical Records Administrator Pharmacy Physical Therapy Chiropractic Medicine Medicine Nursing Anatomy and Physiology
Health/Leisure/ Physical Education	HLP	All except AS only	Y	Master's degree in Physical Education OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology
Health/Leisure/ Physical Education	HLP	2947 2948 2949	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology
Horticultural Sciences	HOS	All	Y	Master's degree in Horticulture OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Health Sciences	HSA	All	N	AAS or AS in a qualifying field.	Biostatistics Environmental Health Epidemiology Health Sciences Health Sciences Administration Health Sciences Education Healthcare Ethics Occupational Health Public Health Medicine Nursing Veterinary Medicine
Health Sciences	HSC	All except AS only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields. A professional degree (MSN, MD, DO, DC DVM, or other advanced clinical degrees awarded by nationally accredited institutions) may be accepted as fulfilling the degree requirements.	Biostatistics Environmental Health Epidemiology Health Sciences Health Sciences Administration Health Sciences Education Healthcare Ethics Occupational Health Public Health Medicine Nursing Veterinary Medicine
Health Sciences	HSC	1000 1531 1590 2930 2550	N	AAS or AS in a qualifying field. Appropriate certifications.	Biostatistics Environmental Health Epidemiology Health Sciences Health Sciences Administration Health Sciences Education Healthcare Ethics Occupational Health Public Health Medicine Nursing Veterinary Medicine

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Humanities	HUM	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Art History Classics Languages and Literature History Liberal Studies Music History Philosophy Religion
Human Nutrition	HUN	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Biochemistry Dietetics Food Sciences Nutrition Wellness (with a nutrition focus)
Human Services	HUS	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Psychology Counseling Psychology Educational Psychology (Counseling and Educational Psychology courses cannot be counted unless the course content is the same as a course normally found in a graduate Psychology program) Criminology Addiction Studies
Interdisciplinary Honors	IDH	All	Y	Master's degree with a major as appropriate for the topic of the course.	
International Relations	INR	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	International Relations Government Political Science
Integrated Pest Management	IPM	All	N	AAS or AS in a qualifying field. Appropriate certifications.	



Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Italian Language	ITA	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Italian Comparative Literature with a demonstrated Italian component Romance Languages
Journalism	JOU	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Journalism English Communications
Latin (Language Study)	LAT	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Latin Classics
Landscape Design	LDE	All	N	AAS or AS in a qualifying field. Appropriate certifications.	
Leisure	LEI	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology
Library and Information Studies	LIS	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Library Science Library Studies Learning Resources
Literature	LIT	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Creative Writing English Literature Rhetoric and Composition

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Mathematics - Calculus and Precalculus	MAC	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Mathematics Statistics Mathematical Physics
Management	MAN	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Management Business Management Business
Mathematics Applied	MAP	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Mathematics Statistics Mathematical Physics
Marketing	MAR	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Marketing Mass Communications Business Management Business Administration
Mathematics	MAT	1033	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Mathematics Statistics Mathematical Physics
Microbiology	MCB	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Microbiology Biological Science Chemical Science Physical Science Clinical Laboratory Science
Medical Assisting Technology	MEA	All	N	EKG technician, Paramedic, RN, OR Respiratory Therapist with 2 years of relevant work experience.	
Meteorology	MET	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Earth Sciences Geology Oceanography Meteorology Earth and Space Science

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Mathematics - General and Finite	MGF	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Mathematics Statistics Mathematical Physics
Marketing Applications	MKA	All except As only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Marketing Mass Communications Business Management Business Administration
Marketing Applications	MKA	2511	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Marketing Mass Communications Business Management Business Administration
Mass Media Communications	MMC	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Mass Communications Communications Journalism
Management: Applied	MNA	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Management Business Management Business Administration Business
Military Science and Leadership	MSL	All	Y	Master's degree in Military Science OR Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	
Massage	MSS	All	N	AAS or AS in a qualifying field. Appropriate certifications.	
Music: History/ Musicology	MUH	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Music Music History Music Literature Music Performance Conducting

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Music Literature	MUL	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Music Music History Music Literature Music Performance Conducting
Music Ensembles	MUN	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Music Music History Music Literature Music Performance Conducting
Music	MUS	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Music Music History Music Literature Conducting
Music: Theory	MUT	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Music Music History Music Literature Music Performance Conducting
Music - Applied	MVV	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Music Music History Music Literature Conducting
Applied Music: Keyboard	MVK	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Music Music History Music Literature Conducting
Applied Music: Strings	MVS	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Music Music History Music Literature Conducting

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Nursing: Special	NSP	All	N	Master's degree in Nursing AND current RN license for State of Florida Board of Nursing AND current CPR certification for clinical assignment.	Nursing
Nursing, Generic Undergraduate	NUR	All	N	Master's degree in Nursing AND current RN license for State of Florida Board of Nursing AND current CPR certification for clinical assignment.	Nursing
Biological Oceanography	OCB	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Marine Biology Oceanography Meteorology
General Oceanography	OCE	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Earth Sciences Geology Oceanography Meteorology Earth and Space Science
Ornamental/ Horticulture	ORH	All	N	AAS or AS in a qualifying field. Appropriate certifications.	
Office Technology Applications	OTA	All	N	AAS or AS in a qualifying field. Appropriate certifications.	
Public Administration	PAD	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Public Administration Business Administration
Phys. Edu. Acts - (Gen.)-Object Centrd, Land	PEL	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Phys. Edu. Acts - (Gen.)-Perfomr. Centrd., Land (Revised)	PEM	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology
Phys. Edu. Acts. (Profnl.)-Object Centrd., Land	PEO	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology
Phys. Edu. Acts. (Profnl.)-Water, Snow, Ice	PEQ	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology
Physical Education Theory	PET	All except AS only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology
Physical Education Theory	PET	2941 2942 2943	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Physical Education Exercise Science Exercise Physiology Health Health and Fitness Human Performance and Recreation Kinesiology
Photography	PGY	All except AS only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Photography Commercial Photography Fine Arts Photography

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Photography	PGY	1000 1110 2107 2201 2221 2272 2801 2802	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Photography Commercial Photography Fine Arts Photography
Philosophy	PHI	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Ethics Logic Philosophy
Philosophy of Man and Society	PHM	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Ethics Logic Philosophy
Physical Therapy	PHT	All	N	Master's degree in Physical Therapy AND and current Physical Therapist or Physical Therapist Assistant license in the State of Florida. The equivalent of one (1) year full-time, post-licensure experience in the professional discipline is required.	Physical Therapy
Physics	PHY	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Physics Mathematical Physics
Paralegal/Legal Assistant/Legal Administration	PLA	All except AS only	Y	Juris Doctorate OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Law
Paralegal/Legal Assistant/Legal Administration	PLA	2943 2944	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Law

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Precision Metals Technology	PMT	All	N	Associate's degree in a qualifying field with 2 years of relevant work experience OR 4 years of relevant work experience.	Welding
Political Science	POS	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Government Political Science Public Policy (Coursework must be the same as coursework required in a graduate Political Science program.)
Practical Nursing	PRN	All	N	Bachelor's degree in Nursing AND current RN license for State of Florida Board of Nursing AND current CPR certification for clinical assignment.	Nursing
Psychology	PSY	All	Y	Master's degree in a qualifying field or master's degree with 18 graduate semester hours in any combination of the qualifying fields.*	Psychology Counseling Psychology Educational Psychology (Counseling and Educational Psychology courses cannot be counted unless the course content is the same as a course normally found in a graduate Psychology program)
Pharmacy Technician	PTN	All	N	AAS or AS in a qualifying field. Appropriate certifications.	
Radiologic Technology	RTE	All	N	Master's degree in a qualifying field and current American Registry of Radiologic Technologist (ARRT) certification.	Radiography
Student Life Skills (Learning)	SLS	All	Y	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Any recognized academic discipline.
Sonography	SON	All	N	AAS or AS in a qualifying field. Appropriate certifications.	



Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Social Work	SOW	All	Y	Master's degree in Social Work OR Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Social Work
Speech Communication	SPC	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Communications Studies Speech Communications Mass Communications Multicultural Communication Speech Communication
Spanish Language	SPN	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Spanish Romance Languages Comparative Literature with demonstrated Spanish components
Statistics	STA	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Mathematics Statistics Mathematical Physics
Surgical Technology Studies	STS	All	N	AAS or AS in a qualifying field. Appropriate certifications.	
Surveying and Related Areas	SUR	All	N	AAS or AS in a qualifying field. Appropriate certifications.	
Sociology, General	SYG	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Sociology Applied Sociology Criminology
Taxation	TAX	All except AS only	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Accounting Finance Tax

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Taxation	TAX	2000	N	Bachelor's degree in a qualifying field with 2 years of relevant work experience.	Accounting Finance Tax
Theatre Studies and General Resources	THE	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Theatre
Theatre Production and Administration	TPA	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Theatre
Theatre Performance and Performance Training	TPP	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Theatre
Zoology	ZOO	All	Y	Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Zoology Biological Sciences Wildlife Ecology Genetics
<b>UPPER LEVEL</b>					
Accounting: General	ACG	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Accounting Business Business Administration Finance Tax
Art	ART	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Art

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Business Law	BUL	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Law Business Management Administration
Computer General Studies	CGS	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies
Computer Science and Information Systems	CIS	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Computer Science Computer Engineering Computer Information Systems Computer Networking Computer Programming Information Assurance Information Technology Information Security Information Systems Management Information Systems Systems Analysis Web Technologies

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Law Enforcement	CJE	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Criminal Justice Criminology Law Law Enforcement/Corrections-related field Homeland Security Crime Scene/Forensics Public Administration
Entrepreneurship	ENT	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Business Management Business Administration Business Entrepreneurship
Finance	FIN	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Finance Accounting Business Management Business Administration Management
General Business	GEB	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Business Management Business Administration Business
Graphic Arts	GRA	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Graphic Design Digital Design Visual Design
Health Services Administration	HSA	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Administration Business Administration Health Sciences Nursing

Discipline	Course Prefix	Course Number	Transfer	Minimum Requirements	Qualifying Fields
Information Systems Management	ISM	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Information Assurance Information Systems Computer Science Computer Information Systems
Management	MAN	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Management Administration Business Management Business Administration
Marketing	MAR	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Management Marketing Business Administration
Nursing Special	NSP	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Nursing
Nursing	NUR	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Nursing
Public Administration	PAD	All	Y	Doctorate in a qualifying field OR Master's degree in a qualifying field OR Master's degree with 18 graduate semester hours in any combination of the qualifying fields.	Public Administration Business Administration Management

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Background Check Requirements and Processing	<u>Number</u> 438
Related Policy:	Criminal Background Checks/Fingerprinting - 6Hx20-1.036	<u>Page</u> Page 1 of 2

**I. Purpose**

In accordance with the College policy 6Hx20-1.036, all employees, interns, student workers, and volunteers must complete a Level II background screening on live scan once they have been selected for employment or scheduled for an assignment which grants system access.

**II. Procedure**

- A. The College's live scan equipment to acquire fingerprints is located at the Pensacola campus, Public Safety/College Police department, building 5. Applicants for fingerprinting may go to Public Safety during operational hours, or call the department at 850-484-2500, or campus ext. 2500 for specific times.
- B. All parties who are printed by the College's live scan are required to complete a VECHS Waiver Form which will be provided by the representative of the Public Safety/College Police Department. Completed VECHS Waivers forms will be maintained with the live scan process and among the documents in the employee's HR record.
- C. The College may also include the process used for acquiring a background check through a third party for the following specific cases:
  - a. Out of state or not in the local area employees.
  - b. Minors who do not have a government-issued ID in order to fulfill the requirement of running a check through the VECHS system, and/or
  - c. Those who cannot generate a result through prints and a receipt of a failed transaction from the Level II attempt has been received.
- D. The College shall not be required to perform a criminal background check on any former employee (full-time, part-time, or adjunct) who is rehired by the College, if that person's prior employment with the College ended within 12 months prior to the person being rehired or reassigned; and the person previously had a criminal background check performed by the College during the period of such prior employment by the College.
- E. Certain parties may be exempt from completion of the background check including local law enforcement officers. The College Administration shall make that determination based on the President's directive and/or approval.

- F. The College may waive the required criminal background check for any Covered Person who has had a criminal background check performed by an entity other than the College within 12 months prior to that person's employment by the College, if such Covered Person provides to the College Human Resources Department, at the time of hire, a copy of such previous criminal background check in a form acceptable to the College.
  
- G. The cost of the background check will be paid by the employee via payroll deduction. For those not on payroll, a direct payment will be made to the College's Cashier's. Should a funding source include an employee or volunteer's background check, notification will be made to the applicant for proper processing.

Responsible Official: Director, Human Resources

President's Signature:



Date: 10/13/2021

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Accounting	<u>Number</u> 501
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 3

**I. Purpose**

To identify the Basic Accounting System, the State Accounting Manual, and the Basic Coding System.

**II. Procedure**

**A. Fund Accounting**

1. The College utilizes fund accounting which is a system by which resources are allocated to and accounted for as a separate entity (fund) according to the purpose for which resources may be used in accordance with limitations, regulations or restrictions imposed by sources outside the institution or the governing board. A fund is an accounting entity with a self-balancing set up accounts consisting of assets, liabilities, fund balance, and changes in the fund balance.
2. For reporting purposes, funds of similar characteristics are combined into fund groups. The College utilizes the following fund groups:
  - a. 

<u>Current Funds</u>	<u>Non-Current Funds</u>
Unrestricted Funds	Loan and Endowment Funds
Restricted Funds	Plant Funds
Auxiliary Funds	
Scholarship Funds	
Agency Funds	

**B. Accounting System**


The College is responsible for establishing an accounting system that:

1. Provides for the uniform coding system of organizational units and the uniform general ledger classification.
2. Has a general ledger and subsidiary ledger system which provides for the summarization of accounting transactions and identification to source documentation.
3. Records transactions in accordance with generally accepted accounting principles.
4. Provides reasonable assurance that transactions are executed as authorized; that transactions are recorded as necessary to permit financial statement preparation





4. The two groups are subdivided into eight identifiable categories as shown above. The first digit of the Organizational Unit designates the Fund, the second digit designates the Function, the third digit designates the Sub-Function, the fourth through sixth digits designate the Specific Unit, and the seventh and eighth digits are reserved for a Variable ID code. The Variable ID code is included for expansion in the event future reporting requires information classified by some criteria other than those currently identified.
5. The first digit of the General Ledger Classification designates the account class (i.e., balance sheet, revenue, personnel expense, current expense, capital outlay). The second digit designates the object code. The object code further identifies the revenue or expense to a general type within the classification in the third digit. The fourth and fifth digits designate the lowest level of detail required for any revenue or expenditure.
6. The College maintains its financial records in accordance with the Accounting Manual. Details of the accounting structures can be found therein.

Responsible Official: Vice President, Business Affairs
President's Signature:  Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Accounting/Department Number	<u>Number</u> 502
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 3

**I. Purpose**

To organize the College’s financial activities into uniform functional areas of reporting.

**II. Procedure**

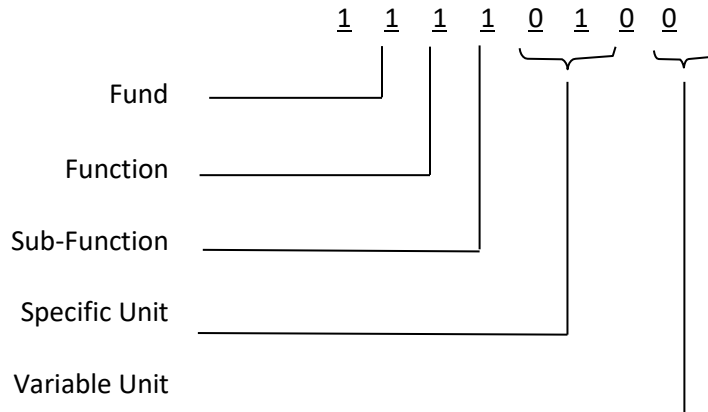
A. Organizational Unit (X X X X X X X X) ( \_ \_ \_ \_ \_ ) Explanation

1. To effectively accomplish its goals, the College is organized in such a manner that each area of responsibility is clearly identified with managerial responsibility and authority delegated to one person. These areas of responsibility are organizational units and are sometimes referred to as divisions, departments, cost centers, sections or offices.
2. In addition to these organizational units, there are other activities of a college which should be accounted for as separate units, such as individual student organizations and individual construction projects. In this manual, these activities will also be referred to as organizational units.

B. Organizational Unit Code (X X X X X X X X) ( \_ \_ \_ \_ \_ )

1. The Organizational Unit Code is an eight digit number consisting of the Fund, Function, Sub-function, Specific Unit and Variable ID codes. The Specific Unit Code consists of three digits, and the Variable ID is two digits. All other codes are one digit codes.
2. The Fund codes must always be used as presented in the Community College Management Information System (CCMIS) Procedures Manual.
3. For Funds 1 and 2, the Function, Sub-function and Specific Unit Codes must also be used as presented in the CCMIS. The Specific Unit Code will correspond with the Cluster and Category codes of the CCMIS.
4. For Funds 3 through 9, the Function Codes are presented in Section D of this procedure. Sub-function and Specific Unit Codes for Funds 3 through 9 and Specific Unit Codes for Funds 1 and 2 not described in the CCMIS are to be assigned at the discretion of the individual colleges.

5. Following is an example of an Organizational Unit Code:



This example identifies the Agriculture and Natural Resources Department which is funded from the Current Fund. The Fund Code “1” designates the Current Funds - Unrestricted. The Function Code “1” indicates that it is an instructional department. The Sub-Function Code “1” indicates Advanced and Professional instruction as opposed to Vocational instruction. The first digit of the Specific Unit Code “1” indicates the Natural and Physical Sciences Clusters, and the last two digits of the Specific Unit Code “01” indicate the Agriculture and Natural Resources Category. The Variable ID is not used in this example. The Organizational Unit in the Unrestricted Current Funds is identified in Section 6 of the Accounting Manual for Florida’s Public Community Colleges (Accounting Manual) for mandated use.

C. Function Codes for Funds 1 and 2 (X\_\_\_\_\_) (\_\_\_\_\_) )

The Department Numbers (Funds 1 and 2) contain these second digits to denote function:

Fund 1 - General Current and Fund 2 - Restricted Current

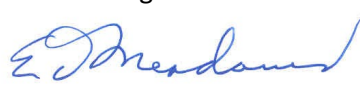
Function Code 0	General Ledger Control
Function Code 1	Instruction
Function Code 2	Organized Research
Function Code 3	Public Service
Function Code 4	Academic Support
Function Code 5	Student Support
Function Code 6	Institutional Support
Function Code 7	Physical Plant Operations and Maintenance
Function Code 8	Student Financial Assistance
Function Code 9	Contingency, Transfer, etc.

D. Function Codes for Funds 3 through 9 (X\_\_\_\_\_) (\_\_\_\_\_) )

The Department Numbers (Funds 3 through 9) contain these second digits to denote function:

1. Fund 3 Auxiliary Funds
  - Function Code 0            General Ledger Control
  - Function Code 1            Auxiliary Activities Function
  - Code 2                      Service Departments
  
2. Fund 4 Loan and Endowment, Annuity and Life Income Funds
  - Function Code 0            General Ledger Control Function Codes
  - 1-2                          Federal Loan Fund Accounts Function
  - Codes 3-4                 Other Loan Fund Accounts Function
  - Code 5                      Endowment Accounts - Restricted
  - Function Code 6            Endowment Accounts - Unrestricted
  - Function Code 7            Annuity Accounts
  - Function Code 8            Life Income Accounts
  
3. Function 5 Scholarship Funds
  - Function Code 0            General Ledger Control Federal
  - Function Codes 1-2        Scholarship Accounts State
  - Function Codes 3-4        Scholarship Accounts Other
  - Function Codes 5-9        Scholarship Accounts
  
4. Fund 6 Agency Funds
  - Function Code 0            General Ledger Control
  - Function Code 1            Clearing Accounts
  - Function Codes 2-9        Organizational Accounts
  
5. Fund 7 Unexpended Plant and Renewals/Replacement Funds\*
  - Function Code 0            General Ledger Control
  - Function Code 1            Projects Financed from Local Sources
  - Function Code 2            Projects Financed from CO & DS Projects
  - Function Code 3            Financed from Federal Sources
  - Function Code 4            Projects Financed from Other State Sources
  - Function Code 5            Projects Financed from SBE Bonds
  - Function Code 6            Projects Financed from Loans Projects
  - Function Code 7            Financed from PECO Funds

\* Note: Sub-function codes may be used to distinguish Renewal/Replacement Funds Projects.

Responsible Official:    Vice President, Business Affairs	
President's Signature:  	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Accounting/General Ledger Codes	<u>Number</u> 503
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 1

**I. Purpose**

To classify accounts by type of transaction.

**II. Procedure**

GENERAL LEDGER CLASSIFICATION ( \_ \_ \_ \_ \_ ) ( X X X X X )

A. Explanation

The General Ledger classification code is designed and used to indicate the type of transaction or account regardless of the fund in which they are used.

B. General Ledger classes ( \_ \_ \_ \_ \_ ) ( X ) are:

- |           |  |  |
|-----------|--|--|
| 1 _ _ _ _ | Assets                                   | <u>For details, see:</u><br>(Section 8 of *) |
| 2 _ _ _ _ | Liabilities                              | (Section 9 of *)                             |
| 3 _ _ _ _ | Appropriations, Reserves & Fund Balances | (Section 10 of *)                            |
| 4 _ _ _ _ | Revenue                                  | (Section 11 of *)                            |
| 5 _ _ _ _ | Expenditures for Personnel Costs         | (Section 12 of *)                            |
| 6 _ _ _ _ | Expenditures for Current Expense         | (Section 12 of *)                            |
| 7 _ _ _ _ | Expenditures for Capital Outlay          | (Section 12 of *)                            |

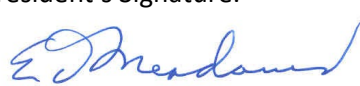
\* The Accounting Manual for Florida’s Public Community Colleges (Accounting Manual), per Rule 6A-14.72, F.A.C.

C. Object Code ( \_ \_ \_ \_ \_ ) ( \_ X X \_ \_ )

The Object Code further identifies the transaction to a general type within the classification.

D. Specific Code ( \_ \_ \_ \_ \_ ) ( \_ \_ \_ X X )

The Specific Code identifies the transaction to the lowest level of detail required or suggested for any account.

Responsible Official:	Vice President, Business Affairs
President’s Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Accounting/Funds	<u>Number</u> 504
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 5

**I. Purpose**

The purpose of fund accounting is to classify resources according to restrictions and limitations placed on them to provide information which is sufficient to determine whether proper use has been made of those resources. Although separate accounts are maintained for each fund, those funds with similar characteristics may be combined for reporting purposes.

**II. Procedure**

A. Funds and Fund Groups

Fund Number	
1	Current Funds – Unrestricted
2	Current Funds – Restricted
3	Auxiliary Funds
4	Loan, Endowment, Annuity, and Life Income Funds
5	Scholarship Funds
6	Agency Funds
7	Unexpended Plant and Renewals/Replacement Funds
8	Retirement of Indebtedness Funds
9	Investment in Plant Funds

B. The Major Fund Groups for reporting purposes are shown below.

Current Fund Group	
Unrestricted	Restricted
1 – Current Funds – Unrestricted	2 – Current Funds – Restricted
3 – Auxiliary Funds	5 – Scholarship Funds

Non-Current Funds		
Loan, Endowment, Annuity, and Life Income	Plan Fund Group	Agency
4 – Loan, Endowment, Annuity, and Life Income	7 – Unexpended Plan and Renewals/Replacement	6 – Agency
	8 – Retirement of Indebtedness Funds	
	9 – Investment in Plant Funds	

C. Loan Definitions

1. Fund 1 – Current Funds – Unrestricted

This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the College. The only restrictions on the resources of this fund are those imposed by law, regulation or the budget. Resources accounted for in this fund have no restrictions imposed by external agencies and it is anticipated that such resources will be utilized in the near term. All direct instructional activities of the College are accounted for in this fund or the Current Funds - Restricted.

2. Fund 2 – Current Funds – Restricted

As in Fund 1, this fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the College; however, such resources have been restricted by donors or other outside agencies. Local Boards of Trustees may not create restricted funds, the restrictions must be imposed by agencies or individuals outside the College. Examples of restricted current funds would be gifts or grants received which may be used only for specified purposes or programs. Restricted funds received for construction, loans or scholarships are not credited to this fund since they are not available for current operations. Likewise, laboratory fees, financial aid fees, parking fees, etc., are not accounted for in this fund. Student activity fees may be recorded in this fund and expenditures accounted for thereto.

3. Fund 3 – Auxiliary Funds

Auxiliary enterprises are established primarily to provide non-instructional services for sale to students, faculty, staff and which are intended to be self-supporting. The general public may be incidentally served by auxiliary enterprises, although that is not their primary purpose. Fees charged by auxiliary enterprises are related to, but not necessarily equal to, the cost of the goods or services provided.

Service departments may be accounted for in this fund if it is the policy of the College to operate the department on a self-supporting basis. This would require that the charges for the goods or services of the service department be adequate to recover all costs of operation including personnel expense. If it is the policy of



the College to recover less than the full cost of operation of the service department, it should be accounted for in Fund 1. Service departments are those established to serve other departments of the institution and not to serve faculty, staff or the general public.

4. Fund 4 – Loan, Endowment, Annuity and Life Income Funds

Loan funds are those resources available for loans to students regardless of whether the institution is responsible for the collection of the loan. Separate accounts should be maintained within the loan fund to indicate the source of funds and the restrictions, if any, on their use. Interest earned on loans as well as income and gains from investments of loan funds should also be accounted for in this fund.

Endowment funds are those for which an outside agency or source stipulated that the principal of the fund is not expendable.

Term endowments are accounted for as regular endowments, except that all or part of the principal may be expended after passage of a stated period of time or the occurrence of a particular event.

Quasi-endowments are funds that the governing board, rather than an outside agency, has determined are to be retained and invested. The principal and income may be utilized at the discretion of the board, subject to any donor-imposed restrictions on use.

Temporarily invested assets of the current or other funds are not quasi-endowments, and should be shown as investments of the current or other funds.

Endowment funds of all types are classified as “restricted” if the income may be used only for certain designated purposes, such as scholarships or student loans. They are classified as “unrestricted” if the income may be used without restriction for any purpose by the College.

Annuity funds consist of assets acquired by an institution under agreements whereby money or other property is made available to an institution on condition that it bind itself to pay stipulated amounts periodically to the donor or other designated individuals, which payments are to terminate at the time specified in the agreement.

Life income funds consist of charitable remainder trusts for which the institution is trustee and remainderman.

These aforementioned funds are grouped together, but should be disclosed or reported separately if significant in amount.

5. Fund 5 – Scholarship Funds

This fund is used to account for resources available for awards to students which are not in payment for services rendered to the College and will not require repayment to the College. This category includes awards made to students as a result of selection by the institution or from an entitlement program. Recipients of grants are not required to perform a service to the institution nor are they expected to make repayment. If services are required in return for the financial assistance (i.e., College Work Study Program), the charges are not classified as scholarships, but should be charged to the organization or department which received the services. Financial Aid fees and expenditures accounted for thereto may be recorded in the Scholarship Funds. In those instances where the College has custody of the funds, but does not select the recipient and the funds are not based on entitlement, the funds will generally be accounted for in the Agency Fund.

6. Fund 6 – Agency Funds

This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations, clubs and temporary revenue and expenditure accounts which serve as clearing accounts for the College.

Transactions of Agency Funds usually represent charges or credits to the individual asset and liability accounts. If a college wishes to, however, it may use its regular revenue and expenditure codes to record Agency Fund transactions.

It is usually desirable to class agency accounts into two groups:

- a. Clearing Accounts: Temporary accounts to aid the college in distributing income and expenditures between funds.
- b. Organizations: Activities of students, staff or faculty or other organizations indirectly related to the college.

7. Plant Funds

This group of funds, consisting of the Unexpended Plant and Renewals/Replacement Funds, the Retirement of Indebtedness Funds and the Investment in Plant Funds is used to account for funds to be used for construction, facilities rehabilitation purposes, funds accumulated for retirement of indebtedness on plant properties and funds already expended for plant properties.


Real property which is the investment of endowment and similar funds is not included here. Plant Funds will be carried in the accounts and records as three separate self-balancing funds which will be presented in financial reports as sub-funds of the Plant Fund section.

8. Fund 7 – Unexpended Plant and Renewals/Replacement Funds

This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and

resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

9. Fund 8 – Retirement of Indebtedness Funds  
This fund is used to account for the long-term debt of a college and for the resources which will be used to retire the debt and pay the interest on the obligation(s).
  
10. Fund 9 – Investment of Plant Funds  
This fund is used to account for the cumulative costs of plant assets and associated liabilities. The assets consist of:
  - a. Land
  - b. Buildings
  - c. Other Structures and Improvements
  - d. Furniture, Machinery and Equipment
  - e. Books and Films
  - f. Data Software
  - g. Construction in Progress
  - h. Assets Under Capital Lease

Responsible Official: Vice President, Business Affairs	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Student Accounts Receivable	<u>Number</u> 505
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the source and availability of student accounts receivable records.

**II. Procedure**

- A. Records of student debts (accounts receivable) are maintained in the Cashier's Office. These records are available for verifying payments, amounts due, and the status of the student's account.
- B. The Cashier's Office maintains office procedures which detail the process of recording, analyzing, billing, and collecting student receivables.

Responsible Official:	Bursar, Cashier's Office
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Collection of Delinquent Accounts	<u>Number</u> 506
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the basic collection procedures for delinquent student accounts.

**II. Procedure**

A. Prior to student accounts becoming delinquent, the College will:

1. provide a copy of the promissory note to the students; and
2. generate an automated notice twenty-one (21) days before the due date, informing the students that payment is required.

B. Once student accounts become delinquent, the College will issue those students a series of written notices concerning amounts owed to the College. These notices may include, but are not limited to:

1. an automated notice thirty (30) days after the due date stating the account is delinquent and student records have been placed on hold; and/or
2. an automated notice sixty (60) days after the due date stating the account is delinquent and student records are on hold; and/or
3. a pre-collection letter from the Student Accounting Coordinator ninety (90) days after the due date stating the delinquent account is being prepared for placement with a collection agency.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Waiver of Returned Check Fees	<u>Number</u> 507
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the process for waiving returned check fees.

**II. Procedure**

The Cashier's Office shall not collect a returned check fee when the check has been returned in error by the bank, providing the bank documents indicated bank error.

Responsible Official:	Bursar, Cashier's Office
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Budgets and Budget Amendments	<u>Number</u> 508
Related Policy:	Budgets and Budget Amendments – 6Hx20-5.011	<u>Page</u> Page 1 of 2

**I. Purpose**

To provide a framework for the systematic and participatory development of the annual budget and to provide procedures to amend the budget.

**II. Procedure**

**A. Budget Development**

- a. In the fall, the Pensacola State College District Board of Trustees will hold a planning meeting to discuss direction and goals of the College. Based upon these goals and objectives, budget managers request the budget for the next year in the spring.
- b. Budget managers generally receive a calendar of budget dates that spans from January through June so that they are kept abreast of important events and dates in the budget cycle.
- c. The budget is publicly discussed at the annual District Board of Trustees budget workshop which is prior to the Trustee meeting when the budget is approved.
- d. Once the budget is approved by the District Board of Trustees, the budget is forwarded by June 30 for review by the Chancellor, a designee of the commissioner of education, in accordance with State Board of Education Rule 6A-14.0716.


**B. Posting of Original Budget**

- a. Original budgets for the unrestricted current fund are generally done electronically within the College's administrative system. The budgeting module provides for budget manager inquiry and allows for various reports to be generated for information sharing during budget development. The documentation for the approval of the original budget is in the Trustee minutes. In addition, a copy of the budget signed by the College president is maintained by the Vice President of Business Affairs.
- b. Grant and special appropriations budgets are entered via budget amendments. The president's and other signatures on the grant application are deemed to be approval for the budget that is submitted with the grant application. Grant budget amendments require the approval of the grants accountant and grant manager in

addition to the Vice President of Business Affairs. Special appropriation budgets require the signature of the Vice President of Business Affairs.

C. Budget Amendment Rules

- a. Budget managers have the authority to move expenses from one spend category to another except on grants where the budget is determined by the award documents. These budget amendments are entirely contained within the College's administrative system and are reviewed and approved by the Vice President of Business Affairs or designee.
- b. Budget amendments that have an impact on fund balance require the approval of the Vice President for Business Affairs.
- c. Amendments of the salary budget are done electronically thru the college's administrative system with reports serving as backup support for the changed personnel budget. These reports or manual personnel amendments based on staffing changes are approved by the Vice President of Business.

Responsible Official: Vice President, Business Affairs	
President's Signature: 	Date: 08/31/2021



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	General Authority for Purchasing	<u>Number</u> 510
Related Policy:	Procurement Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 3

**I. Purpose**

To establish a centralized purchasing process, in compliance with Rules 6A-14.0734 (1) and (2), F.A.C.

**II. Procedure**

- A. As the President’s designee for purchasing authority, and under the direction of the Director, Purchasing and Auxiliary Services, the Purchasing and Auxiliary Services Office shall be responsible for the administration and approval of all College purchasing processes.
- B. Specifically, the Director shall be responsible for and authorized to approve all College purchase orders. In the absence of the Director, the Purchasing Coordinator, or the Vice President, Business Affairs, shall be authorized to approve College purchase orders for the Director.
- C. The centralized purchasing processes, for which the Purchasing and Auxiliary Services Office shall have authority and shall be responsible, include, but are not limited to, the following:
  - 1. Solicit, receive, open, and record all formal, sealed, competitive bid processes, including construction bidding, as required by Rule 6A-14.0734, F.A.C., and for the administration of bids for surplus sales.
  - 2. Solicit, receive, open, and record all written requests for quotations pertaining to anticipated College purchases for which written quotations will be used.
  - 3. Arrange for legal or other advertisements pertaining to College bidding, as required by applicable Florida State Board of Education Rules.
  - 4. Identify and select adequate vendor sources for commodities and services necessary in the operations of the College. These responsibilities include maintaining and developing appropriate vendors for the College as follows:
    - a. The Purchasing and Auxiliary Services Office shall establish, develop, and maintain bidder lists with identification of available vendor sources. Inclusion of vendors on the College’s bidder lists shall be subject to the approval of the Director, Purchasing and Auxiliary Services. The bidder lists shall represent a collection of vendors interested in participating in solicitations for quotations, proposals, or bids for various commodities, equipment, and services useful to the College.

- b. Included within the bidder lists shall be minority business enterprises as identified through such sources as the Florida Department of Commerce, the Florida Department of Management Services, Office of Supplier Diversity or the National Minority Business Directory.
  - c. The College shall reserve the right to determine the suitability of a vendor as a source for College purchases and is in no way obligated to purchase from any vendor whether or not included in the College bidder lists.
  - d. The Purchasing and Auxiliary Services Office shall be responsible for maintaining the vendor list which shall include addresses of vendors with which the College has transacted business. Updates to the vendor list shall be made through the Purchasing and Auxiliary Services Office.
- 5. Review, approve, and issue College purchase orders and change orders.
  - 6. Interview vendor agents, solicitors, and representatives pertaining to matters related to College purchasing.
  - 7. Determine when a blanket purchase order or p-card should be used when an item or group of items needs to be procured provided that competitive purchasing requirements are met in accordance with College Procedure 512.
  - 8. Determine the appropriateness of consolidation or aggregation of purchases for various College departments in order to maximize advantages of economies of scale.
- D. In the event of extenuating circumstances, the Director shall have the authority to grant a waiver of normal purchasing procedures in order to expedite purchases of an urgent, critical, or essential nature for purchases not exceeding the amount as specified in s. 287.017, Fla. Stat, Category Two.
  - E. The Purchasing Reference Manual for Florida Colleges developed by the Council of Purchasing Professionals (COPP) representing the 28 Florida colleges shall be used as a reference tool when following purchasing guidelines.

### **III. Standards of Conduct for Public Employees**

- S. 112.313, Fla. Stat. Standards of conduct for public officers, employees of agencies, and local government attorneys.
- A. Definition -- As used in this section, unless the context otherwise requires, the term "public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.
  - B. Solicitation or Acceptance of Gifts -- No public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.


- C. Doing Business with one's Agency -- No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision.
- D. In accordance with s. 112.313 (12), Fla. Stat., the following exemptions apply in doing business with employees:

The business is awarded under a system of sealed, competitive bidding to the lowest or best bidder; and:

1. The official or official's spouse or child has in no way participated in the determination of the award;
2. The official or official's spouse or child has not used their influence to persuade the agency to award other than the mere submission of the bid; and
3. The total amount of the transactions in the aggregate between the business entity and agency does not exceed \$500 per calendar year.

**IV. Tax Exempt Status**

As a State of Florida educational institution, Pensacola State College is exempt from state sales tax. Copies of the certificate of exemption are available in the offices of the Vice President, Business Affairs, the Comptroller, or Director, Purchasing and Auxiliary Services. Pensacola State College tax exemption can only be used for official College business.

Responsible Official:	Director, Purchasing and Auxiliary Services	
President's Signature:		Date: 10/13/2021

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Sealed Bidding	<u>Number</u> 511
Related Policy:	Bidding Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 4

**I. Purpose**

To establish and maintain centralized responsibility and authority for the administration of all College bidding, including all bids for purchases of services or commodities exceeding the amount as specified in s. 287.017, Fla. Stat., Category Three (including bids for construction services), in compliance with Rule 6A-14.0734, F.A.C., and Policy 6Hx20-5.003; and for the administration of bids for surplus sales.

**II. Procedure**

- A. In compliance with Rule 6A-14.0734, F.A.C., for purchases exceeding the amount as specified in s. 287.017, Fla. Stat., Category Three, unless exempted from the bid requirement, per Rule 6A-14.0734 (2), F.A.C., , competitive bidding will be necessary. Bidding for the sale of surplus property shall be administered in accordance with s. 274.05 and s. 274.06, Fla. Stat.
- B. For purchases over the amount as specified in s. 287.017, Fla. Stat., Category Five, Board of Trustees authorization will usually be obtained prior to solicitations for bids. However, in extenuating circumstances, the Director, Purchasing and Auxiliary Services, shall have the authority to solicit bids prior to Board of Trustees action. In such instances, approval by the Board of Trustees shall be obtained subsequent to the bidding process and prior to bid award.
- C. General Authority and Responsibility for Bid Processes
  - 1. The Director of Purchasing and Auxiliary Services shall have authority and responsibility for the administration of all College bid processes required by applicable State Board of Education Rules and Florida Statutes. In the absence of the Director of Purchasing and Auxiliary Services, the Purchasing Coordinator may assume such authority and responsibility. In the absence of both the Director, Purchasing and Auxiliary Services and the Purchasing Coordinator, authority and responsibility for administration of College bid processes shall be assumed by the Vice President, Business Affairs.
  - 2. Bid processes shall include but not be limited to the following:
    - a. Signature on documents for solicitation of bids;
    - b. Approval of bid specifications;
    - c. Providing assistance to College departments in development of bid specifications;

- d. Identification and selection of bidders for inclusion in solicitation for bids;
- e. Scheduling of bid opening dates and/or pre-bid conference dates;
- f. Approval and scheduling of any and all legal notices or other advertisements pertaining to College bidding;
- g. Conducting bid opening meetings in which sealed bids are publicly opened, read aloud, and recorded;
- h. Conducting pre-bid conferences when such conferences are deemed appropriate;
- i. Conducting public evaluations and/or oral presentations when deemed appropriate;
- j. Tabulation of bids;
- k. Appointment of Bid Review Committees;
- l. Notifications to bidders (or posting of bids) regarding bid award recommendations;
- m. Maintaining compliance with appropriate State Board of Education Rules and Florida Statutes pertaining to awarding of bids;
- n. Receiving and depositing in the Cashier Office, any checks offered as bid deposits for bids in which such deposits are necessary or for public record requests requiring payment; and
- o. Initiating requests for return of bid deposits at appropriate times.

D. Bid Openings


- 1. For the purpose of public bid openings, a Bid Opening Committee shall be utilized. The Bid Opening Committee for sealed bid processes shall consist of the following:
  - a. Chairperson: Director, Purchasing and Auxiliary Services;
  - b. Members: Purchasing Coordinator and Purchasing Specialist
- 2. For bids pertaining to construction services, normally the Director of Facilities Planning and Construction and the related project engineer or architect will also participate as members of the Bid Opening Committee.
- 3. Bid opening meetings shall be conducted with Bid Opening Committee Chairperson opening and reading aloud bids received, with at least one member of the Bid Opening Committee Present and recording the bid responses.
- 4. Late bids will not be acceptable and shall be returned to the late respondent by the Purchasing and Auxiliary Services Office.

E. Evaluation and Review of Bids

- 1. Upon completion of initial review of bids, the Director, Purchasing and Auxiliary Services, shall select and appoint a Bid Review Committee. The committee shall make a detailed review and analysis of the bids received and recommend the appropriate responsive and responsible lowest bidder(s) meeting specifications. If the committee recommends other than the lowest bid meeting specifications, a written justification shall be submitted to the Director, Purchasing and Auxiliary Services. This written justification must be approved by the Board of Trustees and shall be entered into the minutes of the Board of Trustees. All recommendations concerning bid awards shall

- be subject to the approval of the Director, Purchasing and Auxiliary Services, as the President's designee for Purchasing.
2. For bid awards exceeding the amount authorized by the Board of Trustees by ten percent (10%) or more, additional action of the Board of Trustees will be necessary prior to award of the bid.
  3. In the event of tie bids, resolution of the tie shall be based upon the following criteria, in descending order of priority:
    - a. Most favorable delivery.
    - b. Award to Escambia County, Florida, bidder. (Use the business address for other than surplus bids.)
    - c. Award to Santa Rosa County, Florida, bidder. (Use the business address for other than surplus bids.)
    - d. Award to State of Florida bidder. (Use the business address for other than surplus bids.)
    - e. Drug-Free Workplace preference in the event of a tie bid in accordance with s. 287.087, Fla. Stat.
  4. In the event that resolution of a tie cannot be made through consideration of the preceding factors, the tie shall be resolved through one of the following means:
    - a. Flip of coin (for two-way ties); or
    - b. Drawing of lots (for ties involving more than two bidders.)
  5. The Bid Review Committee may vary with each bid process. However, the structure of a Bid Review Committee, for other than construction or surplus bids, normally consists of the following persons:
    - a. Chairperson: To be selected by the Director, Purchasing and Auxiliary Services normally from the user area or division; and
    - b. Members: To be selected by the Director, Purchasing and Auxiliary Services from the user department, individuals of appropriate knowledge or experience, and others as appropriate, each based upon a willingness and availability to serve.
  6. For surplus bids, addresses may be business or residential addresses. If both business and residential addresses are listed on a single bid document, the business address shall prevail for the purpose of tie resolution.
  7. In review of surplus bids, the Bid Review Committee shall normally be comprised of the following structure:
    - a. Chairperson: Vice President, Business Affairs; and
    - b. Members: Comptroller and Capital Outlay Accountant
  8. The Bid Review Committee chairperson shall be responsible to report in the appropriate written detail the recommendations of the committee to the Director, Purchasing and Auxiliary Services. For bids pertaining to construction services, the Bid Review Committee shall normally consist of the following:
    - a. Chairperson: Director, Facilities Planning and Construction
    - b. Members: Normally, the appropriate architect or engineer in consultation with the Director, Facilities Planning and Construction will serve as the Bid Review Committee for construction bids. The Director, Purchasing and Auxiliary Services, may select and appoint additional Bid Review Committee members when appropriate.

9. Recommendations concerning construction bid awards shall be made in writing to the Director, Purchasing and Auxiliary Services, by the Director, Facilities Planning and Construction.

Responsible Official:	Director, Purchasing and Auxiliary Services	
President's Signature:		Date: 10/13/2021

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Purchasing of Goods and Services	<u>Number</u> 512
Related Policy:	Procurement Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 6

**I. Purpose**

To provide guidelines for the organized systematic procurement of necessary materials, goods, services, supplies, and/or equipment to support efficient and effective College operations.

**II. Procedure**

**A. General Information**

1. All supplies, equipment, and services are to be obtained at the lowest cost that is consistent with quantity, quality, availability, and service.
2. No person is authorized to obligate the college for any purchase without prior approval via an approved purchase order (PO), ad hoc payment (AP), or proper authorization on a college credit or procurement card (p-card). Items ordered/purchased without sufficient budget or authorization are subject to being billed directly to the individual who ordered the item. College staff (with the exception of the Vice President, Business Affairs, and the President) should never sign a contract, amendment, agreement, attachment, etc.
3. Prior to final approval of expenditure, the cost center manager must determine that funds are available. The cost center manager will review the budget and year-to-date expenditures. If it is determined that the funds are not available within a specific cost center, then it will be necessary for the cost center manager to secure the funds and process a budget amendment to insure that the required funds are available in the cost center for the desired purchase. For restricted/grant funds, it must be determined to be allowable under the funding source prior to processing an expenditure.
4. The expenditure of public funds requires the exhibition of fiduciary care to ensure that limited resources are used for the maximum benefit. To expend funds, various rules exist to ensure that expenditures are restricted by many factors depending on what is being bought, the dollar amounts involved and the authority of the person authorizing the expenditure.

**B. General Purchasing Guidelines**



1. Purchasing questions: The Purchasing Department is to be contacted if assistance is needed in obtaining goods or services. The Purchasing Department will maintain a wide variety of current reference materials, contact with reputable vendors, and information on the Florida Department of Management Services state term contracts. The Purchasing Department reserves the right to combine purchases and/or secure like goods from another vendor.
2. Office supplies: All bulk purchases of general office supplies and stationery should generally be purchased through the requisition system in Workday and by selecting Office Depot as the supplier. The contract with Office Depot was formally bid and if another vendor is used, we need to determine that the price for an item is cheaper elsewhere or the item is unavailable from Office Depot.
3. Gasoline purchases: All purchases of gasoline should be made via the Wex Card as the college is able to avoid paying tax included in the price of gasoline. College employees needing to purchase gasoline for college vehicles or vehicles rented for a college purpose should contact the Purchasing Department.
4. Procurement cards: Employees using a p-card should refer to the separate guidelines for use of a college p-card. The p-card guidelines can be found on Piratenet. All purchasing guidelines need to be followed in this procedure as the p-card is truly just a different means of acquisition and payment of goods and services where the rules still need to be followed. The separate p-card guidelines outline common questions and situations that arise when using a College p-card.
5. Professional and/or consulting services: Each PR/AP to an individual for professional and/or consulting services requires a contract to be signed where deliverables are identified. Vendor prepared contracts can be submitted for review or there are generic contract templates available for use under Legal Services on Piratenet. An IRS Form W-9 Request for Taxpayer Identification Number and Certification is required if not already on file with the College. All contracts are subject to review by Legal Services and may only be executed in accordance with College Policy 6Hx20-1.011. Executed contracts can serve as support for PR/AP procurements. Reimbursable expenses made to students are not considered services which require a W-9.
6. Tax exempt status: As a state of Florida educational institution, the college is exempt from Florida state sales tax. The College's Certificate of Exemption is available in the Purchasing and Accounting departments as well as available online in Piratenet. State of Florida sales tax expenditures will not be reimbursed unless circumstances dictate the necessity and are approved by the comptroller or Vice President of Business Affairs.
7. Conflict of interest: No college employee shall solicit or accept anything of value from a current or prospective supplier for personal gain. In accordance with F.S. 112. Part III (Code of Ethics for Public Officers and Employees), no college employee shall, while

acting in a private capacity, rent, lease or sell realty, goods or services to the college without first obtaining the approval of the president.

8. When considering vendors for any purchase, college employees shall not recommend or do business with a vendor who donates funds, goods, or services solely because of their donor status. Employees should always strive to purchase items and services at the best value (lowest cost for the quality level needed). Transactions of \$10,000 or more with major donors (business entities who have donated or plan to donate more than \$10,000 in a calendar year to the College or the PSC Foundation, Inc. or the WSRE Foundation) must include documentation justifying the value of the transaction. The PSC and WSRE Foundations. shall provide a list of major donors to the Purchasing Department annually.

Employees working with or on any College grants will sign a Conflict of Interest form in accordance with PSC Procedure 549 to certify to the lack of any potential conflicts of interest. The Purchasing Director will be made aware of any identified conflicts that would affect purchasing decisions.

9. Use of local vendors: It is to be recognized that vendors located in the college's service district are generally more responsive to service/repair needs of the college, and this should be given consideration when selecting a vendor as long as cost, quality, availability, and service are generally equivalent.
10. Gift cards; purchase of gift cards or items to be given as prizes or incentives: The purchase of gift cards and/or items to be given as prizes or incentives must be supported by the signature(s) of the recipient(s) on acknowledgement receipts. Acknowledgement receipts can be created by the cost center manager paying for the gift card/prize/incentive to describe what is being given to whom to support the expenditure of college funds. Gift cards or other items to be given as prizes should not be given to college employees without the pre-approval of the Vice President for Business Affairs or the Comptroller.
11. Vendors (including consortia fiscal agents) obtained to provide recruitment or admission activities for students and programs eligible for Title IV aid cannot be paid based upon numeric outcome measures.
12. Uniforms (or any apparel) must be purchased using a requisition/purchase order and be approved by the Comptroller or Vice President for Business Affairs. The names of individuals to receive the uniforms or apparel must be presented in support of said purchases.
13. The purchase of stamps is not authorized without prior approval from the VP of Business Affairs or comptroller as mail should be mailed thru the College mail room. For overnight delivery services, contact the receiving department as the College has an account with FedEx.

C. Expenditure Authorization

1. Cost center managers must authorize all expenditures from the cost centers under their responsibility regardless of the procurement method (purchase requisition, ad hoc payment, or p-card/electronic payment).
2. In accordance with Policy 6Hx20-1.011 and all other procurement laws and rules, contracts can only be executed by either the President or the Vice President of Business Affairs.
3. Additional approvals for specific types of expenditures are required and summarized in the following table:

Type of Expenditure	Other Approvals Required
Grant expenditure	Accounting Grant Manager
College logo, printed materials, advertising, etc.	Marketing & Communications
Contracts, leases	VP for Administrative Services & VP for Business Affairs
Computer or computer related hardware and software components or installation	IT Department
Institutional memberships	President
Reimbursements to self	Supervisor's signature


D. Competitive Purchasing rules: Informal purchases between \$5,000 and \$64,999

Unless waived by the Director of Purchasing or the Vice President of Business Affairs, the following is required in order to ensure the college pays the least to get the most:

1. **Telephone quotations:** Purchases of items costing \$10,000 up to \$25,000 must have evidence of at least two telephone quotations attached to the expenditure unless exempt from the competitive bidding process (see listing of exemptions in II.F.1). Originating department staff will obtain telephone quotes from two or more qualified firms. Documentation of the firm name, contact person, telephone number, and the amount quoted must be attached to the purchase requisition.
2. **Written quotations:** Purchases exceeding \$25,000 but less than \$65,000 must have at least three vendor submitted written quotations on file unless exempt from the competitive bidding process (see listing of exemptions in II.F.1).
  - a. Under direction from the Director of Purchasing and Auxiliary Services, the Purchasing Department staff will coordinate the written quote process by assisting originating departments with qualified vendor names/addresses, written specification development assistance, and by handling all written communications with vendors. All written quotations must be submitted to the Purchasing Department directly from the vendors.

- b. Final authority for vendor selection shall remain with the Purchasing Department. The Purchasing Director or the Vice President of Business Affairs may waive one written quote if the item or services are deemed to have a limited number of interested vendors.
  - c. Purchasing Department staff will then forward the results to the originating department for consideration
- E. Competitive Purchasing Rules: Formal purchases over \$65,000
1. In the absence of one of the following exemptions established by State Board of Education Rule 6A-14.0734, expenditures exceeding \$65,000 must be competitively bid by the Purchasing Department:
    - a. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, videotapes, disc or tape recordings or similar audio-visual materials, graphic and computer-based instructional software;
    - b. Library books, reference books, periodicals, and other library materials and supplies;
    - c. Purchases at the unit prices in or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives;
    - d. Food;
    - e. Services or commodities available only from a single or sole source;
    - f. Professional services including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.;
    - g. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data, and shall also include personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan;
    - h. Single source procurements for purposes of economy or efficiency in standardization of materials or equipment;
    - i. Items for resale;
    - j. In addition to the above exemptions per Rule 6A-14.0734(2), F.A.C., the following purchases are exempt:
      - i. Respect of Florida, Established in 1974 though s. 413.036, Fla. Stat. It is a nonprofit agency of the State of Florida Commission for Purchase from the Blind or Severely Handicapped.
      - ii. PRIDE, Prison Rehabilitation Industries and Diversified Enterprises, Inc., authorized by the Florida Legislature in 1981.
  2. Purchases exceeding the amount as specified in s. 287.017, Fla. Stat., Category Five, will require approval by the Board of Trustees, except for those requisitions for items that are exempted from the three-bid requirements in accordance with Rule 6A-14.0734(2)(a) through (h), F.A.C.;

3. When the competitive offers are solicited formally and only one responsive offer is submitted, the college may purchase such products or services under the best terms it can negotiate.
  - a. Sole-source Purchases: In requesting purchases which are considered to be available only on a non-competitive or single-source basis, written justification shall be forwarded to the Director, Purchasing and Auxiliary Services. Documentation, when available from the manufacturer or service provider, shall be submitted along with the memorandum of justification for the selection of such non-competitive or single source commodities or equipment.
  - b. Failure to provide adequate justification or documentation pertaining to requests for purchases may result in delays or disapproval of the requested non-competitive or single-source purchases.
4. In order to obtain more favorable pricing, etc., the Purchasing and Auxiliary Services Office may solicit additional quotations, proposals, or bids in that the final selection of the vendor, for any order process, shall remain the authority of the Purchasing and Auxiliary Services Office. The department shall be notified as to the name of vendor(s) added in the event that such addition(s) result(s) in a change of vendor(s) for the desired purchase.
5. Requisitions for Emergency or Express Purchase Orders
  - a. The President or the Director, Purchasing and Auxiliary Services, shall have the authority to issue emergency or express purchase orders for requisitions involving emergency situations, or for requisitions for purchases of an urgent, critical, or essential nature. Emergency or express requisitions should be limited to true emergency situations involving threats to health, safety or life, or circumstances in which considerable detriment to successful College operations would occur in the absence of an emergency or express order process.
  - b. In the event of the need for an emergency purchase order, the total of which is expected to exceed the amount as specified in s. 287.017, Fla. Stat., Category Three, the President (or designee) may seek waiver of bidding requirements in compliance with Policy 6Hx20-5.003 and Rule 6A-14.0734(3), F.A.C.
  - c. Failure to anticipate normal needs or project deadline dates or a desire to expend excess or remaining budgeted funds prior to year end does not constitute an emergency.

Responsible Official:	Director, Purchasing and Auxiliary Services	
President's Signature:		Date: 10/13/2021

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Purchase Order Changes (Change Orders)	<u>Number</u> 513
Related Policy:	Bidding Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 1

**I. Purpose**

To identify and establish an appropriate process or processes through which changes to College Purchase Orders may be requested and transacted.

**II. Procedure**

- A. All changes to College Purchase Orders shall be made through the Purchasing and Auxiliary Services Office subject to the approval of the Director, Purchasing and Auxiliary Services, or designee.
- B. Any change order involving modification of the quantity of any item or the addition or deletion of order item(s) (except as explained in the following paragraph regarding invoice adjustment forms), shall require completion of the New Form or processed via the on-line requisition system. Also, increases in price(s) resulting in a net increase to the Purchase Order total exceeding \$100.00 or exceeding ten percent (10%) of the Purchase Order total, whichever is greater, shall require completion of the “Change Request” portions of the Purchase Order Change Request Form (PUR004). The form shall follow the same signature route when used as a “Change Request” as when used as a “Purchase Requisition.” (See Procedure 512.)
- C. The Director, Purchasing and Auxiliary Services, and his or her delegate(s) shall have the authority to approve such changes, provided that the changes are for charges determined to be the responsibilities of the College. Communications to vendors authorizing changes to College Purchase Orders should be made only through the Purchasing and Auxiliary Services Office or upon notification from the Purchasing and Auxiliary Services Office that such changes have been approved. Authorizations given for order changes, prior to approval in the Purchasing and Auxiliary Services Office, will constitute unauthorized purchases and may subject the person(s) responsible to any resultant financial obligation(s). Such unauthorized purchases may be handled in the same manner as requisitions for unauthorized purchases as explained in Procedure 512, Section II.D., Requisitions for Unauthorized Purchases.

Responsible Official:	Director, Purchasing and Auxiliary Services	
President’s Signature:		Date: 10/13/2021

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

Procedure Title:	Contract Solicitation or Award Bid Protest	<u>Number</u> 514
Related Policy:	Policy 6Hx20-5.003 Procurement Requirements	<u>Page</u> Page 1 of 5

**Purpose**

The purpose of this procedure is to establish the dispute resolution process for protests arising from the College's contract procurement processes for the purchase of goods, services and leases, and for construction-related competitive solicitations. This shall be the exclusive procedure applicable to all such protests.

**Definitions**

A. For purposes of this procedure, the following terms mean:

1. "Competitive solicitation" or "solicitation" means an invitation to bid, a request for qualifications, a request for proposals or an invitation to negotiate.
2. "Decision or intended decision" means:
  - a. The issuance of the specifications related to the competitive solicitation
  - b. Rejection of a response or all responses to a competitive solicitation; or
  - c. Intention to award a contract resulting from a competitive solicitation as indicated by a posted solicitation tabulation or other written or electronic notice.
3. "Formal Written Protest" is a formal written complaint that states with particularity the facts and law upon which the protest is based.
4. "Notice of Intent to Protest" – a short and plain written statement that indicates a potential Protestor's intent to file a Formal Written Protest.
5. "Protest" – a Protestor's alleged violation by the College of:
  - a. any law, regulation or the College's rules and/or procedures; or
  - b. the College's terms, conditions, or specifications contained within the competitive solicitation documents.
6. "Protestor" – any actual or prospective qualified bidder, respondent, person or firm that:
  - a. is adversely affected by a decision or intended decision of the College;
  - b. has standing to file a protest; and
  - c. who timely files a notice of intent to protest.

## Procedure

### A. General

1. Valid Subject Matter – A Protestor may only protest a decision or intended decision of the College resulting from a competitive solicitation for a contract of \$65,000 or more. A valid protest must allege that the College violated law, regulation, its rules and/or procedures or the terms, conditions or specifications contained within the competitive solicitation documents. Mere disagreement with the result of a competitive solicitation is not sufficient grounds for a valid protest.
2. Prohibited Challenges – Notwithstanding anything in this procedure to the contrary, a protest may not challenge the relative weight assigned to the solicitation evaluation criteria by the College, or the formula for assigning points in making an award or recommendation of award.
3. Notice – All notices required to be delivered under this procedure may be delivered:
  - a. by mail to the College’s Purchasing Office at 1000 College Boulevard, Pensacola, Florida 32504;
  - b. by fax to the College’s Purchasing Office at (850) 484-1794; or
  - c. by email directly to the person to whom notice is required to be delivered.
4. Timeliness and Time Periods – For the purposes of determining timeliness of any notice or filing or the tolling of any time period under this procedure:
  - a. references to “days” shall mean calendar days;
  - b. in the event that the final day for a College employee or official to respond or for a person to file a protest or appeal falls on a Saturday, Sunday, or a College observed holiday, the date for responding or filing such protest or appeal shall be extended until the next day which is neither a Saturday, Sunday or College observed holiday; and
  - c. notices received by the College after the close of the College’s business hours at 4:00 p.m. local time, shall be deemed received by the College effective as of the next business day of the College.
5. Costs, Fees and Bond
  - a. The Protestor shall be liable for all of its own costs and expenses incurred related to a protest, including all appeals.
  - b. The filing of a Formal Written Protest (as set forth in Section d below) must be accompanied by the payment of a two hundred fifty and no/100 dollar (\$250.00) non-refundable filing fee. The filing fee may be paid in cash, by bank or certified check and must be received by the College Purchasing Department prior to the expiration of the time for filing the Formal Written Protest.
  - c. In addition to the filing fee, the Protestor shall file with the Purchasing Department, a security in the form of a certified check, letter of credit or protest bond (in a form, and with such terms, approved by the College) payable to the College in an amount equal to two percent (2%) of the estimated contract amount, bid or proposal amount. If no contract price was



submitted, the College shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar contracts or services. Such bond or other security must be received prior to the expiration of the time for filing the Formal Written Protest. If the protest is successful, the posted security will be refunded in full. If the protest is unsuccessful, the security shall be returned, less all fees, expenses, damages, costs and charges incurred by the College.

- d. Noncompliance with these filing requirements within the applicable deadline for filing of the protest shall be deemed to be a waiver by the Protestor of the right to protest proceedings under this procedure.
6. Stay Pending Protest – Upon receipt of the Notice of Intent to Protest that has been timely filed (as set forth in Section 3 below), the College shall stop the solicitation or contract award process until the subject of the protest is resolved by final College action, unless the College President, or designee, sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an immediate and serious danger to the public health, safety or welfare.

B. Notice of Decision or Intended Decision

1. The College shall provide a notice of decision or intended decision by electronic posting. The notice shall contain the following statement: “Failure to timely file a protest or failure to timely deliver the required filing fee and security bond in accordance with the Pensacola State College Administrative Procedure shall constitute a waiver of any right to protest proceedings.”

C. Notice of Intent to Protest

1. Seventy-Two (72) Hour Period – If a potential Protestor desires to protest a decision or intended decision of the College, the potential Protestor must timely deliver a Notice of Intent to Protest within seventy-two (72) hours of the College’s posting of its decision or intended decision. A potential Protestor’s failure to timely file a Notice of Intent to Protest within the seventy-two (72) hour time period shall constitute a waiver of the right to protest proceedings.
2. Content of Initial Notice of Intent to Protest – A Notice of Intent to Protest shall:
  - a. be delivered to the College’s Purchasing Department and addressed to the Director of Purchasing at 1000 College Boulevard, Pensacola, Florida 32504.
  - b. identify the solicitation by number and title or any other language that will enable the College to identify it; and
  - c. state that the person intends to protest the decision. The seventy-two (72) hour period will not be extended by service of the Notice of Protest by mail.

D. Formal Written Protest

1. Time Period for Filing – The Protestor must deliver a Formal Written Protest to the College’s Purchasing Office at 1000 College Boulevard, Pensacola, Florida 32504 within ten (10) days after the date the Notice of Intent to Protest is filed. The seventy-two (72) hour period will not be extended by service of the Notice of Protest by mail. The Formal Written Protest must include


the required filing fee and security bond as specified herein. The failure of the Protestor to file the Formal Written Protest or to file the filing fee and security bond shall constitute a waiver of the Protestor's right to protest proceedings and/or denial and dismissal of the Protestor's protest.

2. Content of Formal Written Protest – The Formal Written Protest shall contain the following information:
  - a. The identification of the Protestor.
  - b. A statement of when and how the Protestor received notice of the College's action or proposed action.
  - c. A statement of the material facts alleged, including a statement of specific facts the Protestor contends warrant reversal or modification of the College's proposed action.
  - d. A statement of the specific rules or statutes that the Protestor contends require reversal or modification of the College's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes.
  - e. A statement of the relief sought by the Protestor, stating precisely the action Protestor wishes the College to take with respect to the proposed action.

E. Protest Review and Final Determination

1. Informal resolution and review by the College Director of Purchasing: The College's Director of Purchasing ("Director") shall attempt to settle or resolve protests by mutual agreement within seven (7) days of receiving the Formal Written Protest. The Director may request information from, and speak individually or collectively to, any people or entities having information relevant to the protest, including but not limited to the Protestor and other respondents to a solicitation. In the event that an informal mutual resolution cannot be reached with seven (7) days, the Director shall review the protest de novo and render a written decision on the protest and provide a copy of the written decision to the Protestor within five (5) days.
2. Appeal for Review by College Business Officer ("Hearing Officer"): A Protestor may appeal the decision of the Director by delivering written notice to the College's Vice President of Business Affairs at 1000 College Boulevard, Pensacola, Florida 32504 within seven (7) days from the date of the Director's decision. The appeal shall be in writing and shall state with specificity the grounds for the appeal and the action requested. The VP of Business Affairs shall attempt to settle or resolve the matter, with or without a meeting or hearing, at the option of the VP of Business Affairs. Otherwise, the VP of Business Affairs will convene a co-review of the protest with the College's Comptroller ("Business Officers"). In the event that either of the Business Officers served as evaluators during the competitive solicitation being protested, they may designate an impartial officer of the College to hear the protest in his/her place. The Business Officers may request information from, and speak individually or collectively to, any person or entity having information relevant to the matter, including but not limited to the appealing party and other respondents to a solicitation, if any. Upon review, the Hearing Officers shall render a written decision on the appeal and provide a copy of the written decision to the Protestor within ten (10) days following receipt of the appeal.
3. Appeal for a Protest Hearing

- a. Hearing Procedure. The Protestor may appeal the decision of the Hearing Officers by delivering a written notice of appeal to the College President with a copy to the General Counsel at 1000 College Boulevard, Pensacola, Florida 32504 within five (5) days following the written decision of the Hearing Officers. The VP of Business Affairs shall forward the grievance materials to the Office of the General Counsel. Within five (5) days following receipt of the appeal the College President, or designee, shall appoint three (3) employees to serve on a Protest Review Committee (“Committee”). The Office of the General Counsel will be responsible for coordinating the schedule and actions required by the Committee. The General Counsel, or other legal designee, will serve as an advisor to the Committee and will provide legal counsel with respect to policies, procedures and processes.
- i. The Committee will schedule a final hearing on the protest within ten (10) days of the Committee’s formation. Prior to the final hearing, the Committee shall review the record of the protest and provide the Protestor and other concerned parties with at least five (5) days prior written notice of the time, date and location of the final hearing.
  - ii. The Committee will hear the protest during which the Protestor and the College shall have an opportunity to clarify the evidence supporting their cases. Each party will have an opportunity to provide statements and responses. The Committee may ask questions of the Protestor, College representatives and relative third parties.
  - iii. During the hearing, the Protestor may only assert or rely on any facts or information substantially similar to that presented in the original formal grievance materials.
  - iv. Within five (5) days following the hearing, the Committee, through its chairman, shall forward its findings and recommendations to the College President, who shall, after reviewing said findings and recommendations, render a final determination of the protest within ten (10) days following receipt of the Committee’s recommendations. The College President shall transmit a copy of the recommendations, findings and final determination to the Protestor with a copy to the General Counsel.
  - v. The decision of the College President shall be conclusive and represent the final action of the College.

Responsible Official:	Director, Purchasing and Auxiliary Services	
President’s Signature:		Date: 10/13/2021
<i>Procedure number 514 was repealed in its entirety on 10/12/2021 and a new procedure using the same number was promulgated covering a different topic effective 10/13/2021.</i>		



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Petty Cash Purchases	<u>Number</u> 517
Related Policy:	Bidding Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish a systematic and routine process to enable and facilitate the purchase of low cost items through a petty cash fund.

**II. Procedure**

- A. Upon appropriate petty cash expenditure approval, petty cash purchases may be made from employees' personal funds according to the methods set forth herein. Petty cash purchases from the President's Hospitality Account must be approved in advance by the President.
- B. Petty cash purchases to be charged to departmental funds may be made after approvals have been received for an item or items totaling one hundred dollars (\$100.00) or less through the following steps:
1. Prior to the purchase, obtain approval from the cost center manager. The cost center manager is responsible for determining the availability of funds and whether or not the expenditure is appropriate from the specific cost center funds to be charged.
  2. Any purchase from restricted funds (grants, student activities, etc.) must have approval prior to purchase by Restricted Accounting in the Comptroller's Office.
  3. The purchaser will obtain an itemized receipt for the item(s) from the vendor. (Purchases must be limited to \$100.00 or less.) No reimbursement will be made for sales tax since the College is exempt from sales tax. The College's Florida tax exempt certificate can be obtained from the Purchasing or the Comptroller's Office. The purchaser should provide this exemption number to the vendor, and the vendor should exempt the purchase from sales tax. If the purchaser pays the taxes, the College cannot reimburse the amount of taxes paid.
  4. The purchaser will submit the original itemized receipt and submit an ad hoc payment request in Workday.

Responsible Official:	Comptroller
President's Signature:	 Date: 10/13/2021

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Depository Transactions	<u>Number</u> 519
Related Policy:	Depository Transactions – 6Hx20-5.005	<u>Page</u> Page 1 of 1


**I. Purpose**

To ensure that adequate controls are maintained to protect the transfer, depositing and disbursing of College funds.

**II. Procedure**

Deposits and disbursements shall be made in accordance with generally accepted business practices and properly documented to protect College funds. Internal controls shall include, but are not limited to:

- A. Dual facsimile signatures shall be required on all checks.
- B. Bank wires and transfers (including ACH) shall be documented and recorded as appropriate.
- C. Cash disbursement shall be in accordance with Procedure 517 of the Manual of Procedures.
- D. Investment or reinvestment of College funds shall be properly documented, journalized and recorded.
- E. Distribution of materials to the public shall indicate that monies are to be mailed directly to the Cashier's Office.
- F. All funds received by departments other than the College Cashier's Office shall be delivered to the Cashier's Office with a completed transmittal form (TR-1 form) in a prudent manner on the date received.

Responsible Official:	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Release of Checks	<u>Number</u> 520
Related Policy:	Depository Transactions – 6Hx20-5.005	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the procedure for the release of checks (payroll, student financial aid, veterans benefits, etc.).

**II. Procedure**

- A. To pick up their first payroll check at the Cashier's Office, new hires must present their College ID or another picture ID and their employee ID number.
- B. Circumstances may require that new hires designate another individual to pick up their first payroll check. In this instance, the designated individual hand carries a note from the new hires to the Cashier's Office. The signed note must include the request to release the new hires' check and must be accompanied by the new hires' College ID or another picture ID and their employee ID number.
- C. Adjunct employees who are new hires may request that checks be mailed by sending a fax, email, or letter to the Cashier's Office, if their schedule prevents them from picking up their first check during business hours. They must provide a copy of their employee ID or another picture ID and their employee ID number.
- D. Student financial aid and veterans benefits checks are released according to federal, state, and local guidelines.

Responsible Official:	Bursar, Cashier's Office
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Payroll Direct Deposits	<u>Number</u> 521
Related Policy:	Depository Transactions – 6Hx20-5.005	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the process of utilizing payroll direct depositing.

**II. Procedure**

- A. Subject to the College's banking agreement, the College attempts to maintain a service to its employees which allows for the direct depositing of payroll checks. This service is available for all full-time employees and part-time instructional employees.
- B. Employees should complete a Direct Deposit Authorization Form during new hire orientation, in the Adjunct packet, by obtaining one online at Employee HR Forms, or in the Office of Human Resources.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 02/21/2017
	



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Mailing Payroll Checks	<u>Number</u> 522
Related Policy:	Depository Transactions – 6Hx20-5.005	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the process of requesting the mailing of new hire's payroll checks.

**II. Procedure**

- A. Payroll checks can be mailed to newly hired employees when their scheduled working hours do not coincide with the normal office hours of the Cashier's Office. This service is generally not allowed due to direct deposit requirements.
- B. Eligible new hires may send a fax, email or letter to the Cashier's Office requesting this service. The request shall specify the mailing address, reason, employee ID number, and the departmental cost center. The Cashier's Office will verify the new hire's identification when the requests are received.

Responsible Official:	Director, Payroll
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Investment of Funds	<u>Number</u> 523
Related Policy:	Investment of Funds – 6Hx20-5.006	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the procedure of investing College funds.

**II. Procedure**

- A. Daily investments in repurchase agreements, other securities, or other appropriate accounts may be made in accordance with the College's bank agreement in effect at the time.
- B. Idle funds are invested with State Board of Administration.

Responsible Official:	Comptroller
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Travel	<u>Number</u> 525
Related Policy:	Travel – 6Hx20-5.008	<u>Page</u> Page 1 of 6

**I. Purpose**

The purpose of this procedure is to govern travel and the payment of costs associated with such travel of Pensacola State College (PSC) District Board of Trustees members, employees and other authorized persons in accordance with Florida Statute 112.061. All travel must be for performance of a public purpose authorized by law to be performed by the College.

**II. Procedure**

**A. Authorized Travelers**

The Board of Trustees of Pensacola State College, Florida shall designate persons who are authorized to travel at the expense of the College. Authorized travelers may include:

1. Members of the Board of Trustees.
2. The President and other members of the faculty and staff of the College.
3. Prospective employees.
4. Persons called upon by the College to contribute time and services as consultants or advisors.
5. Students participating in approved student activities.

**B. Definitions**

Several definitions from the statutes are helpful in understanding the guidelines:

1. Travel expense - The usual, ordinary, and incidental expenditures necessarily incurred by a traveler.
2. Common carrier - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm, when authorized.
3. Travel day - A period of twenty-four (24) hours consisting of four (4) quarters of six (6) hours each.
4. Travel period - A period of time between the time of departure to and time of return from travel.
5. Class A Travel - Continuous travel of twenty-four (24) hours or more away from official headquarters.
6. Class B Travel - Continuous travel of less than twenty-four (24) hours which involves overnight absence from official headquarters.
7. Class C Travel - Travel for short or day trips where the traveler is not away from official headquarters overnight.

8. Official Headquarters - The city or town in which the regular work location of the traveler is located. Exceptions to this general definition have rare application at the College, but may be found in s. 112.061, Florida. Statutes.
9. In-District Travel - Travel performed within the boundaries of the College district.
10. Out-of-District Travel - Travel performed outside the boundaries of the College district but within the State of Florida.
11. Out-of-State Travel - Travel performed outside the State of Florida, but within the United States.
12. Out-of-Country Travel - Travel outside of the United States.

C. Authorization of Travel

1. All out-of-district, out-of-state, and out-of-country travel shall be authorized and approved in advance by the President or his or her designee. The authorization must be submitted and approved in Workday at least one week in advance of the expected travel.
2. The College is using the documentation attached to a spend authorization as the documented travel authorization. The authorization should include approval from the traveler's supervisor as well as the cost manager who is paying for the travel. The College purpose of travel should be documented in the approved authorization so that the rationale for the travel is identified.
3. Out-of-country travel shall be reported to the Board of Trustees. Such reports shall be made in advance of the travel when feasible.
4. In-district travel does not require pre-authorization.
5. Authorizations for travel related to candidates for hire traveling to the College campus should use the pre-authorization and reimbursement forms located in Piratenet for reimbursement. Candidates are subject to the same rules herein and the form should be submitted with all receipts via workday as an ad hoc reimbursement. Budget authorizations can be signed by a vice president, the president or the Director of Human Resources, dependent on who has budgeted funds to pay the costs.
6. Zero cost travel authorizations should be documented in workday by the traveler requesting an absence day to be approved by their supervisor using the category Zero \$ Travel Auth in the Time Off menu.

D. Computation of Travel Time for Per Diem or Subsistence Allowed

1. The travel day for Class A travel is a calendar day (midnight to midnight); for Class B travel, the travel day is the same time as the travel period. For these classes of travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. A traveler shall not be reimbursed on a per diem basis for Class C travel.

2. No allowance shall be made for meals when travel is confined to the College district. Meals associated with Class C travel will be reimbursed when travel extends beyond the college's two county service district, and when requested by the traveler. Per IRS regulations, reimbursements for Class C meals will be included in employee's taxable income.

E. Rates of Per Diem and Subsistence Allowance

1. Class A and B authorized travelers shall be provided either of the following for each day of necessary travel at the option of the traveler in addition to authorized transportation expenses:
  - a. \$80 per diem for meals and lodging
  - b. If actual expenses exceed \$80, actual lodging expenses at a single occupancy rate plus meal allowances. Meal allowances for travel are as follows:

i. Breakfast	\$6
ii. Lunch	\$11
iii. Dinner	\$19.
  - c. Travelers are expected to schedule travel to minimize time away from the office while effectively completing the purpose of the travel. This may include travel in the early morning or evening, though travelers would not typically be expected to travel between 10 p.m. and 6 a.m. Exceptions to these guidelines should be approved by the traveler's supervisor before booking the travel. Additional hotel nights and associated meal reimbursements taken for the convenience of the traveler without approval of the supervisor are not eligible for reimbursement.
2. A traveler's physical well-being is of utmost importance and the College will work with the traveler on arrangements to delay the meeting, extend travel dates or revise arrangements for returning home when illness strikes. Within reason, unexpected travel costs in these circumstances will be covered by the College. Medical costs associated with the illness are the responsibility of the traveler. When two or more travelers are sharing accommodations, the College will cover the expense to separate the travelers when one has an ailment that is not conducive to sharing accommodation with another college traveler.
3. Mileage will be reimbursed at the rate authorized by Florida Statutes. The rate is currently \$0.445 per mile. Rental or PSC fleet cars may be used when the total cost including gas is less than the cost of mileage. Employees may charge rental car charges to a P-Card. Use of rental or PSC fleet cars when the total cost of the rental exceeds mileage must be approved by the College President or a Vice President.
4. Incidentals – Actual and necessary fees for attending events which enhance the public purpose of the College which are not covered in other fees. Receipts must be filed for these expenses and some examples are identified in the following list.
  - a. Taxi, bus, or train fares
  - b. Ferry, bridge, tunnel, and road tolls\*

- c. Storage or parking fee\*, reimbursement for parking is limited to the cheapest option available by the airport or hotel

\* For those travelers who use SUNPASS to pay tolls or airport parking, a copy of the charges from the traveler's account matching travel voucher dates can constitute a receipt.

- d. Work-related essential telephone calls and/or internet access, justification required.
- e. Registration fees
- f. Coach fares on commercial aircraft - Travelers should minimize baggage fees where possible by combining items and using carry-on cases. Fees vary by airline, and the traveler should incorporate expected baggage fees in the computation of the most economical flight. The typical traveler should check no more than one bag unless there are extenuating circumstances (i.e., lengthy travel or presentation materials). Overweight charges will not be reimbursed unless necessary for the purpose of travel and approved by the College President or a Vice President. Fees for expedited boarding or seat assignments are typically not authorized and reimbursement must be approved by the College President or a Vice President.
- g. Reasonable tips and gratuities are reimbursable per the following (receipts are required for amounts over twenty-five dollars [\$25]):
  - i. Actual tips paid to taxi drivers (or rideshare) up to fifteen percent (15%) of the fare.
  - ii. Actual amount paid for mandatory valet parking tips which shall not exceed two dollars (\$2) per occasion, and which was incurred in the performance of College business.
  - iii. Actual portage charges paid which shall not exceed five dollars (\$5) per check-in or check-out.
  - iv. Other reasonable tips paid as necessary and prudent for a businessperson receiving services where a tip is customarily paid.

#### 5. Non – Reimbursables

- a. Reimbursement will not be made for Florida sales taxes, entertainment, or publications. The traveler should make a reasonable effort to utilize the College's tax-exempt status at the hotel, preferably by using a College P-Card.
- b. Lodging is typically not allowed for in-district travel and will only be reimbursed in this instance when deemed necessary in extenuating circumstances. In-district lodging must be approved in advance by the appropriate Vice President or President.

- c. No reimbursement will be issued for any meals or lodging included in a registration fee paid by the College unless the traveler is in the process of traveling to or from the event at the time of the meal. For meetings that include a registration fee, an agenda must be provided with the reimbursement form to substantiate meals provided.
- d. No reimbursement will be paid to a traveler to attend a meeting when the only purpose of attendance is to receive an award.
- e. No reimbursement will be paid to a traveler for activities related to or involving travel to a “terrorist state” under any circumstances. A “terrorist state” is defined as any state, country or nation designated by the United States Department of State as a state sponsor of terrorism.


F. Economy of Travel

- 1. All travel must be by the usually traveled route to and from the approved destination. If a person travels by an indirect route for their own convenience, he or she must bear any extra costs and any reimbursement for expenses will be based only on such charges as would have been incurred by the usually traveled route. The approving authority must designate the most economical method of travel for each trip, keeping in mind the following conditions:
  - a. The nature of the business.
  - b. The most efficient and economical means of travel (considering time of the traveler, cost of transportation, and per diem or subsistence required).
  - c. The number of persons making the trip, and the amount of equipment or materials to be transported.
- 2. Necessary travel should be planned to seek the most economical means of travel available to the traveler(s) that is practical and safe to accomplish. The items in the following list should be considered when attempting to economize travel.
  - a. When several employees or students are traveling to the same destination, car-pooling is encouraged to the extent practical. The use of a College vehicle is also encouraged, if one is available. Transportation and room expense may be reduced by multiple occupancy and the use of the College bus or vans.
  - b. When traveling by car to a destination, the traveler should determine if it wouldn't be more cost effective to seek a form of public transportation rather than to drive and seek reimbursement for mileage. In some cases, it may be more economical to rent a car utilizing the State of Florida contract with a car rental provider. Contact the Purchasing department for information related to the car rental state contract.
  - c. Airline tickets should be purchased fourteen (14) days in advance of the travel whenever possible.

- d. Employees are encouraged to book fares without travel agent charges. A travel agency surcharge may be paid only if the charge is deemed reasonable.
4. Reimbursement for expenditures related to the operation, maintenance and ownership of a vehicle shall not be allowed when privately owned vehicles are used. All mileage shall be shown from point of origin to point of destination and shall be computed on the basis of the current map of the [Florida Department of Transportation \(DOT\) website](#). Actual odometer readings or documentation from a point-to-point computer website such as MapQuest can help to substantiate vicinity mileage necessary for the conduct of official business. Vicinity mileage is allowable but must be shown as a separate item on the travel voucher.

G. Travel Reimbursement

1. All claims for reimbursement of travel expenses shall be made within Workday. A copy of the travel authorization form and all required receipts shall be attached to the travel expense voucher.
2. Travel reimbursements should be submitted within 30 days after the travel occurrence to insure the availability of funds.
3. The travel expense form shall contain all information necessary to calculate and verify the amount of reimbursement claimed. It shall also contain a certification to be signed by the traveler certifying the truth and correctness of the claim in every material matter and that the travel expenses were actually incurred by the traveler and were necessary for the performance of official duties.
4. Student sponsors/coaches should make all student travel arrangements and complete all required College forms related to student travel.

Responsible Official:	Vice President of Business Affairs	
President's Signature:		Date: 10/13/2021



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Travel – Car Rentals	<u>Number</u> 532
Related Policy:	Travel – 6Hx20-5.008	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the procedure for procuring a rental car for travel purposes.

**II. Procedure**

- A. Rental Cars for College travel may be authorized when deemed more economical than mileage or common carrier.
  - 1. Rental cars should not be used for in-district travel.
  - 2. The traveler should utilize the current State of Florida contract for rental cars. The contract pricing includes the cost of insurance in the contract daily rate. The procedure with the Website link is located on the PSC Website at <https://www.pensacolastate.edu/documents/Rental-Car-Manual>.
- B. The traveler should sign out a fuel card to use with the rental car to purchase gas from the Purchasing Department.

Responsible Official:	Vice President, Business Affairs
President's Signature:	 Date: 11/05/2021

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Agents, Solicitors, and Salesmen – Non-Personnel Solicitations	<u>Number</u> 533
Related Policy:	Agents, Solicitors, and Salesmen – 6Hx20-1.088	<u>Page</u> Page 1 of 1


**I. Purpose**

To describe the procedure for inviting, acknowledging and controlling agents, solicitors and salesmen on campus concerning non-personnel service, products or issues.

**II. Procedure**

Agents, solicitors and salesmen are permitted on campus to pursue a commercial endeavor only upon complying with the following instructions:

- A. Must be invited by a full-time College employee to conduct College business only.
- B. Must advise the Purchasing and Auxiliary Services Department, which is designated as the President’s authorized representative, for authorization prior to conducting any business on campus.
- C. Agents, solicitors and salesmen not invited by a full-time College employee, but desiring to inform the College of items or services of potential interest to the College, should make all contacts through the Purchasing and Auxiliary Services Department.

Responsible Official:	Director, Purchasing and Auxiliary Services
President’s Signature:	Date: 02/21/2017 

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Scholarship Funding	<u>Number</u> 534
Related Policy:	Scholarship and Loan Funds – 6Hx20-5.009	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the sources of scholarship funding.


**II. Procedure**

A. College student scholarships are funded through, but not limited to, these sources:

1. Auxiliary Funds
2. Designated Scholarships
3. Federal and State Scholarships
4. Private Scholarships
5. College Foundation
6. Student Financial Aid Fees
7. Student Activity Fees

B. Prior to each fiscal year, the Vice President, Business Affairs, in conjunction with the Scholarship Committee, shall recommend to the President the Scholarship Plan for that fiscal year. The Plan will specify both sources and uses of the scholarships and appropriate scholarship requirements.

Responsible Official:	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Short-Term Loans	<u>Number</u> 535
Related Policy:	Scholarship and Loan Funds – 6Hx20-5.009	<u>Page</u> Page 1 of 2

**I. Purpose**

To describe the guidelines for short-term loans for students.

**II. Procedure**

A. Short-term loans for tuition assistance are intended for those students who have no other available financial means by which to fully meet or defray the cost of registration fees.

B. Qualifications of Applicants

1. Students must be 18 years of age or older; otherwise, a parent or guardian signature is required.
2. Students are to be enrolled in a minimum of three College credits, vocational credits or College preparatory credits.
3. Students must have a cumulative C or 2.0 grade point average based on College postsecondary enrollment. Students who have not attempted any postsecondary credits at the College will be considered as meeting this requirement. Students must maintain the standards of Satisfactory Academic Progress, except students accruing total attempted credits in excess of the maximum attempted credits are eligible for a short-term loan if all other criteria are met. Student under warning will not be eligible for a short-term loan until grades are posted for the preceding term, if the students were enrolled in the preceding term.
4. Students cannot have either a delinquent financial obligation to the College or an outstanding obligation from a prior term.
5. Students must be able to demonstrate the ability to repay the loan by the due date.
6. Students cannot have an outstanding defaulted loan or grant overpayment under the Title IV programs.

C. Guidelines for Loans

1. The loan due date will be approved by the Vice President, Business Affairs. The loan due date will not extend beyond two (2) weeks before the end of the term to which the loan is applicable.
  - a. Loans made for fall, spring and summer terms are scheduled to be repaid by the applicable due date each term.

- b. Interest on loans not fully paid by the applicable due date will accrue at a five percent (5%) annual rate from the due date.
2. Late repayment of previous obligations to the College may be grounds for denial of future loans. Delinquent loans are subject to collection. All costs of collection including reasonable attorney fees will be the responsibility of the borrower.
3. Total outstanding loans may not exceed \$700.00. The minimum loan amount will be \$35.00. Exceptions are provided in Section 6 below. A \$5.00 service charge for each loan processed is added to the loan and is due at the time of repayment.
4. Maximum loan amounts for registration fees will be based on the following calculation:  
$$\text{Tuition/fees} \times 75\% = \text{Short-term loan amount}$$

The maximum short-term loan amount is \$700.00.
5. Withdrawal from classes does not relieve the students of the obligation to repay the loan. Should students drop a course(s) during the schedule adjustment period and be entitled to a refund of fees, the refund will automatically be applied toward the outstanding loan. Delinquent loans are subject to collection. All costs of collection including reasonable attorney fees will be the responsibility of the borrower.
6. The Bursar may authorize:
  - a. Loans in excess of the schedule cited in Section 4.
  - b. Loans for less than the minimum loan amount.
  - c. One hundred percent fee loans in excess of \$700.00 for those students covered by a blanket pre-authorization approval by the Vice President, Business Affairs, under certain grant terms or other unusual conditions.

Responsible Official: Bursar, Cashier's Office

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Use of Auxiliary Funds and Undesignated Gifts	<u>Number</u> 536
Related Policy:	Use of Auxiliary Enterprise Funds and Undesignated Gifts – 6Hx20-5.010	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for the expenditure and use of auxiliary funds and undesignated gifts.

**II. Procedure**

- A. Recommendations for the use of auxiliary funds will be submitted to the Vice President, Business Affairs, for review and technical assistance.
- B. The recommendation may then be submitted to the President or his or her designee for approval.

Responsible Official:	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Transfer of Private Contributions to Pensacola State College Direct-Support Organizations	<u>Number</u> 537
Related Policy:	Transfer of Private Contributions to Pensacola State College Direct-Support Organizations – 6H-20-5.012	<u>Page</u> Page 1 of 1

**I. Purpose**

To transfer private contributions to the College’s direct support organizations (The Pensacola State College Foundation, Inc., and WSRE-TV Foundation, Inc.) for the benefit of the College, its students, programs, academic areas, or faculty.

**II. Procedure**

- A. Upon receipt of any private contributions, other than grants and contracts earmarked specifically to Pensacola State College by the grantor and other than loan funds, the Cashier’s Office shall contact the appropriate Foundation, in writing, giving notification that a contribution has been received, from what source, in what amount, and for what purpose (if the purpose is known).
- B. Provided the funds are to be used for a purpose in accordance with the Foundation’s charter, the Foundation’s Executive Director will, by written memorandum, notify the President of Pensacola State College of the Foundation’s willingness to accept the transfer of funds.
- C. The President will indicate his or her approval by signature on the memorandum and forward the memorandum to the Cashier’s Office.
- D. Upon such approval, the actual transfer of funds shall be by check or ACH from Pensacola State College to the appropriate Foundation.

Responsible Official:	Bursar, Cashier’s Office
President’s Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Purchasing Tickets in Advance for Lyceum Events	<u>Number</u> 539
Related Policy:	Charges for College Supported Events – 6Hx20 – 1.010	<u>Page</u> Page 1 of 1


**I. Purpose**

To provide a procedure for purchasing tickets in advance for Lyceum events.

**II. Procedure**

Tickets purchased in advance for Lyceum events may be paid for by cash, check or credit card (Visa, Master Card, Discover, or American Express). Credit card purchases at the ticket office, by telephone, or online at [www.pensacolastate.edu/lyceum](http://www.pensacolastate.edu/lyceum) will be billed at the time of the purchase. There will be no refunds or exchanges, unless there is a cancellation by the College.

Responsible Official:	Vice President, Business Affairs
President's Signature:	Date: 02/21/2017





**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Student Travel	<u>Number</u> 540
Related Policy:	Travel – 6Hx20-5.008	<u>Page</u> Page 1 of 2


**I. Purpose**

- A. To establish travel procedures for students participating in out-of-district activities as an official representative of the College.
- B. To establish guidelines for a driver to drive a College owned or leased vehicle carrying students.

**II. Procedure**

- A. Student Travel
  - 1. No student may participate in an out-of-district event/activity as an official representative of Pensacola State College without being accompanied by a member of the College faculty, staff, or administration.
  - 2. Students participating in College sponsored activities, where travel is required, must travel in a Pensacola State College vehicle when provided. A personal vehicle may be used for student travel when a college vehicle is not provided. The owner of the vehicle will assume personal liability for injuries and damage to property. Pensacola State College assumes no responsibility for unauthorized student travel.
- B. Drivers
  - 1. Drivers of College vehicles carrying students must:
    - a. Possess a valid State issued driver’s license.
    - b. Be a minimum of 21 years of age.
    - c. Be a Pensacola State College employee, part or full-time (student workers are not included in this category). Employer’s Assistant employees must be cleared to drive by Employer’s Assistant. Volunteer drivers are approved on an individual basis by the Vice President, Academic and Student Affairs.
    - d. Have their driving record checked by the College Police Department for history of traffic violations. This record will remain on file with the College Police Department. Records deemed unacceptable will preclude the applicant from driving College vehicles.

- e. Drivers of college or rental 16-passenger vans must successfully complete a driving test in a 15-passenger van or have a Commercial Driver License (CDL).
  - 2. All travel paper work must be filed with the Student Activities Office no later than three (3) weeks prior to the trip. The Coordinator of Student Activities will be responsible for certifying that all requirements have been met.
  - 3. If more than one vehicle is utilized, vehicles should travel at a safe distance and maintain visual contact with each other when possible.
  - 4. Vehicles should be operated in compliance with all motor vehicle laws of the State of Florida or state in which the vehicles are being operated. This includes traveling at speeds not to exceed the posted limits and slower if conditions so warrant. Vehicles are always to be operated with due caution and circumspection. Drivers should not operate a vehicle if it becomes unsafe.
  - 5. The Transportation Department will provide in each vehicle a procedure to follow in case of a vehicle breakdown or accident.
- C. Any exceptions to these procedures must be approved in writing by the Vice President, Academic and Student Affairs.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Academic Field Trip	<u>Number</u> 541
Related Policy:	Travel – 6Hx20-5.008	<u>Page</u> Page 1 of 4

**I. Purpose**

To establish procedures for students and faculty to follow for academic field trips, to provide a form for the process of requesting and approving academic field trips and to establish guidelines for a driver to drive a college owned or leased vehicle carrying students.

**II. Background**

- A. Academic Field trips are defined as formal class excursions, involving or available to all enrolled students, accompanied by an instructor, outside the officially designated classroom or laboratory during regularly scheduled or unscheduled class periods, for the purposes of meeting or enhancing formal course objectives.
- B. This definition does not include activities assigned by an instructor that require a student to individually attend a public or civic event such as a lecture or cultural performance, or visit an institution, such as a zoo or museum, for purposes of critiquing a performance or observing a collection.

**III. Categories and Procedures of Academic Field Trips**

- A. On Campus – Regular Hours
  - 1. Definition  
Field trip events held on a College campus or center, during regularly scheduled class time, but outside the scheduled classroom or laboratory facility. Students may meet at the field trip site by prior arrangement or may proceed to the site after convening at the scheduled classroom.
  - 2. Procedure
    - a. Complete the Field Trip Request Form located at:  
<http://piratenet/itech2/academic/curriculum/form/FieldTripRequest.pdf>  
If the request involves transportation for a disabled student a three-week lead time is required, otherwise, the form must be completed and submitted one-week in advance of the trip.
    - b. Submit a copy of the completed Field Trip Request Form to the department head for action. The request may be made in hard copy or email, using the Field Trip Request Form.
    - c. A copy of the Field Trip Request Form must be retained in the departmental files.

B. On Campus – Non-Class Time

1. Definition

Field trip events held on a College campus or center, at other than regularly scheduled class time, and outside the scheduled classroom or laboratory. Students may meet at the field trip site by prior arrangement or may proceed to the site after convening at the scheduled classroom.

2. Procedure

1. Complete the Field Trip Request Form located at:

<http://piratenet/itech2/academic/curriculum/form/FieldTripRequest.pdf>

If the request involves transportation for a disabled student a 3-week lead time is required, otherwise, the form must be completed and submitted one-week in advance of the trip.

2. Submit a copy of the completed Field Trip Request Form to the department head for action. The request may be made in hard copy or email, using the Field Trip Request Form.

3. A copy of the Field Trip Request Form must be retained in the departmental files.

4. If a field trip is going to extend beyond regular class hours it is the instructor's responsibility to submit a list of student participants to the Office of Institutional Advancement for publication in the Green and White for purposes of requesting that the specific field trip be considered as excused absence from other classes overlapping the extended time field trip.

C. Off Campus – In-District

1. Definition

Field trip events held off campus at a site within Escambia County or Santa Rosa County, Florida. Students generally meet on campus at an assigned classroom prior to the event, and travel to and from the site as a group.

2. Procedure

a. Complete the Field Trip Request Form located at:

<http://piratenet/itech2/academic/curriculum/form/FieldTripRequest.pdf>

If the request involves transportation for a disabled student a three-week lead time is required, otherwise, the form must be completed and submitted one-week in advance of the trip.

b. Submit form to department head for recommendation to appropriate dean.

c. Field Trip Request Forms submitted to appropriate dean for action.

d. If a field trip is going to extend beyond regular class hours it is the instructor's responsibility to submit a list of student participants to the Office of Institutional Advancement for publication in the Green and White for purposes of requesting that the specific field trip be considered as

excused absence from other classes overlapping the extended time Field Trip.

3. Transportation

- a. For field trips originating at the classroom during or outside of regular class time, students who do not live in the immediate vicinity of the field site shall travel in college provided transportation driven by an approved driver.
- b. Students who live in the immediate vicinity or direction of the field trip, or whose work schedule requires they travel from the field site to work, may travel from campus or home to the field site using a privately owned vehicle, then continue home or to work.
- c. Students who intend to travel in a privately owned vehicle shall complete and submit a Release from Liability Form. These forms will be turned over to the department head before the class leaves campus.

D. Off Campus – Out-of-District

1. Definition

Field trip events held off campus, and outside the boundaries of Escambia County and Santa Rosa County, Florida. All trips outside the state of Florida are included in this category. Students meet at a prearranged college site and travel to the field site as a group.

2. Procedure

- a. Complete the Field Trip Request Form located at:  
<http://piratenet/itech2/academic/curriculum/form/FieldTripRequest.pdf>  
If the request involves transportation for a disabled student a three- week lead time is required, otherwise, the form must be completed and submitted one-week in advance of the trip.
- b. Submit form to department head for recommendation to appropriate dean.
- c. Field Trip Request Forms submitted to appropriate dean for action.
- d. The department head is responsible for notifying the Vice President, Academic and Student Affairs, via email, prior to the trip.
- e. The instructor is responsible for submitting for approval, a Travel Request Authorization Form via the appropriate chain of authority.

3. Transportation


All students must travel in College-provided transportation driven by an approved driver. The student is responsible for requesting exceptions to this requirement. A written memo from the student with a notarized Release from Liability Form must be submitted to the Vice President, Academic and Student Affairs, to be considered for approval.

**IV. Driver Eligibility**

- A. College provided transportation will be available for field trips and may be driven by properly qualified College employees, including the instructor, other full-time faculty and staff, and adjunct instructors under current contract.
- B. Drivers may become qualified through various courses, tests or other procedures established by the Maintenance Department.
- C. Drivers of College vehicles carrying students must:
  - 1. Possess a valid State issued driver’s license.
  - 2. Be a minimum of 21 years of age.
  - 3. Be a Pensacola State College employee, part or full-time (student workers not included in this category). Employer’s Assistant employees must be cleared to drive by Employer’s Assistant.
  - 4. Persons driving College vehicles must have their driving record checked by the College Police Department for a history of traffic violations. Records deemed unacceptable will preclude the applicant from driving college vehicles.
  - 5. Drivers of College vehicles or rental passenger vans must successfully complete a driving test in a comparable van or have a Commercial Driver’s License (CDL).

**V. Travel Guidelines**

- A. If more than one vehicle is utilized, vehicles should travel at a safe distance and maintain visual contact with each other when possible.
- B. Vehicles should be operated in compliance with all motor vehicle laws. This includes traveling at speeds not to exceed the posted limits and slower if conditions so warrant. Vehicles are always to be operated with due caution and circumspection. Drivers should not operate a vehicle if it becomes unsafe.
- C. The Transportation Departments will provide in each vehicle a procedure to follow in case of vehicle breakdown or accident.
- D. College will provide eligible drivers with appropriate communication equipment.

Responsible Official: Vice President, Academic and Student Affairs	
President’s Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Federal Grant Purchasing	<u>Number</u> 543
Related Policy:	Grant Administration – 6Hx20-5.015	<u>Page</u> Page 1 of 5

**I. Purpose**

To establish procedures for procurements made with funds from federally funded grants and contracts.

**II. Procedure**

**A. Procurement Standards and Performance**

Pensacola State College has developed procurement procedures that comply with State and local laws and will utilize these procedures when procuring with Federal Grant funds as they conform to Federal Law. The following are in addition to these procedures.

All procurement transactions under this procedure shall be conducted in a manner providing full and open competition. Examples of restricting competition include:

1. Placing unreasonable requirements on contractors to qualify to do business;
2. Requiring unnecessary experience or excessive bonding;
3. Permitting noncompetitive pricing practices between firms or between affiliated companies;
4. Permitting noncompetitive contracts to consultants on retainer contracts;
5. Permitting organizational conflicts of interest;
6. Specifying only a brand name product install of an equal product to be offered and describing the performance of other relevant requirements;
7. Acting arbitrarily in awarding contracts;
8. Awarding based on local, geographic preferences; or
9. Precluding potential bidders from qualifying during the solicitation period.

**B. Procurement Methods**

1. Pensacola State College utilizes the following procurement methods when procuring with Federal Grant funds.
  - a. Micropurchase Method is used to obtain supplies and services valued less than the micropurchase threshold as defined in 48 CFR Subpart 2.1 (hereinafter “micropurchase threshold”) without quotes or formal solicitation.
  - b. Small Purchase Method is used to obtain supplies and services (other than construction) valued between the micropurchase threshold to

Category 2 as defined in s. 287.017, Fla. Stat., (hereinafter “Category 2”). It is preferred to utilize cooperatively bid contracts. A list of these contracts is maintained by the Purchasing and Auxiliary Services Department. If not available through a cooperative contract, quotes shall be obtained as follows:

- i. Purchases greater than the micropurchase threshold amount - \$5,000 requires adequate number of quotes, established as a minimum of 2 quotes.
  - ii. \$5,000.01 to the Category 2 amount requires 3 quotes. (If purchase is exempt by State law, adequate number of quotes required, established as a minimum of 2).
- c. Sealed Bidding is used to obtain supplies and services above Category 2. (If purchase is exempt under State Law, sealed bidding is not required for purchases less than \$150,000. An adequate number of quotes will be required, established as a minimum of 2 quotes). Alternatively, sealed bids are not required if utilizing a cooperatively bid contract. The process for sealed bidding:
- i. Consists of public advertisement for bids and provides sufficient time for bidders to respond before the date set for the bid opening;
  - ii. Must be solicited from an adequate number of known suppliers;
  - iii. Includes the specifications which define the items or services in enough detail to allow the bidders to properly respond;
  - iv. Allows the awarding of a firm, fixed-price contract made to the lowest responsive and responsible bidder;
  - v. Allows any and all bids to be rejected if there is a sound documented reason;
  - vi. When specified, transportation and life cycle cost shall be considered; and
  - vii. Follows State Law for bid protesting procedures.
- d. Competitive Proposal Solicitation is used to obtain supplies and services when sealed bidding is not appropriate.
- i. Instances when sealed bidding is not appropriate include:
    - aa. Procurements when complete, adequate and realistic specifications are not available;
    - bb. Two (2) or more responsible bidders not available;
    - cc. The procurement does not lend itself to contract award based on price; or
    - dd. Procuring architectural or engineering services.
  - ii. Process of Competitive Proposal Solicitation:
    - aa. Must be publicized;
    - bb. Must identify all evaluation factors and each factor’s relevant importance;
    - cc. Must be solicited from an adequate number of qualified sources;



- dd. Must be evaluated based on the criteria specified in the solicitation document; and
- ee. Award is made to the responsible firm whose proposal is the most advantageous to the program, with price and other factors considered.
- e. Single Source Procurement, also called a noncompetitive proposal, does not require additional quotes, sealed bidding, or competitive proposals. Single source procurement can only be approved when one of the following circumstances applies:
  - i. Item is only available from a single source;
  - ii. After solicitation or competition is attempted, determination is made if there is not enough competition available for a competitive procurement;
  - iii. Public exigency or emergency; or
  - iv. Awarding agency authorized noncompetitive proposals.
- f. Time and Material Contracts shall only be utilized when no other procurement method is suitable. Contracts must include a ceiling price that the contractor exceeds at its own risk. Further, the College will not award cost plus percentage contracts, where the bidder is paid a percentage of the contract price on top of the cost of the contract itself.

C. Procurement Requirements

1. Pensacola State College complies with the following requirements when procuring with Federal Grant funds.
  - a. Contract Cost and Price Analysis is required procurements in excess of the Simplified Acquisition Threshold, including contract modifications. Before receiving bids or proposals, the requesting department must provide sufficient information about the requirements of the procurement so the Purchasing Department can perform an independent price estimate. Purchasing must negotiate profit as a separate element of the contract, considering complexity of work to be performed, risk born by the contract, contractor's investment, amount of subcontracting, quality of contractor's past performance, and industry profit rates. Purchasing Department may choose to submit the procurement documentation to the awarding agency for review.
  - b. Small and Minority Owned Firms are encouraged to participate in the solicitation process. Steps to assist in the encouragement include:
    - i. Placing qualified, small, minority, and women owned business on solicitation lists;
    - ii. Assure qualified, small, minority, and women owned business are solicited whenever they are potential sources;
    - iii. Divide total requirement into smaller tasks or quantities to permit maximum participation by qualified, small, minority, and women owned business;

- iv. Establish delivery schedules which encourage participation by qualified, small, minority, and women owned business;
  - v. Use the services and assistance of the Small Business Administration and Minority Business Development Agency of the Department of Commerce; and
  - vi. Request price contractors, if subcontracts are used, to take the same steps listed above.
- c. Debarred/Suspended Vendors will not be permitted contracts. Before awarding a contract, Purchasing checks the Excluded Parties List system website ([www.sam.gov](http://www.sam.gov)) to ensure the vendor is not an excluded party.
- d. Bonding shall be required for construction contracts exceeding \$150,000 as follows:
- i. Bid guarantee of 5% of the bid price; and
  - ii. Payment and Performance bond in the amount of 100% of the contract price.
- e. Conflict of Interest restricts employees engaged in the selection, award, and administration of federally funded procurements from also being an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in or tangible personal benefit from a firm considered for a contract.  
To ensure potential conflicts of interest are addressed:
- i. Policy 6Hx20-4.024 outlines, “The acceptance by employees of gifts or premiums from College vendors is prohibited.”
  - ii. In sealed bid solicitations utilizing federal funds, bidders are required to submit a federal attestation form.
  - iii. New vendors are required to acknowledge no conflicts of interest exist as outlined in s. 112.313, Fla. Stat.
- f. Contract Administration is maintained through regularly monitoring of contracts to ensure each vendor is complying with their contract terms to ensure performance goals are achieved.
- g. Contract Provisions are included with the College issued purchase order.
- h. Lease Options are considered when appropriate if determined as a possible more economical approach.
- i. Procurement of Recovered Materials is encouraged when practicable and does not limit competition. Steps to assist in encouragement include:
- i. When the price of an item exceeds \$10,000 or if the value of the quantity acquired by the preceding fiscal year exceeded \$10,000, the College will seek to procure only items containing the highest percentage of recovered/recycled materials practicable, while maintaining a satisfactory level of competition.
  - ii. In developing plans, drawings, work statements, specifications, or other product descriptions, the College will consider, as appropriate, a broad range of factors including: elimination of virgin material requirements, use of biobased products; use of recovered materials; reuse of product; life cycle cost;

- recyclability; use of environmentally preferable products; waste prevention; and ultimate disposal.
- iii. Procuring solid waste management services that maximize energy and resource recovery.
- j. Retention of Records for solicitation documents are maintained for a minimum of (5) years. This can be accomplished through an electronic record.

Responsible Official: Director, Purchasing and Auxiliary Services

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Financial Management	<u>Number</u> 544
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 5

**I. Purpose**

To provide a written overview of the financial management system of the College.

**II. Procedure**

**A. Reporting Entity**

1. Pensacola State College is a component unit of the State of Florida, and its governing body is the Board of Trustees. The Board is under the general direction and control of the Florida Department of Education and is governed by law and State Board of Education rules. The Pensacola State College Foundation, Inc., is a component unit of the College and is reported in the College's financial statements as a discretely presented component unit.
2. The College's accounting policies conform to accounting principles generally accepted by colleges and universities as prescribed by the Governmental Accounting Standards Board (GASB). GASB allows public colleges various reporting options, and the College has elected to report as a business-type activity. The College utilizes the accrual basis of accounting as required for a business-type activity.

**B. Structure of Financial Statements**

1. The *Accounting Manual for Florida's College System* prescribes the minimum organization structure required for the general ledger. The College has integrated the accounting manual requirements into the chart of accounts employed within its accounting system. It is the responsibility of the Comptroller to ensure that changes to the accounting manual are updated within the College's accounting system so that the College can satisfactorily report financial performance.
2. The College employs subsidiary systems to support operations. These subsidiary systems collect detail that is only summarized within the general ledger. In these cases, procedures have been implemented to reconcile the total detail of transactions to the summary postings in the general ledger to ensure completeness and proper accountability. Examples in operation are the fixed asset, payroll, and student account subsidiary systems.

**C. Structure of the College's Single Audit**

1. The College is audited annually by the State of Florida Auditor General. As a component unit of the State of Florida, the College is included in the State's Annual Comprehensive Financial Report (ACFR) with a discrete presentation. The Auditor General also provides the College with a separately issued financial audit report on its financial statements.
2. The Auditor General includes the College in its statewide Federal audit so that the College has an annual audit compliant with the Federal Uniform Guidance. A stand-alone report for just the College is not issued, and to look up information with the Federal Clearinghouse pertinent to the College, one needs to look under the State of Florida.
3. The Auditor General performs operational audits of the College every two to three years, and annually, the College is included in the statewide Bright Futures report.

D. General Controls

1. All revenues and expenses are budgeted as required by law.
2. Revenue Cycle
  - a. All deposits are required to follow Procedure 519, Depository Transactions. Fees charged comply with laws and rules.
  - b. The ability to provide a refund is governed by Procedure 302, Procedure for Refund of Student Fees.
  - c. Collection procedures for delinquent student accounts are established by Procedure 506, Collection of Delinquent Accounts.
3. Expenditure Cycle
  - a. The Board approves the salary schedule as part of the budget annually. The Board also directly establishes the President's compensation. Employees are paid bi-weekly.
  - b. Procurement is generally governed by Procedure 510, General Authority for Purchasing.
  - c. Guidelines for grant and/or contract administration are defined within Procedure 545, Grant Procedures.
  - d. Guidelines to disclose conflicts of interest are contained within Procedure 543, Procurement Procedures for Purchases from Federal Grants, and Procedure 549, Conflict of Interest Procedure for Grant Awards. The College has detailed the expectation for someone to report an instance of suspected fraud in Policy 6Hx20-1.038, Fraud.
4. Responsibility for College Property
  - a. The President of Pensacola State College is directly responsible for all College property. The intermediate responsibility is assigned to the Vice President, Business Affairs. The responsibility for property assigned to departments is delegated to property custodians at a level best able to control the custody of the property items(s). The Property Control Office is responsible for maintaining the College's property records in accordance with s. 274.02, Fla. Stat. The Capital Outlay Accountant works

to facilitate and coordinate information and custody during the acquisition, moving, and disposal of property items.

- b. The Board maintains insurance programs required by law and good business practice to protect College property against major perils such as fire and windstorm and insurance for general operations like general liability and automobile liability. Property custodians are responsible for ensuring that the property under their control is adequately protected against theft, loss, or damage and is used for the College's benefit. Property custodians are responsible for maintaining the equipment under their control in proper working order.
  - c. If insurance is needed or recommended for property items and/or their use, the property custodian should consult the Vice President of Business Affairs to verify that the items or related exposures to equipment operation are adequately insured. Likewise, the Vice President, Business Affairs, will notify property custodians of any lapses or changes in insurance coverage.
  - d. The procedure for disposing of surplus property is defined in Procedure 114, Disposition of Surplus Property.
  - e. The property inventory procedure is defined in Procedure 117, Record and Inventory of Property.
5. Cash is managed by the Comptroller in accordance with Procedure 519, Depository Transactions. The Coordinator, Capital Outlay and Banking, records daily any ACH deposits that have been credited to the College's account. The Director of Student Financial Services supervises actual cash collection and credit card collection processes college-wide. The Assistant Comptroller is responsible for managing the cash within the grants. The Vice President, Business Affairs, authorizes all grant drawdowns.
6. The Coordinator, Capital Outlay and Banking performs bank reconciliations at least monthly. The Comptroller reviews reconciliations to ensure timeliness and accuracy.
7. Records Management
- a. Financial records are stored in file cabinets, offices, and file rooms.
  - b. Electronic records are stored on the College's network, and within secure cloud arrangements. Employees are expected to comply with the following procedures:
    - i. Procedure 138, Cyber Risk; and
    - ii. Procedure 140, Identity Theft Prevention Program.
  - c. Applicable federal and state laws determine the confidentiality of records, rules, and regulations.
  - d. Procedure 120, Reproduction and Destruction of District Records, provides a procedure for the disposal of College records.
  - e. Property purchased using grant funds is disposed of by the requirements of the underlying grant.

E. Financial Reporting

1. At the end of the year, the Comptroller coordinates the year-end process to generate timely financial statements that will fairly represent the financial performance and outcomes of the College for the fiscal year in accordance with generally accepted governmental accounting standards. Additionally, the Comptroller is responsible to insure that the internal control structure in operation over financial reporting and compliance includes requirements to prevent material misstatement.
2. The Comptroller is responsible for financial reporting.
3. The Comptroller relies on the general controls documented in this procedure and generally does the following to produce timely financial statements:
  - a. Once each fiscal year, the department property custodian, in cooperation with the staff of the Property Control Office, conducts physical inventories of property recorded in the College accounting records. See Procedure 117, Record and Inventory of Property.
  - b. The Comptroller has a list of all items to be completed for yearend closing that is updated for each yearend. Each item is assigned to a person, and the person is given a date range for expected completion. This facilitates the completion of items in a logical fashion so that items are done in the proper order.
  - c. The Assistant Director of Financial Services organizes the counting of all cash on hand on June 30 or the last working day before June 30 by someone other than the custodian of the cash fund. On this same day, College business is stopped at mid-afternoon so that student transactions are fed to finance.,
  - d. The Coordinator, General Accounting works with Accounts Payable staff to pay invoices for goods and services received before June 30 by the last working day of June. Similarly, the Payroll staff ensures that all time worked in June is recorded in a June payroll. Between the last June payroll and the first July payroll, the compensated leave liability report is run and audited by the Payroll Director and then forwarded to the Comptroller to record.
  - e. The Assistant Comptroller works with grant managers to close out grants for yearend.
  - f. The Assistant Comptroller prepares the Schedule of Expenditures of Federal Awards (SEFA) and forwards it to the Comptroller for review and approval. The Vice President, Business Affairs, certifies that SEFA documents have been accurately reported by the due date.
4. The Comptroller utilizes the trial balance information from system reports to enter data into excel files designed to produce financial statements in the current GASB 35 format for financial presentation of what are essentially the balance sheet, income statement, and statement of cash flows. Once the statements are balanced, the notes to the financial statements (including required supplementary information) are prepared. Tables from the state file are then used as part of the graphical presentation in the financial statements Management Discussion and Analysis section. The statements and all exhibits are then proofed to each other to check for inconsistencies and errors.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 03/28/23

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



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Grant Procedures	<u>Number</u> 545
Related Policy:	Grant Administration – 6Hx20-5.015	<u>Page</u> Page 1 of 5

**I. Purpose**

To establish a procedure of soliciting and managing external grant awards from governmental entities, private businesses, corporations, or foundations, in order to advance accomplishment of the mission, goals and strategic priorities of the College.

**II. Procedure**

**A. Pre-Proposal Considerations**

1. Anyone employed by or associated with Pensacola State College who solicits grant funds from any source on behalf of the College or any of its divisions, programs, or functions shall contact the PSC Office of Institutional Effectiveness and Grants prior to beginning the application process, and must have prior approval from the Dean, Institutional Effectiveness and Grants, appropriate Deans and Department Heads, appropriate Vice Presidents, and the President.
2. Proposals requiring approval of the governing body, typically state and federal applications, will be submitted to the Board of Trustees in the form of a Request to Pursue memorandum presented at the monthly Board meetings for action.
3. The College is committed to affordable, open access to educational opportunities through a variety of delivery methods that develop the academic, career, personal, and aesthetic capabilities of individuals for the benefit of themselves and the global community. The College recognizes the value and need to engage in external grant seeking and funds development; however, all such activities must be consistent with the stated mission of the College. Therefore, the seeking and receiving of grants and contracts must recognize the educational focus of the College and must acknowledge institutional control of the activity.

**B. Proposal Development**

1. The Office of Institutional Effectiveness and Grants will provide instructions regarding the specific steps that are to be followed depending on the instructions of the granting agency.
2. Once the grant concept has been approved the appropriate College staff, the Office of Institutional Effectiveness and Grants will identify a writing team to assist in the application preparation.

3. The Office of Institutional Effectiveness and Grants will monitor the application process, the state of submitted applications, and the coordination and management of awarded grants.

C. Grant Award and Acceptance

1. The Office of Institutional Effectiveness and Grants should receive award notification from the grantor agency. Received award and submitted proposal will be compared for differences, which will be documented and addressed by the grant, program and business office staff.
2. The Office of Institutional Effectiveness and Grants will maintain institutional records related to all grants proposals.

D. Grant Administration

1. Project Manager

- a. A project manager will be assigned to each grant. Project managers are responsible for ensuring the implementation of a plan of operation to achieve grant objectives. For cases in which grant funds are not available to cover the cost of project manager salaries, project managers will be recommended by the Dean of Institutional Effectiveness and Grants and approved by the appropriate Vice President. In some cases, Office of Institutional Effectiveness and Grants staff may serve as project managers.
- b. Project managers are responsible for the timely expenditure of grant/program funds, and ensuring that expenditures are necessary, reasonable, allowable, and allocable to the project, as well as in compliance with the terms, conditions, rules, and regulations of the grantor agency.
- c. Project managers, or their designees, are responsible for ensuring that equipment purchased with grant funds is only used for grant purposes. Fees associated with the use of any grant purchased equipment will be turned in by the property custodian to be counted as grant program income. Disposal of equipment purchased with grant funds will be coordinated by the Office of Institutional Effectiveness and Grants and the Office of Business Affairs, in accordance with grantor agency guidelines.
- d. Project managers are expected to conduct and oversee grant projects from initial implementation to completion and evaluation. Project managers are responsible for coordinating achievement of program objectives to ensure that any deliverables are met and documented.
- e. Project managers are responsible for interfacing with regulatory agencies, external auditors, and internal College staff regarding their grant-funded program.
- f. Project managers, in collaboration with the Office of Business Affairs, are responsible for ensuring that only costs associated with a grant

project are charged to that specific grant. Costs are to be split based upon a reasonable allocation method or rationale consistent with grant and contract guidelines, as well as all federal and state regulations, and approved cost allocation methods or strategies. Project managers will regularly review actual costs to budget to identify potential unallowable costs, cost transfers, or cost overruns.

- g. Project managers will assist with coordination of appropriate publicity related to the project in conjunction with the Office of Institutional Effectiveness and Grants and the Office of Marketing and College Information.


2. Business Office – Grants Accounting

- a. The Assistant Comptroller or his or her designee, will oversee every awarded grant, and work with the project manager. The Assistant Comptroller is responsible for maintaining a financial management system that meets the conditions and requirements established by the Federal Office of Management and Budget for federal funds or meets the requirements of other funding agencies.
- b. The Assistant Comptroller or his or her designee will work with the Office of Institutional Effectiveness and Grants and the project manager to develop a budget and establish a cost center. The Assistant Comptroller is responsible for adhere to all laws (including Uniform Guidance, Section 200), rules, terms, conditions, and regulations governing purchasing as well as any additional restrictions placed by the granting agency and the College.
- c. The Assistant Comptroller authorizes all expenditures in accordance with the following criteria:
  - i. The costs must be allocable. The Assistant Comptroller, in collaboration with the project manager, is responsible for ensuring that only actual grant costs are charged to grants. Costs are to be split based upon a reasonable allocation method or rationale consistent with grant and contract guidelines as well as federal and state regulations and approved cost allocation methods or strategies.
  - ii. The costs must be reasonable and treated consistently with the College's standard practices, and in accordance with generally accepted accounting principles. Similar costs will either be treated as direct or indirect and not both.
  - iii. The costs charged to grants must be net of applicable credits.
  - iv. The costs charged to federal grants cannot be used for cost sharing/matching on another federal award.
  - v. The costs must be adequately documented.
  - vi. The costs must be determined to conform to limits and exclusions in cost principles, federal laws, costs principles granting agency rules and regulations, and College procedures.
- d. The Assistant Comptroller and the project manager are responsible for monitoring the grant budget. The project manager in collaboration with

the Assistant Comptroller and the Dean of Institutional Effectiveness and Grants is responsible for requesting and coordinating the request of budget amendments.

- i. The Assistance Comptroller will review granting agency rules and procedures for budget amendments at the start of every grant project.
    - ii. The Assistance Comptroller will review the budget and actual expenditures to date on a regular basis to identify potential cost overruns, cost transfers, and any potentially unallowable costs. Any unallowable costs and cost overruns will be removed from the grant and moved to an appropriate funding source.
    - iii. If the project manager and the Assistant Comptroller determine a budget amendment is needed, a budget amendment will be prepared and approved by the appropriate College personnel. If external approval is needed due to grantor rules, the Assistant Comptroller will hold the budget amendment until written approval of the budget amendment is received.
  - e. For reimbursement grant projects, the Assistant Comptroller is responsible for ensuring that expenditures are invoiced in a timely manner. Cash management within the grant, as well as financial reporting, is the responsibility of the Assistant Comptroller.
  - f. The Assistant Comptroller will maintain a file for each grant that contains the grant award notification, and a final summary expenditure report. The Assistant Comptroller is also responsible for assisting with or the preparation of other necessary reports including continuation requests, progress reports, final reports and other reports required by the grant. Copies of all financial reports filed related to a grant should be included in the Business Office grant file.
  - g. The Assistant Comptroller is responsible for communicating with regulatory agencies, external auditors, and internal College staff regarding each grant, as appropriate.
3. Grants Reporting – Internal  
The Office of Institutional Effectiveness and Grants and the Office of Business Affairs will provide periodic status reports to the President’s Cabinet and Board.
4. Closeout, Compliance Verification, and Documentation  
When a grant project period has ended and all necessary administrative actions and financial obligations have been completed, the grant award or contract will be closed out.
- a. For all grants and contracts with a term of one year or longer, a meeting will be held, including the Office of Institutional Effectiveness and Grants, Assistant Comptroller, and project manager, approximately 90 days prior to the project period closing date. A review of the financial and program status, and any necessary activities, including any required financial and performance reports, will be documented and scheduled. Short-term projects and contracts must meet the same requirements, but the meeting will take place approximately 30 days prior to the closing date.

- b. Required reports
- i. Financial reports – The Assistant Comptroller is responsible for preparing and submitting all interim and final financial reports as set forth by the requirements and regulations of the grant award or contract with the granting agency.
  - ii. Performance reports – The Project Manager is responsible for preparing and submitting interim and final performance reports, with assistance from the Office of Institutional Effectiveness and Grants. The Project Manager is responsible for determining if the project has met the scope or stated objectives and has complied with all terms and conditions.
  - iii. Final payment closeout – After the final financial and performance reports have been reviewed and authorized, the Assistant Comptroller will proceed with request for final payment.
  - iv. Property – All equipment purchased with grant or contract funds becomes property of the College at the end of the project period, unless otherwise indicated by the granting agency. All subsequent costs, such as maintenance and service contracts, will become the responsibility of the College.
  - v. Criminal Activities – The Vice President, Administrative Services and General Counsel, will investigate any allegations or suspicions of criminal activity related to grant projects to determine if criminal activity is actually present. If it determined that a criminal activity has likely occurred, then the College President, appropriate law enforcement authorities, and the Director, Human Resources, will be notified. The Vice President, Business Affairs will notify the granting agency in writing within 30 days of any criminal violation of law related to grant activities.

Responsible Official: Vice President, Business Affairs
President's Signature:  Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Grants and Contracts Personnel Activity Reports	<u>Number</u> 546
Related Policy:	Grant Administration – 6Hx20-5.015	<u>Page</u> Page 1 of 3

**I. Purpose**

To establish personnel activity report procedures for all sponsored activities

**II. Procedure**

The College must assure that effort expended on sponsored activities justifies the salaries charged to them. The College provides this assurance by requiring certifications for grant funded employees whose salary is charged or matched to one or more grants or contracts during the effort reporting period. These effort reports/bi-annual certifications indicate percentages of the individual's total effort that are dedicated to the grants or contracts as well as to other College activities, and require a certification attesting to the fact that these effort percentages represent actual effort put towards grant or contract activities

**A. Documentation of salaries charged to grants and contracts**

1. Charges for federal projects for personnel costs are allowable to the extent that they satisfy the requirements of 2 CFR 200.430. The College uses two methods of documenting payroll distributions.
  - a. When an employee works solely on a single federal award or cost objective, charges for their salaries and wages are supported by personnel activity reports which are semi-annual certifications that the employee worked solely on that program for the period covered by the certification. These certifications are signed by the employee or a supervisor having firsthand knowledge of the work performed by the employee.
  - b. When an employee works on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project) the distribution of their salary will be supported by personnel activity reports that reflect the distribution of activity expended by the employee, reflect an after-the-fact reporting of the percentage distribution of activity of the employee, reasonably reflect the activities for which the employee is compensated by the College, and reflect activity applicable to each federal project or non-federal activity. The personnel activity report will be signed by the employee or a supervisor/project director having firsthand knowledge of the work performed by the employee.

- i. Career service staff will complete a personnel activity report every two weeks that time is spent working to benefit sponsored programs. The activity report will be completed simultaneously with the College timesheet and will reflect all time worked. The Assistant Comptroller, Restricted Accounting, will provide an excel template to each career service employee to report time and effort
    - ii. All salaried staff will complete a personnel activity report that summarizes monthly activity for every quarter. The quarters will be determined by the start date of the grant and be for each three-month period thereafter. The Assistant Comptroller, Restricted Accounting, will provide an excel template to each salaried employee to report time and effort.
  2. The Assistant Comptroller, Restricted Accounting, or the Grant Accountant will review the personnel activity reports and job description alongside each employee's role in the grant, as described in the grant narrative, to ensure that salary charges appear reasonable. Should there be a significant variation in the budgeted allocations of effort and actual effort the Assistant Comptroller, Restricted Accounting, or the Grant Accountant will discuss with the grant manager the need to re-allocate budget to reflect actual activity.
- B. The grant managers and the Assistant Comptroller, Restricted Accounting will share the following responsibilities for each grant.
1. Understanding and employing the principles, policies and procedures related to accurate and timely certification of personnel activity reports.
  2. Communicating with departmental administrators in the establishment of accurate and timely labor distribution schedules to ensure appropriate allocation of salary cost across various grants and College activities.
  3. Ensuring that all effort commitments are accurately reflected on the personnel activity reports.
  4. Ensuring that his or her own effort and that of other employees working on grant activities under their direction is certified accurately and in a timely manner.
  5. Complying with grantor requirement regarding any significant reductions (normally  $\geq 15$  percent) in effort commitments on grant funded activities.
  6. Reacting to and correcting any inaccuracies or omissions on the distributed effort reports to accurately reflect effort commitments toward grant activities.
  7. Identifying and communicating to the Assistant Comptroller, Restricted Accounting or the Grant Accountant situations where labor distribution adjustments are necessary given a level of certification different from the corresponding "payroll" percentage.
  8. Responding to any questions posed by reviewers regarding the certification of effort.
  9. Adjusting labor schedules/performing labor distribution adjustment in a timely manner in support of accuracy in salary allocation.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 02/21/2017

A handwritten signature in blue ink, appearing to read "E. Meadows", is written over the "President's Signature:" label.



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Cost Principles for Federal Grants	<u>Number</u> 547
Related Policy:	Grant Administration – 6Hx20-5.015	<u>Page</u> Page 1 of 4

**I. Purpose**

To protect the government’s financial interests from the impact of estimating and accounting inconsistencies and the effects of other undesirable accounting practices.

**II. Procedure**

- A. All colleges receiving federal funds must comply with cost accounting standards that are incorporated into 2 CFR 200, Subpart E – Cost Principles with the following exceptions:
1. When there is an arrangement under which federal financing is in the forms of loans, scholarships, fellowships, traineeships, or other fixed amounts based on such items as education allowance or published tuition rates and fees.
  2. When capitation awards, which are awards based on case counts or number of beneficiaries according to the terms and conditions of the federal award.
  3. When federal funds come thru fixed amount awards or grant agreements or contracts.
  4. When any award of federal funds is not required to account to the Federal government for actual costs incurred.
- B. Grant costs should be reviewed to determine that they are allowable, allocable, reasonable, and necessary.
1. An allowable cost is one that meets the criteria for authorized expenditures specified in the cost principles. To meet federal standards for allowability a cost charged to an award must be:
    - a. Necessary and reasonable for proper and efficient performance and administration of the grant or cooperative agreement;
    - b. Conform to any limitations or exclusions set forth in the Cost Principles or the federal award and be allocable thereto under these principles;
    - c. Consistent with the recipient’s policies, procedures, and regulations that apply to both federal awards and other activities of the recipient;
    - d. Treated consistently as a direct or indirect cost;
    - e. Determined in accordance with generally accepted accounting principles (GAAP), except as otherwise stipulated in the applicable cost principles;
    - f. Net of all applicable credits;




6. If treated consistently for all cost objectives, a direct cost of a minor account may be treated as an indirect cost for reasons of practicality.

D. Preparing an indirect cost proposal

1. The College maintains a federally approved indirect cost rate. The College must submit an indirect cost proposal before the end of the term of the College's current indirect rate agreement. The College uses the Indirect Cost Proposal Format – Simplified Method for preparing the indirect cost proposal.
2. The preparation of an indirect cost proposal requires knowledge of the College and its financial statements and systems in addition to knowledge of federal *Uniform Guidance* rules regarding cost principles, allowable and unallowable costs.
3. The following is the recommended procedure to complete an indirect cost proposal:
  - a. Obtain the audit report for the year that is stated in the rate agreement for which the College needs to submit a proposal.
  - b. Obtain the annual financial report electronic files from the Comptroller.
  - c. Review the previous proposal submitted to see the format and obtain the files from the Assistant Comptroller, Restricted Accounting.
  - d. Prepare Schedule 1. This schedule shows the expenditures in the College's financial statements and the reclassification required to recast the data in the financial statements into the classifications needed to compute the indirect cost rate. The costs commonly reclassified are:
    - i. Costs classified as instruction in the financial statements.
    - ii. Academic support costs.
    - iii. Institutional support costs.
    - iv. Indirect cost assigned to auxiliary enterprises in the financial statements.
  - e. Prepare Schedule 2. This schedule shows a number of additional adjustments to the data in the financial statements, the classification of the adjusted costs as direct or indirect, and the computation of the indirect cost rate. The following are additional adjustments:
    - i. Eliminate the Federal share of wages from the College Work Study Program.
    - ii. Eliminate capital expenditures and other unallowable costs.
    - iii. Eliminate operation and maintenance expenses attributable to other institutional activities.
    - iv. Eliminate depreciation on buildings, equipment and capital improvements used by other institutional activities.
  - f. The indirect cost rate is calculated on this Schedule 2 automatically after the adjustments are made.
  - g. Other information to be submitted include:
    - i. Certificate of F&A Costs
    - ii. A summary schedule of general and admin cost and the detail supporting the summary schedule.

- iii. A copy of the Schedule of Expenditures of Federal Awards (SEFA).
- iv. A copy of the College's financial audit.

Responsible Official: Vice President, Business Affairs	
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Cash Management - Federal Awards	<u>Number</u> 548
Related Policy:	Grant Administration – 6Hx20-5.015	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish cash management procedures for federal grant awards.

**II. Procedure**

A. Cash management options defined for grants:

1. Advance Payments – Amount requested to be paid limited to amounts needed to meet immediate cash needs.
2. Working Capital Advance – Amount requested is paid based upon estimated disbursement needs for a period of time.
3. Reimbursement – Amount requested to be paid was previously paid in full by the College (generally within 30 days of initial payment).

B. The College generally draws federal funds from either the Federal government (G5) or from the State (FLAGS) on a reimbursement basis. Occasionally, other systems are used for one- time or ad-hoc grants. The following is an overview of the cash management procedures.

1. Project directors and the Assistant Comptroller, Restricted Accounting, approve all allowable grant expenditures. The College pays for the approved expenditures through the College’s established payables and payroll processes.
2. Grant expenditures are coded to unique cost centers and funds that separate them from other College expenditures.
3. A budget to actual expenditure report is reviewed by the project manager and Grant Accountant periodically.
4. Based on the expenditures for the grant, the amount of the drawdown is calculated. The support for cash reimbursements is reviewed by the Vice President, Business Affairs. When the support is deemed sufficient for the request, the Vice President, Business Affairs will sign the required certification statement and that will give the Assistant Comptroller, Restricted Accounting, the authority to actually drawdown cash.
5. The Board of Trustees is provided with a report quarterly showing the amount of grant and the remaining balance.

C. The general practice to fund grants on a reimbursement basis does not preclude the College, for certain grants, to seek advance payments or a working capital advance. When

grant funds are drawn down in advance of anticipated expenditures, the College will do the following:

1. Minimize the time elapsing between the transfer of funds and the disbursement of those funds for grant related expenditures. Comply with the three (3) day rule, which requires the expenditure of funds within three days of receipt of such funds. Excess cash balances will be returned to the sponsoring agency after the three days have expired.
2. Deposit all federal funds in an interesting bearing account.
3. Return interest earned exceeding \$500 on federal grants annual to the Department of Health and Human Services.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Conflict of Interest Procedure for Grant Awards	<u>Number</u> 549
Related Policy:	Grant Administration – 6Hx20-5.015	<u>Page</u> Page 1 of 3

**I. Purpose**

To establish conflict of interest procedures for all grant awards.

**II. Procedure**

**A. Definitions**

1. "Grant personnel" refers to all employees, regardless of their title or position, who are responsible for the design, conduct, or reporting under the terms of a grant or contract, or the subaward of a grant or contract. All grant personnel are required to disclose any "Significant Financial Interests" (SFI) or those of their spouses, partners, or dependent children. This disclosure will be accomplished by completing the disclosure form. Having SFI does not necessarily entail a "Financial Conflict of Interest" (FCOI). A potential FCOI exists when the Vice President, Business Affairs reasonably determines that a SFI could directly or indirectly affect the design, conduct, or reporting of federally-funded research, teaching, or mentoring.
2. SFI is anything on monetary value, including but not limited to:
  - a. Remuneration for services exceeding \$5,000 in twelve months prior to the disclosure.
  - b. Equity interest (e.g., stock, stock options, other ownership instruments) exceeding \$5,000 in twelve months prior to disclosure.
  - c. Gains from intellectual property rights (e.g., patents, copyrights, royalties).
  - d. Travel reimbursed by other than a government agency, college, or university.
3. SFI does not include:
  - a. Remuneration from Pensacola State College.
  - b. Income from investment instruments in which the grant personnel does not control investment decisions.
  - c. Income from speaking or teach engagements sponsored by a government agency, college, or university.
  - d. Income from service on a review panel or advisory committee affiliated with any government agency, college, or university.

**B. Timing of disclosures**

1. Grant personnel must provide the required significant financial interest disclosures by completing the financial disclosure form immediately prior to the submission of a grant proposal. Grant personnel must update financial disclosures within thirty (30) days of acquiring or discovering any new significant financial interest. Grant personnel must annually update their financial disclosure forms within the period of the grant, beginning with the anniversary date of the original disclosure.
  2. Grant personnel return completed and signed financial disclosure forms to the Assistant Comptroller, Restricted Accounting or the Grant Accountant.
- C. Process of financial disclosure - grant personnel obligations
1. The Assistant Comptroller, Restricted Accounting, or the Grant Accountant will review each financial disclosure form and alert the Vice President, Business Affairs of any potential significant financial interests disclosed by grant personnel that might indicate any actual or perceived financial conflict of interest. If there are not any SFI relevant to the grant or contract, the Assistant Comptroller, Restricted Accounting, will sign off on the form and file it in the related grant or contract file. The Assistant Comptroller, Restricted Accounting, will review any potential conflict of interest and work with the Dean of Institutional Effectiveness and Grants, grant personnel, and the Vice President, Business Affairs to eliminate, manage, or reduce the conflict.
  2. Should the Vice President, Business Affairs, Assistant Comptroller, Restricted Accounting, or the Grant Accountant determine retrospectively that a FCOI was not identified or managed in a timely manner, a retrospective review of the grant staff member's activities on a grant project will be examined to determine whether the activities conducted during the period of non-compliance was biased in its design, conduct, or reporting. The Assistant Comptroller, Restricted Accounting, or the Grant Accountant will update any previously submitted report to the funding agency specifying the actions that will be taken to manage the FCOI going forward. If bias by any grant manager or staff member is found, the report will include a mitigation report in accordance with the applicable regulation, including a description of the impact of the bias on the grant project and the plan of action to eliminate or mitigate the effect of the bias.
  3. Except to the extent required by law and federal regulation, the information disclosed throughout these processes will be kept confidential. The College, however, is required to report the existence of real or potential conflicts of interest to certain federal agencies.
- D. Reporting financial conflicts of interest
1. SFI determined to be FCOI by the Vice President, Business Affairs, will be reported to the sponsoring agency with 60 days of their disclosure.
  2. The College shall maintain a record of all financial disclosures and all actions taken to resolve conflicts of interest for at least three (3) years beyond the termination or completion of the grant to which they relate.



E. Training

All grant personnel should be familiar with this procedure and understand it. Questions on what it means or if a situation is a conflict of interest should be addressed to the Assistant Comptroller, Restricted Accounting, or the Grant Accountant.

F. Subrecipients

Pensacola State College is responsible for ensuring that all subrecipients are compliant with federal regulations regarding financial conflict of interest. The College shall enter into written agreements with subrecipients that shall specify that there is no known financial conflict between the entity and the grant project. Individuals working on grant objectives must complete PSC's Conflict of Interest Disclosure Form.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 02/21/2017



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Changes in Construction After Awarding the Contract; Change Order	<u>Number</u> 601
Related Policy:	Changes in Construction After Award of Contract; Change Order – 6Hx20-6.001	<u>Page</u> Page 1 of 1


**I. Purpose**

To ensure that changes which affect the dollar amount, length of time for construction or significant design changes are properly reviewed and approved. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.2)

**II. Procedure**

- A. The Board of Trustees authorizes the President to approve changes as outlined in Board Policy 6Hx20-6.001.
- B. Change orders implemented under this policy shall be brought to the Board of Trustees at its next regular meeting for full board approval.
- C. Change orders exceeding the funds as set forth in Board Policy 6Hx20-6.001 will be requested by the architect/engineer on change order form OEF 425, signed and sealed by the architect/engineer, then signed by the contractor and sent to the Director, Facilities Planning and Construction.
- D. The change orders will be presented to the Board of Trustees Facilities Committee and to the full board.
- E. The change may be implemented after board approval and appropriate encumbrance of funds by the College through a purchase order change order.

Responsible Official:	Director, Facilities Planning and Construction
President's Signature:	Date: 02/21/2017



PENSACOLA STATE COLLEGE  
MANUAL OF PROCEDURES


Procedure Title:	Paying Contractors	<u>Number</u> 602
Related Policy:	Payment to Contractors During Construction – 6Hx20-6.002	<u>Page</u> Page 1 of 1

**I. Purpose**

To ensure that payments to contractors shall not exceed material used and stored on site and labor performed on construction projects. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.3, [2])

**II. Procedure**

- A. During the course of construction, partial payments shall be made at intervals not less than 30 days upon presentation of invoices and partial receiving reports to Accounts Payable.
- B. Three (3) copies of a payment request indicating a schedule of costs, using form AIA Document G-702 or the equivalent shall be used. The form indicating the amount requested shall be signed by the contractor and duly notarized and submitted to the architect/engineer for approval.
- C. This request will then be submitted to the Director, Facilities Planning and Construction, who will review the percent of work completed, the status of material stored on site and will approve or disapprove requested payment.
- D. If disapproved, an agreement between the contractor and architect/engineer and the College must be negotiated.

Responsible Official:	Director, Facilities Planning and Construction
President's Signature:	Date: 02/21/2017
	

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Selecting Professional Services and Construction Management At Risk	<u>Number</u> 603
Related Policy:	Selecting Professional Services – 6Hx20-6.003	<u>Page</u> Page 1 of 2

**I. Purpose**

To establish procedures for soliciting and selecting professional services for construction projects estimated to be in excess of Purchasing Category Five or professional fees in excess of Purchasing Category Two as referenced in s. 287.017(1), Fla. Stat. (Ref: s. 287.055, Fla Stat.)

**II. Procedure**

**A. Solicitation**


1. The President informs the Board of Trustees that the College will begin the process of requesting professional services for projects as they pertain to the Purpose above.
2. The Director, Facilities Planning and Construction shall assist the Director, Purchasing and Auxiliary Services in preparing a request for qualifications (RFQ) which shall be advertised in local newspapers delineating the scope and extent of services requested. The Director, Purchasing and Auxiliary Services, or his or her designee, will act as secretary through recording of the Selection and Review Committee meetings.

**B. Selection**

1. All firms interested in providing the professional services will be requested to submit form SF 330 Architect/Engineer Form and relative brochures to the College for evaluation purposes.
2. A minimum four- (4) member Review Committee will evaluate all applicants utilizing the College Evaluation Form and adhering to existing State Statutes. The membership of the Review Committee will consist of the Director, Facilities Planning and Construction or his or her designee, the Director, Physical Plant and Energy Education, or his or her designee, and the Vice President, Business Affairs, or his or her designee. The President will appoint one or more members to the committee.
3. A minimum of three (3) names of the most qualified firms as listed on a summary sheet will be submitted to the President for his or her review.
4. These firms will be asked to make a presentation to the Selection Committee. The Selection Committee membership will consist of the Review Committee members and the President or his or her designee(s). The Director, Facilities Planning and Construction, will determine the order of presentation and the

length of time allowed for presentations. Normally the presentations will be 15 to 30 minutes.

5. The Selection Committee will evaluate each firm using the College Evaluation Form provided for interview ratings. The final priority order will be based on the ratings achieved on the interview evaluation by the Selection Committee.
6. The President will submit the three final firms in order of rating to the Board for its approval. If the Board approves the recommendation, contract negotiations with the top ranked firm will begin. If a successful agreement cannot be negotiated with the first firm, that firm will be eliminated from competition and negotiations will commence with the second firm, and so forth, until a contract has been negotiated.
7. Upon agreement of a negotiated sum, the President will submit a contract to be ratified by the full Board.

Responsible Official	Director, Facilities Planning and Construction
President's Signature: 	Date: 02/21/2017

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Advertisement of Construction Projects/Bid Openings	<u>Number</u> 604
Related Policy:	Building Administration – 6Hx20 - 6.004	<u>Page</u> Page 1 of 2


**I. Purpose**

To ensure that all qualified contractors have an opportunity to submit bids for construction. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.2, and s. 255.0525, Fla. Stat.)

**II. Procedure**

- A. Upon the Board of Trustees' approval of the final construction plans and specifications, the Board is requested to approve advertisements for contractors for construction project bids.
- B. The architect/engineer along with the Director, Facilities Planning, and Construction, composes the request to bid and sets the time and place for the bid opening via the Director, Purchasing and Auxiliary Services.
- C. The Director, Facilities Planning and Construction, submits this advertisement to the Director, Purchasing and Auxiliary Services who places a legal notice and issues requests for bids to no fewer than three (3) prospective bidders or area plan rooms. Construction projects estimated to cost \$200,000 or more and electrical projects that are estimated to cost \$75,000 or more shall have the notice published a minimum of thirty (30) days prior to the bid opening and five (5) days prior to any scheduled pre-bid conference. The last such notice shall appear a minimum of seven (7) days prior to the date set for the bid opening. The notice shall be published a minimum of three (3) consecutive weeks in a local newspaper with general circulation throughout the district. Projects estimated to cost less than \$200,000 that the College will complete using contracted services shall be advertised for a minimum of one (1) week.
- D. The legal notice shall, at minimum, include the following information:
  - 1. Project name and name of the board;
  - 2. Location of the project;
  - 3. Brief statement describing the work;
  - 4. Date, time, and place of the bid opening; and
  - 5. For whom and when contract documents are available, including deposit or charge.

- E. Any correction or change in the advertisement shall be made at least seven (7) days prior to the date set for bid opening. The original date set for bid opening can be changed and extended at any time within the final seven (7) day period provided the notice to bidders is published again for one (1) time at least seven (7) days prior to the new bid date, and each known prospective bidder is notified in writing of the change. Complete drawings and project manuals shall be available to contractors on the date of the first legal advertisement.
- F. All bids are to be solicited and received by the Director, Purchasing and Auxiliary Services and will be opened and read aloud on the announced date and time.
- G. Upon the opening of all bids, a bid form listing all bids and alternates shall be signed by at least two agents of the College present at the bid opening; normally, the Director, Purchasing and Auxiliary Services, and the Director, Facilities Planning and Construction, and the architect/engineer.
- H. The architect/engineer and Bid Review Committee shall review the prices, materials, and subcontractors with the low bidder, and if they determine such bidder to be the lowest responsible bidder, the contract amount shall be presented to the Board for its approval.
- I. Prior to signing the construction contract, and issuing the purchase requisition, an encumbrance authorization must be obtained from the Office of Educational Facilities. Once a contract is signed between the Board and the successful contractor, the Project Implementation Information is submitted to the Department of Education on OEF Form 110A.

Responsible Official: Director, Facilities Planning and Construction
President's Signature:  Date: 01/27/2023

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Processing Plans and Specification	<u>Number</u> 605
Related Policy:	Building Administration – 6Hx20 – 6.004	<u>Page</u> Page 1 of 1

**I. Purpose**

To ensure that proper review of all construction documents by College staff, administration and the Board of Trustees is conducted before a construction contract is awarded. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.3)

**II. Procedure**

- A. Depending on the project cost and scope, the architect/engineer and the Director, Facilities Planning and Construction will determine the number of submittals which will be made to the Board of Trustees to achieve final approval for construction drawings and specifications. There are three (3) submittal phases: Phase I Schematic, Phase II Preliminary, and Phase III Construction or Final.
- B. Upon completion of each phase, the Director, Facilities Planning and Construction will arrange approval with the various deans and vice presidents.
- C. The appropriate Vice President will present plans and specifications to the President's Cabinet for approval.
- D. Upon approval of the President's Cabinet, the Director, Facilities Planning and Construction will present plans and specifications to the Board of Trustees for its approval.
- E. One copy of the final plans and specifications, properly sealed by the architect/engineer will be submitted to the College's building code administrator and plan review consultant with OEF Form 208 which is filled out by the Director, Facilities Planning and Construction, and signed by the President or his or her authorized designee.

Responsible Official:	Director, Facilities Planning and Construction
President's Signature:	Date: 02/21/2017 



**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Final Inspection of Construction Projects	<u>Number</u> 606
Related Policy:	Building Administration 6Hx20 – 6.004	<u>Page</u> Page 1 of 2

**I. Purpose**

To ensure that all work and materials have been supplied according to the construction plans and specifications, and to determine if the facility is in compliance with statutes, rules, and codes affecting the health and safety of the occupants. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.6)

**II. Procedure**

- A. Upon the completion of a project, the contractor informs the architect/engineer who will contact the College's Director, Facilities Planning and Construction, that the contractor is ready for an inspection for substantial completion.
- B. An inspection of the work is scheduled between the owner, building code administrator, the architect/engineer, contractor, and subcontractors.
- C. Upon the recommendation by the Director, Facilities Planning and Construction and the architect/engineer, the Request for Inspection and Occupancy Certificate, OEF Form 110, is signed by the College President, architect/engineer, and building code administrator.
  1. For projects involving occupancy and costing over \$200,000, use OEF Form 110, Part A - Request for Inspection and Occupancy Certificate, and OEF Form 209 - Certificate of Final Inspection.
  2. For projects not involving occupancy and construction which cost less than \$200,000, use OEF Form 110, Part B - Request for Non-Occupancy Inspection.
  3. For projects costing less than \$200,000 and requiring no occupancy, use OEF Form 210 - Report of Facilities Construction. This form shall be filled out and sent to the Office of Educational Facilities.
- D. Upon recommendation by the Director, Facilities Planning and Construction, and the architect/engineer, the College administration recommends the date of final/substantial completion.
- E. After the College's Facilities Committee approves the recommendation, the Board of Trustees votes on whether to accept the project as substantially complete.
- F. Upon approval of the Board of Trustees, the Certificate of Final Inspection, OEF Form 209, is signed by the President, architect/engineer, and building code administrator.

Responsible Official: Director, Facilities Planning and Construction

President's Signature:

Date: 02/21/2017

A handwritten signature in blue ink, appearing to read "E. J. Meadows".

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Building Code Administration Program	<u>Number</u> 607
Related Policy:	Building Administration – 6Hx20-6.004	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish and implement a Building Code Administration Program for Pensacola State College's capital improvement projects and building maintenance projects in order to insure compliance with all adopted codes and standards. The College's building code administrator shall administer the Program through construction document reviews, construction inspections, and occupancy inspections. (Ref: s. 235.017 and s. 553.80(6), Fla. Stat.).

**II. Procedure**

- A. The College President shall designate a College building code administrator who shall be licensed by the Department of Professional Regulation and is responsible for the management of the Building Code Administration Program.
- B. The building code administrator and a certified plan examiner or a Florida registered architect/engineer shall review the final construction documents for compliance with adopted codes and standards. When required, final construction documents shall be reviewed and approved by a local fire safety inspector. After reviewing the documents, comments, and mandatories, if any, shall be returned to the design architect/engineer with appropriate references. A building permit shall not be issued until resolution of all outstanding mandatories.
- C. Upon verification that the contractor and its sub-contractors possess current licenses and proper insurance and bonds, the building code administrator shall issue the building permit for the project. For maintenance projects under \$200,000, an annual facilities maintenance permit will be issued.

Responsible Official:	Director, Facilities Planning and Construction
President's Signature:	Date: 02/21/2017
