

District Board of Trustees Meeting  
Monday, March 2, 2026 – 11:30 AM  
Public Hearing and Adoption of Board Rules/Policies

- 1.7.1 6Hx19-5.01 Business Management - General
- 1.7.2 6Hx19-5.02 Expenditures
- 1.7.3 6Hx19-5.04 Bidding Policy
- 1.7.4 6Hx19-5.05 Insurance and Bonding of College Employees
- 1.7.5 6Hx19-5.06 Workers' Compensation Insurance
- 1.7.6 6Hx19-5.08 Refunds of Student Tuition and Fees
- 1.7.7 6Hx19-5.11 Collection of Money from Students
- 1.7.8 6Hx19-5.12 Returned Checks
- 1.7.9 6Hx19-5.13 Donations of Gifts to the College
- 1.7.10 6Hx19-5.14 Facsimile Signatures
- 1.7.11 6Hx19-5.15 Property Records
- 1.7.12 6Hx19-5.16 Employee Loss of College Property
- 1.7.13 6Hx19-5.17 Disposing and Donation of College Property
- 1.7.14 6Hx19-5.20 Petty Cash Fund/Change Fund/Stamp Fund
- 1.7.15 6Hx19-5.25 Budget and Budget Amendments
- 1.7.16 6Hx19-5.27 Bank Depositories
- 1.7.17 6Hx19-5.28 Staff and Program Development Funds
- 1.7.18 6Hx19-5.29 Use of Auxiliary Enterprises Funds and Undesignated Gifts
- 1.7.19 6Hx19-5.31 Retirement Annuity/Deferred Compensation
- 1.7.20 6Hx19-5.32 Authorized Payroll Deductions and Electronic Deposits of Payroll
- 1.7.21 6Hx19-5.33 Reimbursement for Tuition for Full-Time and Regular Part-Time Employees
- 1.7.22 6Hx19-5.34 Official College Travel
- 1.7.23 6Hx19-5.35 Funds for Student Activities
- 1.7.24 6Hx19-5.36 Delinquent Accounts
- 1.7.25 6Hx19-5.38 Approval and Control of Grants and Contracts

## Business Services - Rule Changes Summary

Rule #	Rule Title	Explanation of Changes
6Hx19-5.01	Business Management - General	Title change to Financial Management-General; clarified Presidential delegation authority on EFTs
6Hx19-5.02	Expenditures	Updated language: EX: "Bidding" is now "Procurement" due to a title-change in Rule 19-5.04; "Warrants" are EFTs, bank
6Hx19-5.04	Bidding Policy	Title change to "Procurement Policy". Directs college to utilize requirements in CH 287, F.S. (Current Practice)
6Hx19-5.05	Insurance and Bonding of College Employees	Move to Personnel - Section 2; Updated language
6Hx19-5.06	Workers' Compensation Insurance	Move to Personnel - Section 2; Updated language
6Hx19-5.08	Refunds of Student Tuition and Fees	Move to Student Services - Section 6; Updated language
6Hx19-5.11	Collection of Money from Students	Move to Student Services - Section 6; Updated language
6Hx19-5.12	Returned Checks	Updated language; consolidated responsibilities where possible
6Hx19-5.13	Donations of Gifts to the College	Minor restructure of rule; Updated language
6Hx19-5.14	Facsimile Signatures	Move to General Functions - Section 1; New language for a more prescribed process
6Hx19-5.15	Property Records	Title change to Property Management. Now includes 5.16 and 5.17
6Hx19-5.16	Employee Loss of College Property	Repealed and combined with 5.15
6Hx19-5.17	Disposing and Donation of College Property	Repealed and combined with 5.15
6Hx19-5.20	Petty Cash Fund/Change Fund/Stamp Fund	Title Change to Imprest Fund; Updated language
6Hx19-5.25	Budget and Budget Amendments	Minor restructure of rule; Updated language
6Hx19-5.27	Bank Depositories	Minor restructure of rule; Updated language
6Hx19-5.28	Staff and Program Development Funds	Updated language
6Hx19-5.29	Use of Auxiliary Enterprises Funds and Undesignated Gifts	Updated language
6Hx19-5.31	Retirement Annuity/Deferred Compensation	Move to Personnel - Section 2; Updated language
6Hx19-5.32	Authorized Payroll Deductions and Electronic Deposits of Payroll	Move to Personnel - Section 2; Requires all employees to use direct deposit; Updated language

Rule #	Rule Title	Explanation of Changes
6Hx19-5.33	Reimbursement for Tuition for Full-Time and Regular Part-Time Employees	Remove policy allowing for tuition reimbursement for half-time employees to align with state standards
6Hx19-5.34	Official College Travel	Pulling Update - Will review at later date
6Hx19-5.35	Funds for Student Activities	Minor restructure of rule; Updated language
6Hx19-5.36	Delinquent Accounts	Remove obsolete language
6Hx19-5.38	Approval and Control of Grants and Contracts	Updated language

## 6Hx19-5.01 BUSINESS FINANCIAL MANAGEMENT --GENERAL

~~The purpose of this Board policy Rule is to establish~~ es Board policy relating to general business management practices at the College.

Business management at the College will conform to Florida Statutes, ~~Rules of the State Board of Education, and the Department of Education's policies governing accounting for Florida's College System. -publication Accounting Manual for Florida's College System.~~ The President shall designate individuals authorized to initiate such transfers in accordance with Florida Statutes 215.85, 668 and 1010.11.

~~When funds are drawn by approved electronic funds transfers (ACH, EFT), bank wire transfers, or use of electronic signatures, the President shall designate individuals authorized to initiate such transfers in accordance with Florida Statutes 215.85, 668 and 1010.11.~~

Financial Transactions should follow Generally Accepted Accounting Principles, Governmental Accounting Standards Board rulings, federal Uniform Guidance as set forth in 2 CFR 200, as well as Florida Administrative Rules and Statutes.

As a recipient of Federal Grants, the college is required to disclose in writing any potential conflict of interest to either the federal awarding agency or pass-through entity (2 CFR 200.112).

Rule Initially Adopted: 4/13/72

Revision Dates: 8/25/75; 11/19/79; 9/20/85; 1/20/98; 9/29/08; 01/15/13; 02/16/16

Legal Authority:

General Authority: FS: 215.85; 668; 1001.64; 1001.65; 1010;

Other References: FAC: 6A-14.072; 6A-14.075; 2 CFR 200

Law Implemented: FS: 215.85; 668; 1001.64(1)(2)(4)(5)(12)(43)(44); 1001.65(1)(6)(16)(24); 1010.01- 02; 1010.11 2 CFR 200.112

~~Rule Adopted: 4/13/72; 8/25/75; 11/19/79; 9/20/85; 1/20/98; 9/29/08; 01/15/13; 02/16/16~~

~~Effective Date: 4/13/72; 10/7/75; 11/19/79; 9/20/85; 1/20/98; 9/29/08; 01/15/13; 02/16/16~~

Legal Authority:

~~General Authority: Florida Statutes: 215.85; 668; 1001.64; 1001.65; 1010;~~

~~Other References: Florida Administrative Code: 6A-14.072; 6A-14.075; 2 CFR  
200~~

~~Law Implemented: Florida Statutes: 215.85; 668; 1001.64(1)(2)(4)(5)(12)(43)(44);  
1001.65(1)(6)(16)(24); 1010.01-02; 1010.11  
2 CFR 200.112~~

~~Proposer: Timothy L. Beard, President~~

~~■ President's Cabinet Approval — Non-Substantive/Editorial~~

~~Administrative Reviewed — No changes recommended: 4/30/18~~

## **6Hx19-5.01 FINANCIAL MANAGEMENT-GENERAL**

This Board policy establishes general business management practices at the College.

Business management at the College will conform to Florida Statutes, the State Board of Education, and the Department of Education's policies governing accounting for Florida's College System. The President shall designate individuals authorized to initiate such transfers in accordance with Florida Statutes 215.85, 668 and 1010.11.

Financial Transactions should follow Generally Accepted Accounting Principles, Governmental Accounting Standards Board rulings, federal Uniform Guidance as set forth in 2 CFR 200, as well as Florida Administrative Rules and Statutes.

As a recipient of Federal Grants, the college is required to disclose in writing any potential conflict of interest to either the federal awarding agency or pass-through entity (2 CFR 200.112).

Rule Initially Adopted: 4/13/72

Revision Dates: 8/25/75; 11/19/79; 9/20/85; 1/20/98; 9/29/08; 01/15/13; 02/16/16

Legal Authority:

General Authority: FS: 215.85; 668; 1001.64; 1001.65; 1010;

Other References: FAC: 6A-14.072; 6A-14.075; 2 CFR 200

Law Implemented: FS: 215.85: 668: 1001.64(1)(2)(4)(5)(12)(43)(44);  
1001.65(1)(6)(16)(24); 1010.01- 02; 1010.11 2 CFR 200.112

## 6Hx19-5.02 EXPENDITURES

~~The purpose of this Board Policy Rule is to establish~~ es Board policy relating to authority of the President to manage expenditures of College finances funds.

~~1. 1.~~ 4. The President, or designees, shall approve normal operating purchases not to exceed the amount specified by the District Board of Trustees (DBoT) for PROCUREMENT. bidding in Board Rule 6Hx19 5.04 Bidding Policy.

~~2. 2.~~ 2. The President shall enact procedures to ensure that purchases conform to predetermined standards and specifications and that maximum value is received.

~~3. 3.~~ 3. Institutional memberships in professional organizations may be purchased with College funds. Individual memberships may be paid by the College if institutional memberships are not available and individual memberships would primarily benefit the college. Documentation justifying the request must be approved by the employee's budget supervisor and accompany the payment request.

~~4. 4.~~ 4. Memberships in professional organizations or licenses required as minimum qualification for employment at the college will not be paid by the College.

~~5. 5.~~ 5. Statements of accounts of purchases, called vouchers, shall be filed for easy reference by College personnel and the Auditor General. Financial records shall be maintained in accordance with the State of Florida Accounting Manual for Florida Community Colleges.

~~1. 6.~~ 6. At each regular meeting of the District Board of Trustees, ~~the~~ the President shall present a summary of financial matters to the DBoT at each regularly scheduled DBoT meeting to include but not limited to information related to funds moved by ~~electronic means such as bank wires, payroll direct deposit and ACH payments.~~ of warrant information for warrants issued during the months or accounting periods ending since the last regular meeting. Warrants include funds moved by electronic means such as bank wires, payroll direct deposit and ACH payments.

6.

Rule Initially Adopted: 4/13/72

Revision Dates: 8/25/75; 11/19/79; 10/21/85; 6/15/99; 11/20/07; 9/29/08; 4/19/11; 10/15/12; 6/12/18

Legal Authority:

General Authority: Sections: 1001.64; 1001.65; 1010.01; 1010.02; 1010.04; 1010.11

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~~Law Implemented: 1001.64(1)(2)(4)(12); 1001.65(1)(5)(6)(24); 1010.01; 1010.02; 1010.04; 1010.11~~  
~~Rule Adopted: 4/13/72; 8/25/75; 11/19/79; 10/21/85; 6/15/99; 11/20/07; 9/29/08; 4/19/11; 10/15/12; 6/12/18~~

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~~Effective Date: 4/13/72; 10/7/75; 11/19/79; 10/21/85; 6/15/99; 11/20/07; 9/29/08; 4/19/11; 10/15/12; 6/12/18~~

~~Legal Authority:~~

~~General Authority: Florida Statutes: 1001.64; 1001.65; 1010.01; 1010.02; 1010.04; 1010.11~~

~~Other References:~~

~~Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(12); 1001.65(1)(5)(6)(24); 1010.01; 1010.02; 1010.04; 1010.11~~

~~Proposer: Timothy L. Beard, President  
President's Cabinet Approval - Non-Substantive/Editorial~~

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## **6Hx19-5.02            EXPENDITURES**

This Board Policy establishes authority of the President to manage College finances.

1. The President, or designees, shall approve normal operating purchases not to exceed the amount specified by the District Board of Trustees (DBoT) for PROCUREMENT.
2. The President shall enact procedures to ensure that purchases conform to predetermined standards and specifications and that maximum value is received.
3. Institutional memberships in professional organizations may be purchased with College funds. Individual memberships may be paid by the College if institutional memberships are not available and individual memberships would primarily benefit the college. Documentation justifying the request must be approved by the employee's budget supervisor and accompany the payment request.
4. Memberships in professional organizations or licenses required as minimum qualification for employment at the college will not be paid by the College.
5. Statements of accounts of purchases, called vouchers, shall be filed for easy reference by College personnel and the Auditor General. Financial records shall be maintained in accordance with the State of Florida Accounting Manual for Florida Community Colleges.
6. At each regular meeting of the District Board of Trustees, the President shall present a summary of financial matters to the DBoT at each regularly scheduled DBoT meeting to include but not limited to information related to funds moved by electronic means such as bank wires, payroll direct deposit and ACH payments.

Rule Initially Adopted:            4/13/72

Revision Dates:                    8/25/75; 11/19/79; 10/21/85; 6/15/99; 11/20/07; 9/29/08;  
4/19/11; 10/15/12; 6/12/18

Legal Authority:

General Authority:    Sections: 1001.64; 1001.65; 1010.01; 1010.02;  
1010.04; 1010.11

Law Implemented:                1001.64(1)(2)(4)(12);1001.65(1)(5)(6)(24);1010.01; 1010.02;  
1010.04; 1010.11

## 6Hx19-5.04 ~~BIDDING POLICY~~ PROCUREMENT

~~The purpose of this Board Policy Rule is to establish~~ es governance of the procurement of goods and services. Board policy relating to bidding for purchases.

~~Procurement of goods and services shall be governed by Chapter 287, Florida Statutes. Bids shall be requested from at least three (3) sources, to the extent possible, or requests for proposals (RFP) shall be solicited as defined in Section 287.012(23), by the Board for any purchase of services or commodities exceeding the amount specified in Section 287.017, Florida Statutes, for Category Three. The College shall have the authority to reject any or all bids or proposals and request new bids or proposals. When accepting bids or proposals, the College shall accept the lowest and/or best bid or proposal. If other than the lowest bid or proposal meeting specifications is accepted, the College shall maintain a public record of the justification.~~

~~I. Exceptions to the threebid requirement are:~~

- ~~(a) Educational tests, textbooks instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and graphic and computerbased instructional software.~~
- ~~(b) Library books, reference books, periodicals, and other library materials and supplies.~~
- ~~(c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or 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 as 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 include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.~~
- ~~(h) Single source procurement for purposes of economy or efficiency in standardization of materials and equipment.~~

Bidding Policy

~~(I) — Items for resale.~~

~~1. II. The College pPresident or designee may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, public safety, or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance in accordance with rules DBoT Policies established by the Board of Trustees.~~

1.  
    

~~III. When the Board of Trustees solicits the submittal of competitive offers and only one responsive offer is submitted, the College may purchase such products or services under the best terms it can negotiate.~~

2.

Rule Initially Adopted: 4/13/72

Revision Dates: 8/16/73; 8/25/75; 4/2/76; 11/19/79; 7/18/83; 10/21/85; 10/20/86; 11/19/91; 12/17/91; 7/16/96; 3/23/99; 11/20/07; 09/29/08; 10/15/12; 6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Other References: FAC: 6A-14.0734; 6A-2.0010

Law Implemented: FS: 287.012(3)(22);

287.017; 1001.64(1)(2)(4)(43)(44)(46); 1001.65(1)(16)(24) 1010.01; 1010.0  
~~Rule Adopted: 4/13/72; 8/16/73; 8/25/75; 4/2/76; 11/19/79; 7/18/83; 10/21/85; 10/20/86; \*11/19/91; 12/17/91; 7/16/96; 3/23/99; 11/20/07; 09/29/08; 10/15/12; 6/12/18~~

~~Effective Date: 4/13/72; 8/16/73; 10/7/75; 5/31/76; 11/19/79; 7/18/83; 10/21/85; 10/20/86; \*11/19/91; 12/17/91; 7/16/96;~~

6Hx19-5.04

Bidding Policy

~~3/23/99; 11/20/07;~~

~~■09/29/08; ■10/15/12; 6/12/18~~

~~Legal Authority:~~

~~—General Authority:— Florida Statutes: 1001.64; 1001.65~~

~~—Other References:— Florida Administrative Code: 6A-14.0734; 6A-2.0010~~

~~Law Implemented:— Florida Statutes: 287.012(3)(22); 287.017;~~

~~1001.64(1)(2)(4)(43)(44)(46);~~

~~1001.65(1)(16)(24) 1010.01; 1010.02~~

~~Proposer: Timothy L. Beard, President~~

~~\*Emergency Approval~~

~~■President's Cabinet Approval— Non-Substantive/Editorial~~



## 6Hx19-5.05 INSURANCE AND BONDING OF COLLEGE EMPLOYEES

~~The purpose of this Board Policy Rule is to establish Board policy regarding the protection of the College by providing~~ insurance and/or bonds for employees to cover any potential risk for loss to the College.

~~Personal liability insurance shall be provided to College employees and the DBoT The President, or designee, shall arrange for appropriate personal liability insurance for College employees, and for members of the District Board of Trustees,~~ to protect them against civil actions ~~which may be~~ brought for any act or omission arising from and in the course of the performance of their duties and responsibilities. The ~~DBoT istrict Board of Trustees~~ will assume responsibility for any deductible amount which may be contained in the policy.

College vehicles shall be insured against liability, fire, property damage, and personal injury claims.

~~College equipment, including vehicles shall be insured Purchase of insurance~~ against loss by damage, vandalism, fire, or theft. ~~to College equipment is authorized by the District Board of Trustees.~~

College employees and students using personal cars for College business must carry individual insurance as required by State law. Employees of the District Board of Trustees who uses a personal car should advise their insurance agent of this use.

~~The College shall be responsible for bonding all employees who are responsible for money or property. President, or a designee, shall also arrange for the bonding, at College expense, of all employees who are responsible for money or property.~~

Rule Initially Adopted: 4/27/72

Revision Date: 4/27/72; 10/7/75; 11/19/79; 10/21/85; 4/21/86; 1/20/98;  
12/15/08

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Law Implemented: FS: 1001.64(1)(2)(4)(18)(44); 1001.65(1)(3)(24)

Rule Adopted: 4/27/72; 8/25/75; 11/19/79; 10/21/85; 4/21/86; 1/20/98;  
12/15/08

Effective Date: 4/27/72; 10/7/75; 11/19/79; 10/21/85; 4/21/86; 1/20/98;

~~\_\_\_\_\_ ■12/15/08~~

~~Legal Authority:-~~

~~— General Authority: — Florida Statutes: 1001.64; 1001.65~~

~~— Other References: —~~

~~Law Implemented: — Florida Statutes: 1001.64(1)(2)(4)(18)(44); 1001.65(1)(3)(24)~~

~~Proposer: Timothy L. Beard, President~~

~~■President's Cabinet Approval — Non-Substantive/Editorial  
Administrative Reviewed — No changes recommended: 4/30/18~~

## **6Hx19-5.05 INSURANCE AND BONDING OF COLLEGE EMPLOYEES**

This Board Policy establishes insurance and/or bonds for employees to cover any potential risk for loss to the College.

Personal liability insurance shall be provided to College employees and the DBoT to protect them against civil actions brought for any act or omission arising from and in the course of the performance of their duties and responsibilities. The DBoT will assume responsibility for any deductible amount which may be contained in the policy.

College vehicles shall be insured against liability, fire, property damage, and personal injury claims.

College equipment, including vehicles shall be insured against loss by damage, vandalism, fire, or theft.

College employees and students using personal cars for College business must carry individual insurance as required by State law. Employees of the District Board of Trustees who uses a personal car should advise their insurance agent of this use.

The College shall be responsible for bonding all employees who are responsible for money or property.

Rule Initially Adopted: 4/27/72

Revision Date: 4/27/72; 10/7/75; 11/19/79; 10/21/85; 4/21/86; 1/20/98;  
12/15/08

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Law Implemented: FS: 1001.64(1)(2)(4)(18)(44); 1001.65(1)(3)(24)

## 6Hx19-5.06 WORKERS' COMPENSATION INSURANCE

~~The purpose of this Board Policy Rule is to address~~ establish a Board Policy regarding the availability of workers compensation insurance.

The ~~District Board of Trustees-DBoT~~ provides Workers' Compensation Insurance for all eligible employees. The President shall establish procedures governing the reporting and processing of on-the-job-injuries. Such procedures shall at a minimum comply with the standards established by the State of Florida.

Workers' Compensation claims will be paid in accordance with the provisions of Chapter 440, Florida Statutes.

Rule Initially Adopted: 4/27/72

Revision Date: 4/27/72; 10/7/75; 11/19/79; 3/21/83; 12/17/84; 12/16/85; 11/18/97; 3/08/00; 2/17/09

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 440

Other References:

Law Implemented: FS: 1001.64(1)(2)(4)(18)(43)(44); 1001.65(1)(3)(16)(24); 440

~~Rule Adopted: 4/27/72; 8/25/75; 11/19/79; 3/21/83; 12/17/84; 12/16/85; 11/18/997; \*3/08/00; 2/17/09~~

~~Effective Date: 4/27/72; 10/7/75; 11/19/79; 3/21/83; 12/17/84; 12/16/85; 11/18/97; \*3/08/00; 2/17/09~~

Legal Authority:

~~General Authority: Florida Statutes: 1001.64; 1001.65; 440~~

~~Other References:~~

~~Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44); 1001.65(1)(3)(16)(24); 440~~

~~Proposer: Timothy L. Beard, President~~

~~\*President's Cabinet Approval Non-Substantive/Editorial~~

~~Administrative Reviewed no changes recommended: 4/30/18~~

## **6Hx19-5.06 WORKERS' COMPENSATION INSURANCE**

This Board Policy addresses the availability of workers compensation insurance.

The DBoT provides Workers' Compensation Insurance for all eligible employees. The President shall establish procedures governing the reporting and processing of on-the-job-injuries. Such procedures shall at a minimum comply with the standards established by the State of Florida.

Workers' Compensation claims will be paid in accordance with the provisions of Chapter 440, Florida Statutes.

Rule Initially Adopted: 4/27/72

Revision Date: 4/27/72; 10/7/75; 11/19/79; 3/21/83; 12/17/84; 12/16/85;  
11/18/97; 3/08/00; 2/17/09

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 440

Other References:

Law Implemented: FS: 1001.64(1)(2)(4)(18)(43)(44);  
1001.65(1)(3)(16)(24); 440

## 6Hx19-5.08 REFUNDS OF STUDENT TUITION AND FEES

~~The purpose of this Board Policy Rule is to establish the Board's policy regarding authorizes the President to establish procedures governing~~ refunds of student tuition and fees.

The student will receive a 100% refund of tuition, out-of-states fees, and other refundable fees when official drop notification is received prior to the end of the College's published drop/add period.

A student may receive a refund after the drop/add period due to circumstances determined by the College to be exceptional and beyond the control of the student which may include but is not limited to serious illness, death, involuntary call to active military duty or other emergency circumstances or extraordinary situations as identified by the College.

Exceptions to the 100% refund rule shall be made in accordance with federal rules for prorated refunds.

No refunds shall be made to students who are administratively withdrawn for disciplinary reasons, are administratively withdrawn for non-attendance, or who withdraw from courses after the designated drop/add refund deadline, except for documented circumstances as identified by the college catalog.

Rule Initially Adopted: 10/4/73;

Revision Dates: 10/4/73; 7/11/74; 1/10/75; 10/7/75; 1/15/79; 11/19/79;  
2/16/81; 6/15/81; 8/17/81; 10/19/81; 4/19/82; 4/21/86;  
11/23/93; 5/9/94; 5/9/94; 11/19/96; 7/17/01; 4/18/06;  
1/20/09; 10/15/12; 10/19/17; 6/12/18

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Legal Authority:

General Authority: FS 1001.64; 1001.65; 1004.07

Other References: SBE 6A-14.0541

Law Implemented: FS 1001.64(1)(2)(4)(44); 1001.65(1)(12)(16)(24); 1004.07

Rule Adopted: ~~10/4/73; 7/11/74; 1/20/75; 8/25/75; 1/15/79; 11/19/79; \*2/16/81;  
+6/15/81; 8/17/81; 10/19/81; 4/19/82; 4/21/86; 11/23/93; \*\*7/19/94;  
\*\*9/20/94; 11/19/96; 7/17/01; 4/18/06; 1/20/09; 10/15/12; 10/19/17;  
6/12/18~~

Effective Date: ~~10/4/73; 7/11/74; 1/10/75; 10/7/75; 1/15/79; 11/19/79; \*2/16/81;  
+6/15/81; 8/17/81; 10/19/81; 4/19/82; 4/21/86; 11/23/93; \*\*5/9/94;  
\*\*5/9/94; 11/19/96; 7/17/01; 4/18/06; 1/20/09; 10/15/12; 10/19/17;  
6/12/18~~

6Hx19-5.08  
Refunds of Student Tuition and Fees

**Legal Authority:**

~~—General Authority:— FS 1001.64; 1001.65; 1004.07~~

~~—Other References:— SBE 6A-14.0541~~

~~Law Implemented:— FS 1001.64(1)(2)(4)(44); 1001.65(1)(12)(16)(24); 1004.07~~

~~Proposer:— Eric Hall, President~~

~~\*Policy concerning 100% Refunds reconfirmed by the Board at its 10/20/80~~

~~+Emergency Action~~

~~\*\* Retroactive Approval~~

~~■ President's Cabinet Approval — Non-Substantive/Editorial~~

~~Administratively Reviewed — No recommended changes 7/9/25~~

## **6Hx19-5.08 REFUNDS OF STUDENT TUITION AND FEES**

This Board Policy refunds of student tuition and fees.

The student will receive a 100% refund of tuition, out-of-states fees, and other refundable fees when official drop notification is received prior to the end of the College's published drop/add period.

A student may receive a refund after the drop/add period due to circumstances determined by the College to be exceptional and beyond the control of the student which may include but is not limited to serious illness, death, involuntary call to active military duty or other emergency circumstances or extraordinary situations as identified by the College.

Exceptions to the 100% refund rule shall be made in accordance with federal rules for prorated refunds.

No refunds shall be made to students who are administratively withdrawn for disciplinary reasons, are administratively withdrawn for non-attendance, or who withdraw from courses after the designated drop/add refund deadline, except for documented circumstances as identified by the college catalog.

Rule Initially Adopted: 10/4/73

Revision Dates: 10/4/73; 7/11/74; 1/10/75; 10/7/75; 1/15/79; 11/19/79;  
2/16/81; 6/15/81; 8/17/81; 10/19/81; 4/19/82; 4/21/86;  
11/23/93; 5/9/94; 5/9/94; 11/19/96; 7/17/01; 4/18/06;  
1/20/09; 10/15/12; 10/19/17; 6/12/18

Legal Authority:

General Authority: FS 1001.64; 1001.65; 1004.07

Other References: SBE 6A-14.0541

Law Implemented: FS 1001.64(1)(2)(4)(44); 1001.65(1)(12)(16)(24); 1004.07

## 6Hx19-5.11 COLLECTION OF MONEY FROM STUDENTS

~~This Board Policy governs the purpose of this Board Rule is to establish Board policy regarding the~~ collection of money from students.

College personnel shall not collect money from students for any purpose without prior approval from the President or a designee. Any funds collected by College personnel for any reason shall be deposited in a timely fashion and in accordance with established College procedures.

Rule Initially Adopted: 2/1/73;

Revision Dates: 2/1/73; 10/7/75; 11/19/79; 4/21/86; 11/18/97; 03/09/09; 10/15/12

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Law Implemented: FS: 1001.64(1)(2)(4)(8); 1001.65(1)(6)(12)(24)

Rule Adopted: ~~2/1/73; 8/25/75; 11/19/79; 4/21/86; 11/18/97;~~ ■03/09/09; ■10/15/12

Effective Date: ~~2/1/73; 10/7/75; 11/19/79; 4/21/86; 11/18/97;~~ ■03/09/09; ■10/15/12

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(8); 1001.65(1)(6)(12)(24)

Proposer: Timothy L. Beard, President

■President's Cabinet Approval — Non-Substantive/Editorial

Administrative Reviewed — no changes recommended: 4/30/18

## **6Hx19-5.11 COLLECTION OF MONEY FROM STUDENTS**

This Board Policy governs collection of money from students.

College personnel shall not collect money from students for any purpose without prior approval from the President or a designee. Any funds collected by College personnel for any reason shall be deposited in a timely fashion and in accordance with established College procedures.

Rule Initially Adopted: 2/1/73

Revision Dates: 2/1/73; 10/7/75; 11/19/79; 4/21/86; 11/18/97; 03/09/09;  
10/15/12

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Law Implemented: FS: 1001.64(1)(2)(4)(8); 1001.65(1)(6)(12)(24)

## 6Hx19-5.12 RETURNED CHECKS

~~This Board Policy governs the purpose of this Board Rule is to establish Board policy for the collection and prosecution of~~ for returned checks.

The President is authorized to take ~~such~~ legal actions as are necessary to obtain payment of any check given to the College in payment of a debt or any check cashed by the College which has been returned unpaid to the College a second time. A service fee as defined in ~~F.S. section~~ 832.08 (5) F.S. will be assessed ~~charged for each check not honored by a bank~~ except when an error by the College or the bank is established.

Rule Initially Adopted: 8/25/75

Revision Date: 10/7/75; 4/25/77; 11/19/79; 4/21/86; 9/11/90; 7/21/98;  
7/21/98; 3/7/01; 9/16/08

Legal Authority:

General Authority: FS: 68.065; 832.07; 832.08; 1001.64; 1001.65

Law Implemented: FS: 1001.64(1)(2)(4)(5)(25)(41)(44); 1001.65(1)(6)(16)(24);  
68.065 (2); 832.08

Rule Adopted: 8/25/75; 4/25/77; 11/19/79; 4/21/86; 9/11/90; \*7/21/98;  
+9/15/98; ■3/7/01; 9/16/08

Effective Date: 10/7/75; 4/25/77; 11/19/79; 4/21/86; 9/11/90; \*7/21/98;  
+7/21/98; ■3/7/01; 9/16/08

Legal Authority:—

—General Authority:— Florida Statutes: 68.065; 832.07; 832.08; 1001.64; 1001.65

—Other References:—

—Law Implemented:— Florida Statutes: 1001.64(1)(2)(4)(5)(25)(41)(44);—  
1001.65(1)(6)(16)(24); 68.065 (2); 832.08

Proposer: Timothy L. Beard, President

\*Emergency Adoption

+Approval Retroactive

■—President's Cabinet Approval—Non-Substantive/Editorial

~~Administrative Reviewed — no changes recommended: 4/30/18~~

## **6Hx19-5.12 RETURNED CHECKS**

This Board Policy governs the collection and prosecution for returned checks.

The President is authorized to take legal actions as are necessary to obtain payment of any check given to the College in payment of a debt or any check cashed by the College which has been returned unpaid to the College a second time. A service fee as defined in section 832.08 (5) F.S. will be assessed except when an error by the College or the bank is established.

Rule Initially Adopted: 8/25/75

Revision Date: 10/7/75; 4/25/77; 11/19/79; 4/21/86; 9/11/90; 7/21/98;  
7/21/98; 3/7/01; 9/16/08

Legal Authority:

General Authority: FS: 68.065; 832.07; 832.08; 1001.64; 1001.65

Law Implemented: FS: 1001.64(1)(2)(4)(5)(25)(41)(44);1001.65(1)(6)(16)(24);  
68.065 (2); 832.08

## 6Hx19-5.13 DONATIONS OF GIFTS TO THE COLLEGE

~~This he purpose of this Board Policy Rule is to establish Board policy authorizes the relating to the acceptance of gifts to the College, criteria for addition to the permanent inventory of the College and transfer to the College's foundation. A gift is considered anything voluntarily transferred from one party to another without compensation. Gifts can include but are not limited to cash, securities, real estate, tangible personal property, and life insurance proceeds.~~

### Non-monetary Gifts

All non-~~monetary~~~~cash~~ gifts to the College shall be coordinated with and subject to the approval of the President. ~~A gift is considered anything voluntarily transferred from one party to another without compensation. Gifts can include but are not limited to cash, securities, real estate, tangible personal property, and life insurance proceeds.~~

Non-monetary gifts valued at or above the capital equipment threshold established by the College at the time of the gift shall be approved by the ~~DBoT~~ istrict Board of Trustees and added to the permanent inventory of the College.

### Monetary Gifts

Monetary gifts should be made to the Pasco-Hernando State College (PHSC) Foundation, Inc. in accordance with Foundation~~its~~ policies and procedures.

Upon the recommendation of the President and approval by the District Board of Trustees, gifts of real property, stocks or bonds, and or other gifts with the potential to create income or appreciate in value may be transferred to the PHSC Foundation, Inc. in accordance with the ~~-~~provisions of Florida Statute.

The President, or the appropriate administrator authorized by the President, shall be authorized to convey an expression of appreciation to donors.

Rule Initially Adopted: 8/3/72

Revision Date: 8/3/72; 7/11/74; 10/7/75; 11/19/79; 4/21/86; 9/11/90; 7/16/91; 9/17/91; 1/17/95; 2/17/03; 9/16/08; 10/15/12; 05/19/15; 6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1010.02

Law Implemented: FS: 1001.64(1)(2)(4)(27)(40)(44); 1001.65(1)(6)(16)(24); 1010.02

Rule Adopted: 8/3/72; 7/11/74; 8/25/75; 11/19/79; 4/21/86; 9/11/90; 7/16/91; 9/17/91; 1/17/95; 2/17/03; 9/16/08; ■10/15/12; 05/19/15; 6/12/18

~~Effective Date: 8/3/72; 7/11/74; 10/7/75; 11/19/79; 4/21/86; 9/11/90; 7/16/91;  
9/17/91; 1/17/95; 2/17/03; 9/16/08; ■10/15/12; 05/19/15; 6/12/18~~

~~Legal Authority:~~

~~—General Authority:— Florida Statutes: 1001.64; 1001.65; 1010.02~~

~~—Other References:~~

~~Law Implemented:— Florida Statutes: 1001.64(1)(2)(4)(27)(40)(44);  
1001.65(1)(6)(16)(24); 1010.02~~

~~Proposer:— Timothy L. Beard, President~~

~~■President's Cabinet Approval— Non-Substantive/Editorial~~

## **6Hx19-5.13 DONATIONS OF GIFTS TO THE COLLEGE**

This Board Policy authorizes the acceptance of gifts to the College. , criteria for addition to the permanent inventory of the College and transfer to the College's foundation. A gift is considered anything voluntarily transferred from one party to another without compensation. Gifts can include but are not limited to cash, securities, real estate, tangible personal property, and life insurance proceeds.

### Non-monetary Gifts

All non-monetary gifts to the College shall be coordinated with and subject to the approval of the President. Non-monetary gifts valued at or above the capital equipment threshold established by the College at the time of the gift shall be approved by the DBoT and added to the permanent inventory of the College.

### Monetary Gifts

Monetary gifts should be made to the Pasco-Hernando State College (PHSC) Foundation, Inc. in accordance with Foundation policies and procedures.

Upon the recommendation of the President and approval by the District Board of Trustees, gifts of real property, stocks or bonds, and or other gifts with the potential to create income or appreciate in value may be transferred to the PHSC Foundation, Inc. in accordance with the provisions of Florida Statute.

The President, or the appropriate administrator authorized by the President, shall be authorized to convey an expression of appreciation to donors.

Rule Initially Adopted: 8/3/72

Revision Date: 8/3/72; 7/11/74; 10/7/75; 11/19/79; 4/21/86; 9/11/90; 7/16/91; 9/17/91; 1/17/95; 2/17/03; 9/16/08; 10/15/12; 05/19/15; 6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1010.02

Law Implemented: FS: 1001.64(1)(2)(4)(27)(40)(44); 1001.65(1)(6)(16)(24); 1010.02

## 6Hx19-5.14 FACSIMILE SIGNATURES

The District Board of Trustees (Board) authorizes the Board Chair, Board Vice-Chair, and/or President to prepare and utilize a facsimile signature, in lieu of their manual signature, in accordance with State law, and to affix such facsimile signature, after filing with the Department of State their manual signature certified by them under oath, to the following:

A. Any public security or instrument of conveyance provided that at least one (1) signature required or permitted to be placed thereon shall be manually subscribed;

B. Any instrument of payment; and/or

C. Any official order, proclamation, or resolution; provided, however, that this shall not apply to the signing of legislative bills or veto messages.

As set forth in State law, a facsimile signature is defined to include the reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.

The individuals specified above may affix their facsimile signature to such instruments, orders, proclamations, or resolutions so long as they continue to act as such officers/employees.

Said instruments of payment include checks, drafts, warrants, or orders for the payment, transfer, or delivery of funds, and shall be drawn on or relate to the accounts of the Board with various financial institutions (depositories/banks) with which the College conducts business.

The actual facsimile signature(s) should be maintained under the care, custody, and control of each authorized individual.

~~The purpose of this Board Rule is to establish Board policy for the use of facsimile signatures.~~

~~In accordance with Section 116.34, Florida Statutes, any authorized officer, after filing with the Secretary of State a manual signature certified under oath, may execute or call to be executed with a facsimile signature in lieu of a manual signature:~~

~~(A) Any public security or instrument of conveyance, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed.~~

~~(B) Any instrument of payment.~~

~~—(C)Any official order, proclamation, or resolution.~~

~~The District Board of Trustees authorizes the use of a facsimile signature in lieu of a manual signature for the Chair on contracts with personnel.~~

Rule Initially Adopted: 10/12/72

Revision Date: 10/12/72; 10/4/73; 10/7/75; 11/19/79; 5/20/85; 1/20/98; 03/09/09;  
10/15/12

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 116.34

Law Implemented: FS: 1001.64(1)(2)(4)(43)(44); 1001.65(1)(16)(24)

Rule Adopted: ~~10/12/72; 10/4/73; 8/25/75; 11/19/79; 5/20/85; 1/20/98; ■03/09/09;~~  
■10/15/12

Effective Date: ~~10/12/72; 10/4/73; 10/7/75; 11/19/79; 5/20/85; 1/20/98; ■03/09/09;~~  
■10/15/12

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 116.34

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(43)(44);  
1001.65(1)(16)(24)

Proposer: Timothy L. Beard, President

■President's Cabinet Approval—Non-Substantive/Editorial

Administrative Reviewed—no changes recommended: 4/30/18

## **6Hx19-5.14 FACSIMILE SIGNATURES**

The District Board of Trustees (Board) authorizes the Board Chair, Board Vice-Chair, and/or President to prepare and utilize a facsimile signature, in lieu of their manual signature, in accordance with State law, and to affix such facsimile signature, after filing with the Department of State their manual signature certified by them under oath, to the following:

- A. Any public security or instrument of conveyance provided that at least one (1) signature required or permitted to be placed thereon shall be manually subscribed;
- B. Any instrument of payment; and/or
- C. Any official order, proclamation, or resolution; provided, however, that this shall not apply to the signing of legislative bills or veto messages.

As set forth in State law, a facsimile signature is defined to include the reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.

The individuals specified above may affix their facsimile signature to such instruments, orders, proclamations, or resolutions so long as they continue to act as such officers/employees.

Said instruments of payment include checks, drafts, warrants, or orders for the payment, transfer, or delivery of funds, and shall be drawn on or relate to the accounts of the Board with various financial institutions (depositories/banks) with which the College conducts business.

The actual facsimile signature(s) should be maintained under the care, custody, and control of each authorized individual.

Rule Initially Adopted: 10/12/72

Revision Date: 10/12/72; 10/4/73; 10/7/75; 11/19/79; 5/20/85; 1/20/98; 03/09/09;  
10/15/12

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 116.34

Law Implemented: FS: 1001.64(1)(2)(4)(43)(44); 1001.65(1)(16)(24)

## 6Hx19-5.15 PROPERTY MANAGEMENT RECORDS

### Records

~~This Board Policy requires the College to maintain. The purpose of this Board Rule is to establish Board policy relating to~~ records of property belonging to the College.

All College tangible personal property of a non-consumable nature and non-expendable nature, with a value of \$5,000 or more and life expectancy of more than one year, shall be marked in the manner specified and inventoried in a manner consistent with guidelines established by Florida Administrative Code.

The College shall complete an inventory of its property ~~annually each fiscal year no less than once each fiscal year or whenever it is deemed appropriate as scheduled~~ by the President or designee. The College shall maintain a record of its property, which will be compared with the physical inventory, and all discrepancies shall be investigated and reconciled.

The ~~College~~ President or designee ~~shall be is~~ responsible for the custody of college owned tangible personal property ~~pursuant to per college governing procedures~~.

### Employee Loss of College Property

~~The President, as custodian of all property of the Board shall establish procedures for determining employee liability for lost or stolen College property having a replacement value of \$150.00 or more. These procedures shall provide, at a minimum, for a fair and impartial investigation of the loss, provide a basis for assessing liability for such loss and provide procedures for reporting the loss. It is the affirmative duty of all employees to safeguard College property from loss, theft or destruction and to report all such losses in accordance with procedures established by the President.~~

### Disposing and Donation of College Property

~~This Board Policy governs he purpose of this Rule is to establish a policy regarding the disposal of surplus College property.~~

~~The District Board of Trustees (Board) President shall:-~~

- ~~1. Hhave authority discretion to classify as surplus any of its property valued at or about \$5,000 that is obsolete, damaged beyond repair, or no longer useful. The Board President may then dispose of property in accordance with applicable law.-~~
- ~~2. The President shall bBe responsible for approving the disposal of items valued at less than \$5,000.00. Donation of College property to other government agencies or private non-for-profits must comply with section F.S. 273.055, F.S.~~
- ~~3. Establish procedures to provide approval and written notification to the custodian regarding the disposal and donation of all College property. After approval, written notification will be given to the appropriate custodian by the Executive Vice President, Administration and Finance/ Chief Financial Officer or a designee.-~~

~~The Financial Services Office will ensure property records are updated to reflect the disposal of the property.~~

Rule Initially Adopted: 5/11/72; 2/17/73; 2/1/73

Revision Date: 5/11/72; 7/11/74; 10/7/75; 11/19/79; 4/21/86; 7/17/89;  
1/17/95; 1/18/2000; 9/16/08; 10/15/12; 6/12/18; 7/1/20

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65 F.S. 273, 274

Other References: Florida Administrative Code: 69I-72; 69I-73

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(27)(44); 1001.65(1)(6)(24)

Rule Adopted: \_\_\_\_\_ 5/11/72; 7/11/74; 8/25/75; 11/19/79; 4/21/86; 7/17/89;  
1/17/95; 1/18/2000; 9/16/08; ■10/15/12; 6/12/18; 5/19/20

Effective Date: \_\_\_\_\_ 5/11/72; 7/11/74; 10/7/75; 11/19/79; 4/21/86; 7/17/89;  
1/17/95; 1/18/2000; 9/16/08; ■10/15/12; 6/12/18; 7/1/20

Legal Authority:

General Authority: \_\_\_\_\_ Florida Statutes: 1001.64; 1001.65 F.S. 273, 274 Other  
References: Florida Administrative Code: 69I-72; 69I-73

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(27)(44); 1001.65(1)(6)(24)-

Proposer: \_\_\_\_\_ Timothy L. Beard, President

■President's Cabinet Approval — Non-Substantive/Editorial

## **6Hx19-5.15 PROPERTY MANAGEMENT**

### **Records**

This Board Policy requires the College to maintain records of property belonging to the College.

All College tangible personal property of a non-consumable nature and non-expendable nature, with a value of \$5,000 or more and life expectancy of more than one year, shall be marked in the manner specified and inventoried in a manner consistent with guidelines established by Florida Administrative Code.

The College shall complete an inventory of its property annually each fiscal year as scheduled by the President or designee. The College shall maintain a record of its property, which will be compared with the physical inventory, and all discrepancies shall be investigated and reconciled.

The President or designee shall be responsible for the custody of college owned tangible personal property pursuant to governing procedures.

### **Employee Loss of College Property**

The President, as custodian of all property of the Board shall establish procedures for determining employee liability for lost or stolen College property having a replacement value of \$150.00 or more. These procedures shall provide, at a minimum, for a fair and impartial investigation of the loss, provide a basis for assessing liability for such loss and provide procedures for reporting the loss. It is the affirmative duty of all employees to safeguard College property from loss, theft or destruction and to report all such losses in accordance with procedures established by the President.

### **Disposing and Donation of College Property**

This Board Policy governs the disposal of surplus College property.

The President shall:

1. Have authority to classify as surplus any property valued at or about \$5,000 that is obsolete, damaged beyond repair, or no longer useful. The President may then dispose of property in accordance with applicable law.
2. Be responsible for approving the disposal of items valued at less than \$5,000.00. Donation of College property to other government agencies or private non-for-profits must comply with section 273.055, F.S.
3. Establish procedures to provide approval and written notification to the custodian regarding the disposal and donation of all College property.

The Financial Services Office will ensure property records are updated to reflect the disposal of the property.

Rule Initially Adopted: 5/11/72; 2/17/73; 2/1/73

Revision Date: 5/11/72; 7/11/74; 10/7/75; 11/19/79; 4/21/86; 7/17/89;

1/17/95; 1/18/2000; 9/16/08; 10/15/12; 6/12/18; 7/1/20

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65 F.S. 273, 274

Other References: Florida Administrative Code: 69I-72; 69I-73

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(27)(44); 1001.65(1)(6)(24)

~~6Hx19-5.16~~ **EMPLOYEE LOSS OF COLLEGE PROPERTY**

~~This Board Policy addresses the purpose of this Rule is to establish a policy for addressing the loss of College property by employees.~~

~~The President, as custodian of all property of the Board shall establish procedures for determining employee liability for lost or stolen College property having a replacement value of \$150.00 or more. These procedures shall provide, at a minimum, for a fair and impartial investigation of the loss, provide a basis for assessing liability for such loss and provide procedures for reporting the loss. It is the affirmative duty of all employees to safeguard College property from loss, theft or destruction and to report all such losses in accordance with procedures established by the President.~~

~~Rule Adopted: 2/1/73; 8/25/75; 11/19/79; 4/21/86; 1/17/95; 11/19/01; 11/18/08;  
10/15/12~~

~~Effective Date: 2/1/73; 10/7/75; 11/19/79; 4/21/86; 1/17/95; 11/19/01; 11/18/08;  
10/15/12~~

~~Legal Authority:~~

~~General Authority: Florida Statutes: 1001.64; 1001.65~~

~~Other References:~~

~~Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(43)(44); 1001.65(1)(6)(24)~~

~~Proposer: Timothy L. Beard, President~~

~~President's Cabinet Approval: Non-Substantive/Editorial~~

~~Administrative Reviewed: no changes recommended: 4/30/18~~

**Commented [SK1]:** This policy is repealed and combined with 19X-5.15.

## ~~6Hx19-5.17 DISPOSING AND DONATION OF COLLEGE PROPERTY~~

~~This Board Policy governs the purpose of this Rule is to establish a policy regarding the disposal of surplus College property.~~

~~The District Board of Trustees (Board) President shall:~~

~~— Have authority discretion to classify as surplus any of its property valued at or about \$5,000 that is obsolete, damaged beyond repair, or no longer useful. The Board President may then dispose of property in accordance with applicable law.~~

~~— The President shall be responsible for approving the disposal of items valued at less than \$5,000.00. Donation of College property to other government agencies or private non-for-profits must comply with section F.S. 273.055, F.S.~~

~~— Establish procedures to provide approval and written notification to the custodian regarding the disposal and donation of all College property. After approval, written notification will be given to the appropriate custodian by the Executive Vice President, Administration and Finance/ Chief Financial Officer or a designee.~~

~~The Financial Services Office will ensure property records are updated to reflect the disposal of the property.~~

~~Rule Adopted: 2/1/73; 8/25/75; 11/19/79; 4/21/86; 7/18/95; 11/18/97; 2/17/03;  
9/18/07; ■02/16/09; ■10/15/12; 6/12/18; 5/19/20; 6/21/22; ■7/8/25~~

~~Effective Date: 2/1/73; 10/7/75; 11/19/79; 4/21/86; 7/18/95; 11/18/97; 2/17/03;  
9/18/07; ■02/16/09; ■10/15/12; 6/12/18; 7/1/20; 6/21/22; ■7/8/25~~

~~Legal Authority:~~

~~General Authority: Florida Statutes: 1001.64; 1001.65 Other~~

~~References:~~

~~Law Implemented: Florida Statutes 1001.64(1)(2)(4)(5)(27);  
1001.65(1)(6)(16); 273.055; 274.06~~

~~Proposer: Eric Hall, President~~

~~\*Emergency Approval~~

~~■ President's Cabinet Approval — Non-substantive/Editorial~~  
~~Administratively Reviewed — Non-substantive/Editorial~~

**Commented [SK1]:** This policy is repealed and combined with 19X-5.15.

## 6Hx19-5.20 ~~PETTY CASH FUND/CHANGE IMPREST FUND/STAMP FUND~~

The purpose of this Board Rule is to establish Board policy relating to the creation and maintenance of an ~~an petty cash imprest fund\_s, change funds, and stamp funds.~~

~~A separate Petty Cash Fund for each campus or center is authorized and will be maintained on an imprest basis at each of the College Stores. Change/stamp imprest funds may also be established with demonstrated need. The President or his designee(s) shall authorize custodians and the dollar amount of all petty cash/change/stamp imprest funds shall be approved by the President or designee(s).~~ Procedures shall be established to ensure proper control and accounting for such funds in accordance with Rules of the District Board of Trustees, and Florida Statutes.

Rule Adopted: 3/30/72; ~~8/25/75; 11/19/79; 10/21/85; 3/20/89; 11/18/97; +10/17/00; 11/21/00; 2/17/03; ■03/09/09; 04/17/11; ■10/15/12~~

~~Effective Revision~~ Date: 3/30/72; 10/7/75; 11/19/79; 10/21//85; 3/20/89; 11/18/97; +10/17/00; 11/21/00; 2/17/03; ■03/09/09; 04/17/11; ■10/15/12

Legal Authority:

General Authority: FS 1001.64; 1001.65

~~Other References:~~

Law Implemented: FS 1001.64(1)(2)(4)(5)(44);1001.65(1)(6)(24)

~~Proposer: Timothy L. Beard~~Dr. Eric Hall, President

~~\*Emergency Approval~~

~~■ President's Cabinet Approval Non-Substantive/Editorial Only~~

~~Administrative Reviewed no changes recommended: 4/30/18~~

## **6Hx19-5.20 IMPREST FUND**

The purpose of this Board Rule is to establish Board policy relating to the creation and maintenance of an imprest fund.

Imprest funds may be established with demonstrated need. The President or his designee(s) shall authorize custodians and the dollar amount of all imprest funds. Procedures shall be established to ensure proper control and accounting for such funds in accordance with Rules of the District Board of Trustees, and Florida Statutes.

Rule Adopted: 3/30/72

Revision Date: 3/30/72; 10/7/75; 11/19/79; 10/21//85; 3/20/89; 11/18/97; +10/17/00; 11/21/00; 2/17/03; ■03/09/09; 04/17/11; ■10/15/12

Legal Authority:

General Authority: FS 1001.64; 1001.65

Law Implemented: FS 1001.64(1)(2)(4)(5)(44);1001.65(1)(6)(24)

## 6Hx19-5.25 BUDGET AND BUDGET AMENDMENTS

~~This Board Policy governs the purpose of this Board Rule is to establish Board policy regarding the operating budget and amendments.~~

The ~~College~~ President will submit ~~a budget for approval, prepared in accordance with 6A-14.0716, F.A.C annually to the DBoT annually. istrict Board of Trustees for approval a budget prepared in accordance with Florida Administrative Code 6A-14.0716.~~

No expenditures shall be authorized or any obligations incurred that are in excess of the unencumbered appropriation in any fund or that will decrease the reserve for contingencies below statutory limits, except as and until the budget is properly amended in accordance with Florida Statutes and Florida Administrative Code.

The ~~DBoT istrict Board of Trustees~~, through the President or a designee, may reallocate funds between organizational units of a fund and between general ledger object and class codes. The reallocated amounts may not exceed the approved budget.

Budget amendments of any other nature shall be executed according to State Board of Education Rules 6A-14.0715 and 6A-14.0716.

As part of the overall College budgeting process, the College shall adopt its budget for the capital outlay needs of the College for the entire fiscal year. This budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources. Separate accounts for all capital outlay projects should be maintained in the Unexpended Plant Fund.

Rule Initially Adopted: 4/27/72

Revision Date: 4/27/72; 8/25/75; 11/19/79; 9/20/85; 11/18/97; 3/17/98; 11/20/07; 09/29/08; 10/15/12; 6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1011.01; 1011.30

Other References: FAC: 6A-14.0715; 6A-14.0716

Law Implemented: FS: 1001.64(1)(2)(4)(5)(11)(12); 1001.65 (1)(2)(16)(24); 1010.01; 1010.02; 1011.30; 1011.84; 1013.61

Rule Adopted: 4/27/72; 8/25/75; 11/19/79; 9/20/85; 11/18/97; 3/17/98; 11/20/07; 09/29/08; 10/15/12; 6/12/18

Effective Date: 4/27/72; 10/7/75; 11/19/79; 9/20/85; 11/18/97; 3/17/98; 11/20/07;

~~09/29/08; 10/15/12; 6/12/18~~

Legal Authority:

~~General Authority: Florida Statutes: 1001.64; 1001.65; 1011.01; 1011.30~~

~~Other References: Florida Administrative Code: 6A-14.0715; 6A-14.0716~~

~~Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(11)(12);  
1001.65 (1)(2)(16)(24); 1010.01;  
1010.02; 1011.30; 1011.84; 1013.61~~

~~Proposer: Timothy L. Beard, President~~

~~President's Cabinet Approval — Non-Substantive/Editorial~~

## **6Hx19-5.25 BUDGET AND BUDGET AMENDMENTS**

This Board Policy governs the operating budget and amendments.

The President will submit a budget for approval, prepared in accordance with 6A-14.0716, F.A.C to the DBoT annually. .

No expenditures shall be authorized or any obligations incurred that are in excess of the unencumbered appropriation in any fund or that will decrease the reserve for contingencies below statutory limits, except as and until the budget is properly amended in accordance with Florida Statutes and Florida Administrative Code.

The DBoT , through the President or a designee, may reallocate funds between organizational units of a fund and between general ledger object and class codes. The reallocated amounts may not exceed the approved budget.

Budget amendments of any other nature shall be executed according to State Board of Education Rules 6A-14.0715 and 6A-14.0716.

As part of the overall College budgeting process, the College shall adopt its budget for the capital outlay needs of the College for the entire fiscal year. This budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources. Separate accounts for all capital outlay projects should be maintained in the Unexpended Plant Fund.

Rule Initially Adopted: 4/27/72

Revision Date: 4/27/72; 8/25/75; 11/19/79; 9/20/85; 11/18/97; 3/17/98; 11/20/07; 09/29/08; 10/15/12; 6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1011.01; 1011.30

Other References: FAC: 6A-14.0715; 6A-14.0716

Law Implemented: FS: 1001.64(1)(2)(4)(5)(11)(12);1001.65 (1)(2)(16)(24); 1010.01; 1010.02; 1011.30; 1011.84; 1013.61

## 6Hx19-5.27 BANK DEPOSITORIES

~~This Board Policy~~ ~~he purpose of this Board Rule is to establish Board policy relating to the~~ ~~governs the~~ selection and use of bank depositories for College funds.

The District Board of Trustees (DBoT) shall designate bank depositories and shall deposit therein, in accounts in the name of the District Board of Trustees of Pasco-Hernando State College, all funds of the Board, in accordance with FS-section 136.01, Florida Statutes.

All funds received by the college from all sources shall be deposited intact in a designated depository as soon as practicable and a record shall be kept in accordance with Florida Administrative Code 6A-14.075.

Funds received from federal sources shall be accounted for separately, but may be deposited in a bank account with other college funds except when the terms of such receipt require a separate depository account.

The District Board of Trustees shall not favor any bank depository. Designation by the District Board of Trustees of the College bank depository will be made through competitive selection, piggybacking on Florida State Contracts, or contracts of other public entities, including Florida colleges from among Pasco and Hernando banks that qualify with the Treasurer of the State of Florida as depositories for state.

Rule Initially Adopted: 5/11/72

Revision Date: 5/11/72; 2/1/73; 6/13/74; 8/25/75; 7/19/76; 11/19/79; 9/20/85; 6/18/91; 11/18/97; 6/15/99; 11/18/03; 03/09/09; 10/15/12; 6/12/18; 09/15/20.

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 136; 658.60

Other References: FAC: 6A-14.075, 6A-14.0765

Law Implemented: FS: 136.01; 658.60; 1001.64(1)(2)(4)(5); 1001.65(1)(6)(24)

Rule Adopted: 5/11/72; 2/1/73; 6/13/74; 8/25/75; 7/19/76; 11/19/79; 9/20/85; 6/18/91; 11/18/97; 6/15/99; 11/18/03; ■03/09/09; ■10/15/12; 6/12/18; 09/15/20

Effective Date: 5/11/72; 2/1/73; 6/13/74; 10/7/75; 9/15/76; 11/19/79; 9/20/85; 6/18/91; 11/18/97; 6/15/99; 11/18/03; ■03/09/09; ■10/15/12; 6/12/18; 09/15/20

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 136; 658.60 Other References: Florida Administrative Code: 6A-14.075, 6A-14.0765

Law Implemented: Florida Statutes: 136.01; 658.60; 1001.64(1)(2)(4)(5); 1001.65(1)(6)(24)

~~Proposer: Timothy L. Beard, President~~

~~■ President's Cabinet Approval — Non-Substantive/Editorial~~

## **6Hx19-5.27 BANK DEPOSITORIES**

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Rule Initially Adopted: 5/11/72

Revision Date: 5/11/72; 2/1/73; 6/13/74; 8/25/75; 7/19/76; 11/19/79; 9/20/85;  
6/18/91; 11/18/97; 6/15/99; 11/18/03; 03/09/09; 10/15/12;  
6/12/18; 09/15/20.

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 136; 658.60

Other References: FAC: 6A-14.075, 6A-14.0765

Law Implemented: FS: 136.01; 658.60; 1001.64(1)(2)(4)(5); 1001.65(1)(6)(24)

## 6Hx19-5.28 STAFF AND PROGRAM DEVELOPMENT FUNDS

~~This Board Policy authorizes the purpose of this Board Rule is to establish Board policy regarding the funding for~~ professional development of the College's staff as well as the development of its programs.

Pasco-Hernando State College shall identify within its operating budget funding to support staff and program development activities in accordance with Florida Administrative Code 6A-14.029, *Staff and Program Development*. These activities shall include:

1. **Staff Development.** Staff development is the improvement of staff performance through activities which update or upgrade competencies specified for present or planned positions. The term "staff" is used generically and includes all of the College's full-time and part-time instructional and non-instructional personnel.
2. **Program Development.** Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs.

The President may establish procedures for the implementation of this Rule.

Rule Initially Adopted: 8/16/73

Revision Date: 8/16/73; 10/7/75; 11/19/79; 10/21/85; 11/13/90; 11/18/97;  
5/17/05; 11/18/08; 4/30/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Other References: FAC: 6A-14.029

Law Implemented: FS: 1001.64(1)(2)(4)(5)(18)(25)(43)(44);  
1001.65(1)(3)(5)(6)(12)(13)(16)(24)

Rule Adopted: 8/16/73; 8/25/75; 11/19/79; 10/21/85; 11/13/90; 11/18/97;  
5/17/05; 11/18/08; 4/30/18

Effective Date: 8/16/73; 10/7/75; 11/19/79; 10/21/85; 11/13/90; 11/18/97;  
5/17/05; 11/18/08; 4/30/18

Legal Authority:

~~General Authority: Florida Statutes: 1001.64; 1001.65~~

~~Other References: Florida Administrative Code: 6A-14.029~~

Law Implemented: ~~Florida Statutes: 1001.64(1)(2)(4)(5)(18)(25)(43)(44);  
1001.65(1)(3)(5)(6)(12)(13)(16)(24)~~

Proposer: ~~Timothy L. Beard, President~~

~~President's Administrative Leadership Team Approval Non-Substantive/Editorial~~

## 6Hx19-5.28 STAFF AND PROGRAM DEVELOPMENT FUNDS

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1. **Staff Development.** Staff development is the improvement of staff performance through activities which update or upgrade competencies specified for present or planned positions. The term "staff" is used generically and includes all of the College's full-time and part-time instructional and non-instructional personnel.
2. **Program Development.** Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs.

The President may establish procedures for the implementation of this Rule.

Rule Initially Adopted: 8/16/73

Revision Date: 8/16/73; 10/7/75; 11/19/79; 10/21/85; 11/13/90; 11/18/97;  
5/17/05; 11/18/08; 4/30/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Other References: FAC: 6A-14.029

Law Implemented: FS: 1001.64(1)(2)(4)(5)(18)(25)(43)(44);  
1001.65(1)(3)(5)(6)(12)(13)(16)(24)

## 6Hx19-5.29 USE OF AUXILIARY ENTERPRISE FUNDS AND UNDESIGNATED GIFTS

~~This Board Policy~~ ~~he purpose of this Board Rule is to establish~~ ~~Board policy related to~~ the use of auxiliary enterprise funds and undesignated gifts.

~~Such~~ ~~Auxilliary enterprise~~ funds ~~and undesignated gifts~~ shall be expended ~~according to~~ ~~Rules of the District Board of Trustees~~ for the benefit of the College as follows:

1. A portion of such funds may be disbursed, at the discretion of the President, or ~~s~~ designee for promotion, public relations, and hospitality of business guests of the College. Total expenditures for hospitality purposes shall not exceed one percent of the prior year total expenditures in the current unrestricted fund.
2. The ~~DBoT istrict Board of Trustees~~ may authorize other uses of such funds for the benefit of the ~~e~~College through its ~~policies~~~~rules~~ or by special action of the ~~DBoT~~board.
3. Funds used for purposes herein shall be transferred to the general current fund and included in the approved budget of the College.

Rule Initially Adopted: 8/16/73

Revision Date: 8/16/73; 10/7/75; 11/19/79; 10/21/85; 11/18/97; 7/16/07; 11/18/08; 6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1010.08

Other References: FAC: 6A-14.077(1)(a)

Law Implemented: FS: 1001.64(1)(2)(4)(11)(44); 1001.65(1)(2)(24); 1010.08  
Adopted: 8/16/73; 8/25/75; 11/19/79; 10/21/85; 11/18/97; 7/16/07; 11/18/08;  
6/12/18

Effective Date: 8/16/72; 10/7/75; 11/19/79; 10/21/85; 11/18/97; 7/16/07; 11/18/08;  
6/12/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1010.08

Other References: Florida Administrative Code: 6A-14.077(1)(a)

~~Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(11)(44); 1001.65(1)(2)(24); 1010.08~~

~~Proposer: Timothy L. Beard, President~~

## **6Hx19-5.29 USE OF AUXILIARY ENTERPRISE FUNDS AND UNDESIGNATED GIFTS**

This Board Policy establishes the use of auxiliary enterprise funds and undesignated gifts.

Auxilliary enterprise funds and undesignated gifts shall be expended for the benefit of the College as follows:

1. A portion of such funds may be disbursed, at the discretion of the President, or designee for promotion, public relations, and hospitality of business guests of the College. Total expenditures for hospitality purposes shall not exceed one percent of the prior year total expenditures in the current unrestricted fund.
2. The DBoT may authorize other uses of such funds for the benefit of the College through its policies or by special action of the DBoT.
3. Funds used for purposes herein shall be transferred to the general current fund and included in the approved budget of the College.

Rule Initially Adopted: 8/16/73

Revision Date: 8/16/73; 10/7/75; 11/19/79; 10/21/85; 11/18/97; 7/16/07; 11/18/08:  
6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1010.08

Other References: FAC: 6A-14.077(1)(a)

Law Implemented: FS: 1001.64(1)(2)(4)(11)(44); 1001.65(1)(2)(24); 1010.08

## 6Hx19-5.31 RETIREMENT ANNUITY/DEFERRED COMPENSATION

~~This Board Policy e purpose of this Board Rule is to establish Board policy~~ authorizing payroll deduction for one retirement annuity and one deferred compensation plan per employee.

Payroll deduction to an authorized Investment Provider for one retirement annuity (403(b) or 403(b)7) and one deferred compensation plan (457(b)) may be made for each employee. Authorized Investment Providers may only solicit on campus with proper authorization.

Rule Initially Adopted: 5/19/75

Revision Date: 5/19/75; 8/25/75; 11/19/79; 4/21/86; 11/18/97; 11/18/03; 03/09/09; 01/15/13

Legal Authority:

General Authority: FS 1001.64; 1001.65

Law Implemented: FS 1001.64(1)(2)(4)(18); 1001.65(1)(3)

Rule Adopted: 5/19/75; 8/25/75; 11/19/79; 4/21/86; 11/18/97; 11/18/03; ■03/09/09; 01/15/13

Effective Date: 6/9/75; 10/7/75; 11/19/79; 4/21/86; 11/18/97; 11/18/03; ■03/09/09; 01/15/13

Legal Authority:

General Authority: FS 1001.64; 1001.65

Other References:

Law Implemented: FS 1001.64(1)(2)(4)(18); 1001.65(1)(3)

Proposer: Timothy L. Beard, President

■President's Cabinet Approval—Non-Substantive/Editorial

Administrative Reviewed—no change recommended: 4/30/18

## **6Hx19-5.31 RETIREMENT ANNUITY/DEFERRED COMPENSATION**

This Board Policy authorizes payroll deduction for one retirement annuity and one deferred compensation plan per employee.

Payroll deduction to an authorized Investment Provider for one retirement annuity (403(b) or 403(b)7) and one deferred compensation plan (457(b)) may be made for each employee. Authorized Investment Providers may only solicit on campus with proper authorization.

Rule Initially Adopted: 5/19/75

Revision Date: 5/19/75; 8/25/75; 11/19/79; 4/21/86; 11/18/97; 11/18/03;  
03/09/09; 01/15/13

Legal Authority:

General Authority: FS 1001.64; 1001.65

Law Implemented: FS 1001.64(1)(2)(4)(18); 1001.65(1)(3)

## 6Hx19-5.32      **AUTHORIZED PAYROLL DEDUCTIONS AND ELECTRONIC DEPOSITS OF PAYROLL**

~~This Board Policy~~ ~~he purpose of this Board Rule is to establish Board policy relating to~~  
authorize~~se~~d payroll deductions and electronic transfer of paychecks.

The following deductions are required by law:

- Federal Withholding Taxes
- Social Security (FICA)/Alternative Plan to Social Security
- Retirement contributions
- Statutory deductions
- Bencor National Government Employees Retirement Plan (401(a) Qualified Retirement Plan) (only applicable to certain employees)
- Court ordered deductions (garnishments, child or spousal support etc..) upon receipt of a valid Court order.

The following deductions are permitted if authorized by the employee:

- College-approved insurance plans
- Suncoast Schools Federal Credit Union
- Association of Florida Colleges (AFC) dues
- One 403(b) or 403(b)(7) retirement annuity,
- One Deferred Compensation Plan 457(b)
- Pasco-Hernando State College Foundation, Inc.
- United Way Agencies
- Deduction approved under Section 125 IRS Code (such as pretax of medical insurance premium, flexible spending accounts for medical reimbursement, and dependent care reimbursement)

~~The College requires all full-time and part-time, regular employees hired after January 3, 2008 to utilize direct deposit of payroll. Adjunct faculty, Other Personnel Services employees (OPS) and student workers will have the option of selecting direct deposit or check payment for their earnings. Direct deposit may be made either to an employee's checking or savings account with any credit union, commercial bank, savings and loan association or financial institution that accepts such electronic transfer.~~

The College requires all employees to utilize direct deposit of payroll, unless the employee provides justification for an exception to this Policy. Direct deposit may be made either to an employee's checking or savings account with any credit union, commercial bank, savings and loan association or financial institution that accepts such electronic transfer.

Rule Initially Adopted: 5/19/75

6Hx19-5.32  
AUTHORIZED PAYROLL DEDUCTIONS  
AND ELECTRONIC DEPOSITS OF PAYROLL

Revision Date: 5/19/75; 8/25/75; 11/19/79; 4/18/83; 12/16/85; 11/18/97; 6/18/02;  
03/09/09, 01/15/13, 1/16/18; 4/30/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65  
Law Implemented: FS: 1001.64(1)(2)(4)(18); 1001.65(1)(3)(24)  
Rule Adopted: 5/19/75; 8/25/75; 11/19/79; 4/18/83; 12/16/85; 11/18/97;  
6/18/02; ■03/09/09, 01/15/13, 1/16/18; ■4/30/18

Effective Date: 6/9/75; 10/7/75; 11/19/79; 4/18/83; 12/16/85; 11/18/97; 6/18/02;  
■03/09/09, 01/15/13, 1/16/18; ■4/30/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18); 1001.65(1)(3)(24)

Proposer: Timothy L. Beard, President

■President's Cabinet/President's Administrative Leadership Team Approval—Non-Substantive/Editorial

## **6Hx19-5.32      AUTHORIZED PAYROLL DEDUCTIONS AND ELECTRONIC DEPOSITS OF PAYROLL**

This Board Policy authorizes payroll deductions and electronic transfer of paychecks.

The following deductions are required by law:

- Federal Withholding Taxes
- Social Security (FICA)/Alternative Plan to Social Security
- Retirement contributions
- Statutory deductions
- Bencor National Government Employees Retirement Plan (401(a) Qualified Retirement Plan) (only applicable to certain employees)
- Court ordered deductions (garnishments, child or spousal support etc..) upon receipt of a valid Court order.

The following deductions are permitted if authorized by the employee:

- College-approved insurance plans
- Suncoast Schools Federal Credit Union
- Association of Florida Colleges (AFC) dues
- One 403(b) or 403(b)(7) retirement annuity,
- One Deferred Compensation Plan 457(b)
- Pasco-Hernando State College Foundation, Inc.
- United Way Agencies
- Deduction approved under Section 125 IRS Code (such as pretax of medical insurance premium, flexible spending accounts for medical reimbursement, and dependent care reimbursement)

The College requires all employees to utilize direct deposit of payroll, unless the employee provides justification for an exception to this Policy. Direct deposit may be made either to an employee's checking or savings account with any credit union, commercial bank, savings and loan association or financial institution that accepts such electronic transfer.

Rule Initially Adopted: 5/19/75

Revision Date:      5/19/75; 8/25/75; 11/19/79; 4/18/83; 12/16/85; 11/18/97; 6/18/02;  
03/09/09, 01/15/13, 1/16/18; 4/30/18

Legal Authority:

General Authority:      FS: 1001.64; 1001.65  
Law Implemented:      FS: 1001.64(1)(2)(4)(18); 1001.65(1)(3)(24)

## 6Hx19-5.33 REIMBURSEMENT FOR TUITION FOR FULL-TIME AND REGULAR PART-TIME EMPLOYEES

~~This Board Policy authorizes the purpose of this Board Rule is to establish the Board's policy regarding the reimbursement/waiver of tuition for eligible the College's full-time and regular part-time employees.~~

~~A full-time employee or a regular part-time employee who is employed at the College on at least a half-time basis may be reimbursed for tuition related to a course or courses taken at any accredited institution of higher education. Courses should be selected to upgrade skills and improve job effectiveness. Reimbursement is calculated on a fiscal year basis (July 1- June 30). The amount of reimbursement depends on the level of courses for which an employee registers and whether the employee is full-time or regular part-time.~~

~~Procedures and tuition reimbursement guidelines are described in Internal Management Memorandum (IMM) #5-3 Employee Tuition Reimbursement Guidelines and Procedures.~~

### Eligibility Requirements for Tuition Reimbursement and College Tuition Waivers

~~Employees in established benefit eligible positions who have completed their initial probationary period are eligible for a waiver for College credit courses (up to six (6) credits) or reimbursement for college-level courses (up to six (6) credits) taken at institutions other than the College. Employees must be in good standing with no disciplinary action or Performance Improvement Plans (PIPs) within the last twelve (12) months.~~

### Tuition Reimbursement for Non-College Courses

~~Tuition reimbursement is contingent upon the availability of funds, prior approval of the course(s) taken, proof of satisfactory completion of the course, and evidence of payment of fees by the employee.~~

~~Tuition Reimbursement for contract/grant employees is contingent on grant funding and approval of the contract/grant project director.~~

~~Contingent upon the availability of funds, employees in established positions may be reimbursed for accredited college or university tuition costs, not to exceed six (6) credit hours per term. Such reimbursement shall be prorated based on the full-time equivalent (FTE) of the position. The College shall not reimburse an employee for application fees, lab fees, books, or supplies.~~

~~Employees who are enrolled in classes at a university or at a different site must use annual leave if they attend classes during their usual work hours unless an alternate work schedule has been approved by the employee's supervisor and Human Resources.~~

### Tuition Waivers for College Courses

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Eligible employees may register for courses offered by the College, without payment of resident per credit hour fees for a specified maximum credit or equivalent hours per semester (pro-rated per FTE). This does not include additional fees such as lab fees or other special fees.

Employees must have the prior written approval of their immediate supervisor and Human Resources.

All employees who seek to utilize this benefit must meet the admission requirements of the College.

Employees may register for up to six (6) credit hours per semester. College tuition waivers cannot be used for certification programs.

Employees enrolled in courses with the College must use annual leave to attend classes if scheduled during the workday.

Rule Initially Adopted: 5/19/75

Revision Date: 5/19/75; 8/25/75; 9/20/76; 11/21/77; 10/15/79; 11/19/79; 9/19/83; 6/17/85; 12/16/85; 10/15/91; 3/21/95; 1/16/96; 4/8/97; 7/21/98; 9/15/98; 3/08/00; 7/13/00; 9/19/00; 9/16/03; 11/18/03; 02/16/09

Legal Authority:

General Authority: FS 1001.64; 1001.02

Other References: FAC 6A-14.02

Law Implemented: FS 1001.64(1)(2)(12)(18) ~~Rule Adopted: 5/19/75; 8/25/75; 9/20/76; 11/21/77; 10/15/79; 11/19/79; 9/19/83; 6/17/85; 12/16/85; +10/15/91; 3/21/95; 1/16/96; 4/8/97; \*7/21/98; +9/15/98; ■3/08/00; \*7/13/00; 9/19/00; \*9/16/03; 11/18/03; ■02/16/09~~

Effective Date: ~~6/9/75; 10/7/75; 10/24/76; 11/21/77; 10/15/79; 11/19/79; 9/19/83; 6/17/85; 12/16/85; +5/1/91; 3/21/95; 1/16/96; 4/8/97; \*7/21/98; +7/21/98; ■3/08/00; \*7/13/00; +7/13/00; \*9/16/03; \*9/16/03; 11/18/03; ■02/16/09~~

Legal Authority:

General Authority: FS 1001.64; 1001.02

~~Other References: FAC 6A-14.029~~

~~Law Implemented: FS 1001.64(1)(2)(12)(18)~~

~~Proposer: Timothy L. Beard, President~~

~~+Retroactive Approval~~

~~\*Emergency Adoption~~

~~■President's Cabinet Approval—Non-Substantive/Editorial~~

~~Administrative Reviewed—no changes recommended: 4/30/18~~

## **6Hx19-5.33 REIMBURSEMENT FOR TUITION FOR FULL-TIME AND REGULAR PART-TIME EMPLOYEES**

This Board Policy authorizes the reimbursement/waiver of tuition for eligible College employees.

### **Eligibility Requirements for Tuition Reimbursement and College Tuition Waivers**

Employees in established benefit eligible positions who have completed their initial probationary period are eligible for a waiver for College credit courses (up to six (6) credits) or reimbursement for college-level courses (up to six (6) credits) taken at institutions other than the College. Employees must be in good standing with no disciplinary action or Performance Improvement Plans (PIPs) within the last twelve (12) months.

### **Tuition Reimbursement for Non-College Courses**

Tuition reimbursement is contingent upon the availability of funds, prior approval of the course(s) taken, proof of satisfactory completion of the course, and evidence of payment of fees by the employee.

Tuition Reimbursement for contract/grant employees is contingent on grant funding and approval of the contract/grant project director.

Contingent upon the availability of funds, employees in established positions may be reimbursed for accredited college or university tuition costs, not to exceed six (6) credit hours per term. Such reimbursement shall be prorated based on the full-time equivalent (FTE) of the position. The College shall not reimburse an employee for application fees, lab fees, books, or supplies.

Employees who are enrolled in classes at a university or at a different site must use annual leave if they attend classes during their usual work hours unless an alternate work schedule has been approved by the employee's supervisor and Human Resources.

### **Tuition Waivers for College Courses**

Eligible employees may register for courses offered by the College, without payment of resident per credit hour fees for a specified maximum credit or equivalent hours per semester (pro-rated per FTE). This does not include additional fees such as lab fees or other special fees.

Employees must have the prior written approval of their immediate supervisor and Human Resources.

All employees who seek to utilize this benefit must meet the admission requirements of the College.

Employees may register for up to six (6) credit hours per semester. College tuition waivers cannot

be used for certification programs.

Employees enrolled in courses with the College must use annual leave to attend classes if scheduled during the workday.

Rule Initially Adopted: 5/19/75

Revision Date: 5/19/75; 8/25/75; 9/20/76; 11/21/77; 10/15/79; 11/19/79; 9/19/83;  
6/17/85; 12/16/85; 10/15/91; 3/21/95; 1/16/96; 4/8/97; 7/21/98;  
9/15/98; 3/08/00; 7/13/00; 9/19/00; 9/16/03; 11/18/03; 02/16/09

Legal Authority:

General Authority: FS 1001.64; 1001.02

Other References: FAC 6A-14.02

Law Implemented: FS 1001.64(1)(2)(12)(18)

## 6Hx19-5.35 FUNDS FOR STUDENT ACTIVITIES

~~This Board Policy he purpose of this Board Rule is to establish Board policy for the authorizes the President to develop procedures for management of student activity fees and management of student club/organization fundraising accounts. budgeting of student activity fees and management of student club/organization fundraising accounts.~~

The College shall budget funds *for* student activities annually as a component of the College operating budget. Normally, this allocation will be based on the previous year's student activity and service fee revenue collections and any amounts carried forward.

Expenditure of these funds for student activities shall be according to a budget prepared by the District-Wide Student Activities Committee and approved by the College President in accordance with guidelines issued by the Florida Statutes, Florida Administrative Code and Rules of the District Board of Trustees. The Student Activities Budget is included as part of the annual approval process for the College operating budget.

All student club/organization fund raising revenues will be deposited in an account designated by the college's Financial Services Office. The funds will be held in custody for the student club/organization and withdrawn and/or expended upon request according to the club/organization's approved minutes and in accordance with College procedures.

Rule Initially Adopted: 4/11/74

Revision Date: 4/11/74; 10/7/75; 1/15/79; 11/19/79; 9/13/82; 10/21/85; 4/8/97; 3/17/98; 6/05/06; 1/20/09; 10/01/12; 6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1009.23

Other References: FAC: 6A-14.057

Law Implemented: FS: 1001.64(1)(4)(5)(8)(10)(44); 1001.65(1)(2)(6)(15)(24); 1009.23(1)(7)Rule  
Adopted: 4/11/74; 8/25/75; 1/15/79; 11/19/79; 9/13/82; 10/21/85;  
4/8/97; 3/17/98; ■6/05/06; 1/20/09; ■10/01/12; 6/12/18

Effective Date: 4/11/74; 10/7/75; 1/15/79; 11/19/79; 9/13/82; 10/21/85;  
4/8/97; 3/17/98; ■6/05/06; 1/20/09; ■10/01/12; 6/12/18

Legal Authority:

~~General Authority: Florida Statutes: 1001.64; 1001.65; 1009.23~~

~~Other References: Florida Administrative Code: 6A-14.057~~

~~Law Implemented: Florida Statutes: 1001.64(1)(4)(5)(8)(10)(44);  
1001.65(1)(2)(6)(15)(24); 1009.23(1)(7)~~

~~Proposer: Timothy L. Beard, President~~

~~■ President's Cabinet Approval Non-Substantive/Editorial~~

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Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1009.23

Other References: FAC: 6A-14.057

Law Implemented: FS: 1001.64(1)(4)(5)(8)(10)(44); 1001.65(1)(2)(6)(15)(24);  
1009.23(1)(7)

## 6Hx19-5.36 DELINQUENT ACCOUNTS

~~This Board Policy authorizes the President to act on behalf of the District Board of Trustees (DBoT) to manage delinquent accounts and employ the services of a third party as needed. The Board, upon the recommendation of the President, may charge off delinquent accounts after these accounts are deemed uncollectible. The purpose of this Board Rule is to establish Board policy relating to the collection and write off of delinquent accounts.~~

The District Board of Trustees shall exert every reasonable effort to collect all delinquent accounts. ~~The Board authorizes the President to employ the services of a collection agency when deemed advisable in collecting delinquent accounts. The Board, upon the recommendation of the President, may charge off delinquent accounts after these accounts are deemed uncollectible.~~

~~There will be no attempt to collect delinquent accounts with a balance less than \$1.00 or below the threshold as stated in the college's current collection agency contract(s).~~

Rule Initially Adopted: 1/20/75

Revision Date: 1/20/75; 8/25/75; 11/19/79; 9/20/85; 9/15/98; 9/20/05; 9/16/08; 6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1010.03

Law Implemented: FS: 1001.64(1)(2)(4)(41); 1001.65(1)(5)(6)(16)(24); 1010.03

Rule Adopted: 1/20/75; 8/25/75; 11/19/79; 9/20/85; 9/15/98; 9/20/05; 9/16/08; 6/12/18

Effective Date: 2/10/75; 10/7/75; 11/19/79; 9/20/85; 9/15/98; 9/20/05; 9/16/08; 6/12/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1010.03

Other Authority:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(41); 1001.65(1)(5)(6)(16)(24); 1010.03

Proposer: Timothy L. Beard, President

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Rule Initially Adopted: 1/20/75

Revision Date: 1/20/75; 8/25/75; 11/19/79; 9/20/85; 9/15/98; 9/20/05; 9/16/08;  
6/12/18

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1010.03

Law Implemented: FS: 1001.64(1)(2)(4)(41); 1001.65(1)(5)(6)(16)(24); 1010.03

## 6Hx19-5.38 APPROVAL AND CONTROL OF GRANTS AND CONTRACTS

~~This Board Policy governs the he purpose of this Board Rule is to establish Board policy relating to the~~ approval and control of grants and related contracts.

The District Board of Trustees (DBoT) shall approve or ratify the submission of such applications and the acceptance of such awards by the College. The President or a designee shall be authorized to submit grant or contract proposals that meet the mission of the institution. In addition, the College may incur interim expenditures prior to acceptance by the DBoT Board if ~~the President determines, in the opinion of the President,~~ the grant or contract requires immediate implementation.

To ensure adequate institutional control, all grants and contracts accepted by the College must operate under the College's rules and regulations, unless the granting/contracting agency requires more stringent regulations. Such grants and contracts are meant to enhance College programs. The College shall not become dependent upon indirect cost allowances from grants and contracts to support the operating budget.

Rule Initially Adopted: 4/27/72

Revision Date: 4/27/72; 2/1/73; 8/25/75; 11/19/79; 4/21/86; 11/18/97; 3/17/98; 7/20/99; 03/09/09

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Law Implemented: FS: 1001.64(1)(2)(4)(5)(12)(43)(44); 1001.65(1)(5)(6)(16)(24)

Rule Adopted: 4/27/72; 2/1/73; 8/25/75; 11/19/79; 4/21/86; 11/18/97; 3/17/98; 7/20/99; ■03/09/09

Effective Date: 4/27/72; 2/1/73; 10/7/75; 11/19/79; 4/21/86; 11/18/97; 3/17/98; 7/20/99; ■03/09/09

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: 10/8/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(5)(12)(43)(44); 1001.65(1)(5)(6)(16)(24)

Proposer: ~~Timothy L. Beard, President~~

■ ~~President's Cabinet Approval — Non-Substantive/Editorial~~

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Rule Initially Adopted:      4/27/72

Revision Date:                4/27/72; 2/1/73; 8/25/75; 11/19/79; 4/21/86; 11/18/97;  
3/17/98;7/20/99; 03/09/09

Legal Authority:

    General Authority:      FS: 1001.64; 1001.65

Law Implemented:          FS: 1001.64(1)(2)(4)(5)(12)(43)(44); 1001.65(1)(5)(6)(16)(24)