

	COP #	Table of Contents, Procedures Manual	Adopted / Revised vs. Approved	Signed by	Originating Dept.	Cross References	Comments	Do we follow it?	Committee Member
1	01-0103	District Board of Trustees Policy, Agenda Item Due Dates and Procedures for Board Meetings	9/01/11	Doeble/ML	Office of the District President	BOT Policy 6Hx6:1.04; FS 1001.65; Form DP-01 Rev 7-2011; Form DP-03 Rev 7-2011	(1) Who is to be included in the emails? (2) Change to third person (3) Where are the attached lists?		DR
2	01-0106	Comments from Guest to District Board of Trustees	9/15/11	ML	Office of the District President	BOT Policy 6Hx6:1.01; FS 1001.64; 1001.65	(1) No less than 15 minutes? (2) Must the subject of the comment address an agenda item? (3) Is follow-up questioning by Board members permissible?		DR
3	01-0109	President's Award for Exemplary Service	9/19/11	ML	Office of the District President	Form DP-02 Rev 9/15/11			DR
4	02-0108	Delegated Authority UNDER REVIEW	2/08/11	Browder	Office of the Senior Vice President	BOT Policy 1.02; FAC 6A-14.0734(1)(b); Form SVP 04	(1) Update titles		DR
5	02-0110	District and Campus Roles and Responsibilities UNDER REVIEW	2/07/11	Browder	Office of the Senior Vice President	Form SVP 06	(1) Update titles (2) Organizational Chart?		DR
6	02-0201	Soliciting Media Coverage	3/03/11	Bergerson/JB	Communications & Marketing		(1) Should individuals' names be included in the Policy?		DR
7	02-0202	Media Inquiries	1/14/11	Bergerson/JB	Communications & Marketing				DR
8	02-0203	Use of College Logomark and Trademarks	3/03/11	Bergerson/JB	Communications & Marketing				DR
9	02-0205	Requests to Advertise to Students, Faculty, and Staff	1/10/11	Bergerson/JB	Communications & Marketing				DR
10	02-0206	Internal Email Blasts to Students, Faculty, Staff and Administration	1/05/11	Bergerson/JB	Communications & Marketing		(1) Where is the online submission form?		DR
11	02-0207	Creating New Marketing Materials	3/03/11	Bergerson/JB	Communications & Marketing				DR
12	02-0301	Public Records	11/01/10	ML/JB	Office of General Counseling	BOT Policy 6Hx6:4.01; FS 119.07; 119.071; 1004.70; SBEP 6A-14.047; FERPA		Yes per Mark Lupe	DR
13	02-0302	Identity Theft Program	9/29/11	ML	Office of General Counseling	BOT Policy 6Hx6:2.10; FS 1001.64; FTC 16 CFR Part 681		Yes per Mark Lupe	DR

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14	02-0305	Process to Develop or Revise District Board of Trustees Policies	9/13/11	ML	Office of General Counseling	BOT Policy 6Hx6:1.02; FS 1001.65; BOT Policy Manual; COP Manual		Yes per Mark Lupe	DR
15	02-0401	Banner Passwords	06/04/10	Trask/NT	Technology Services	BOT Policy 6Hx6:2.00; FS 1001.65; FAC Chap 815 - Computer Crimes Act	(1) Change to third person.		DR
16	02-0402	Non-Disclosure Agreement	2010	Thomas	Technology Services	BOT Policy 6Hx6:2.00; FS 1001.65; FAC Chap 815 Computer Crimes Act; Form 02-0402F1			DR
17	02-0403	Web Site Privacy	2/04/11	Trask/JB	Technology Services	BOT Policy 6Hx6:2.00; FS 1001.65; Chapter 815 - Computer Crimes Act			DR
18	02-0404	Security Incidents	2010	Thomas	Technology Services	BOT Policy 6Hx6:2.00; FS 1001.65; FAC Chapter 815 - Computer Crimes Act			DR
19	02-0405	Technology Acceptable Use	6/04/10	Trask/NT	Technology Services	BOT Policy 6Hx6:2.00; FS 1001.65; FAC Chapter 815 - Computer Crimes Act			DR
20	02-0406	Technology Acquisition and Replacement	2/04/11	Trask/JB	Technology Services	BOT Policy 6Hx6:2.00; FS 1001.65; FAC Chapter 815 - Computer Crimes Act			DR

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21	02-0407	File Sharing Procedure	2/04/11	Trask/JB	Technology Services	BOT Policy 6Hx6:2.00; FS 1001.65; FAC Chapter 815 - Computer Crimes Act; HEOA of 2008; US Code Title 17 Sec 106 Copyright Act	(1) What is AUP?		DR
22	03-0101	Academic Reorganization	2/15/11	Atkins/JB	VPAA		1) This reads more like a proposal than a policy. Have all recommendations been adopted or is it a work in progress? E.g., have all the proposed schools be formed? 2) Language between Divisions / Departments / Schools is confusing. 3) There is a contradiction as to the title of the head of a School. 4) For the most part "College" refers to ESC, but in the definition it refers to a "sub-unit." 5) Some typos...	It depends: Is the reorganization finalized or a work in progress?	TK
23	03-0102	Department Chairs	2/15/11	Atkins/JB	VPAA	CNA (article VII, section C)	Clarify language on the # of class releases for Chairs.	Yes	TK
24	03-0201	AITF (Academic Improvement Trust Fund) Process	11/1/10 2/06/11	Atkins/JB	VPAA		1) References to "community" college need to be changed. 2) References to "Campus Presidents" and "Senior Vice President": what is our organizational structure? 3) Some typos...	Yes but check with ESC Foundation	TK
25	03-0301	Assessment (Student)	2/15/11	Atkins/JB	VPAA		Referenced link to Gen Ed Assessment and Portfolio is not included.	Yes	TK
26	03-0302	Program Evaluation/Review – Certificate and AS Programs	2/15/11	Atkins/JB	VPAA		1) Reference to District Dean, Arts & Sciences/P&T Studies seems to refer to one person; is this the intent? 2) Some typos...	Yes but check with P&T	TK
27	03-0303	Student Review of Instruction (SIR II)	2/15/11	Atkins/JB	VPAA	CAN		Yes	TK
28	03-0304	Student Surveys	2/15/11	Atkins/JB	VPAA		Some typos... [Cabiner approved to move this COP to Chapter 9. 1/24/12]	Yes but check with IR	TK
29	03-0401	Advisory Committee	6/04/10	Atkins/NT	VPAA		1) No dates on adoption/revision. 2) Correct originating dept. 3) The file on the website is corrupt and should be updated. 4) Some typos...	Yes but check with P&T	TK
30	03-0402	Curriculum Committee Process	2/15/11	Atkins/JB	VPAA	???	1) References to Board Policy, FS, FAC are made but not specified. 2) Does the reference to "Lead Faculty" imply course coordinators? 3) Entire sections are repeated in the document. 4) Submission process has been changed and the policy needs to be updated. 5) Some typos...	Yes but must be updated (submission procedures have been changed).	TK
31	03-0403	Standing Committee Process	2/15/11	Atkins/JB	VPAA		1) Clarify language on release time for Chairs. 2) Some typos...	Yes	TK
32	03-0501	Continuing Education District Programming	2/15/11	Atkins/JB	VPAA		1) Is the position that of a Dean or Director for continuing ed.? 2) Some typos...	Yes but check with Continuing Education	TK
33	03-0601	Cancellation of Classes Due to Low Enrollment	2/15/11	Atkins/JB	VPAA		Some typos...	Yes	TK

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34	03-0602	Class Attendance, Absence	2/15/11	Atkins/JB	VPAA			Yes	TK
35	03-0603	Class Scheduling	2/10/11 2/16/11	Atkins/JB	VPAA		1) Reference to "Established Meeting Times and Patterns" not included. 2) Entire paragraphs are repeated; the language can be made simpler. 3) Policy 03-0601 is included in this policy in its entirety. 4) Reference to a max of 9 contact hours per semester for adjuncts is not the practice; the practice is 12 , and with permission 13. 5) Reference to Dr. Beeson and his title, Senior VP of Operations, and specific dates for the timeline should be updated and made generic. 6) Some typos...	Yes	TK
36	03-0604	Common Course Syllabus	2/15/11	Atkins/JB	VPAA		Reference to Section XIII of the syllabus should be to XII.	Yes	TK
37	03-0605	Course Deletions – “5-Year Rule”	2/15/11	Atkins/JB	VPAA	FAC 6A-10.0331 FAC 6A-14.054 (6)	1) FAC references in text are not included under "Specific Authority." 2) Who is on the General Education Committee?	Not all requirements are followed; no comments are solicited on courses left after 5 years. (JG)	TK
38	03-0607	Course Withdrawal	2/15/11	Atkins/JB	VPAA		Some typos...	Yes	TK
39	03-0608	Electronic Devices	2/15/11	Atkins/JB	VPAA			Yes	TK
40	03-0609	Friends or Family Members in the Classroom (Visitors)	2/15/11	Atkins/JB	VPAA			Yes	TK
41	03-0610	Gordon Rule Writing Intensive & Mathematics Courses	6/04/10	Atkins/NT	VPAA	FAC 6A-10.030	1) No dates on adoption/revision. 2) Correct originating dept. 3) References to FAC 6A-10.030 is not included under "Specific Authority." 4) Some typos...	Yes	TK
42	03-0611	Honors Program: Honors Research Classes	2/15/11	Atkins/JB	VPAA		1) What is the difference between honors research and undergraduate research? 2) Some typos...	Yes but check with Dr. Pendleton .	TK
43	03-0612	Individualized Study	2/15/11	Atkins/JB	VPAA		Some typos...	Yes	TK
44	03-0613	Maximum Course Attempts	2/15/11	Atkins/JB	VPAA			Yes	TK
45	03-0614	Textbook Adoption Process UNDER REVIEW	01/10 6/29/10	Atkins/NT	Office of Financial Services	FS 1001.64 6A-14.092		Under Review	TK
46	03-0701	Honorary Degrees	2/15/11	Atkins/JB	VPAA			Yes (have we awarded one yet?)	TK
47	03-0702	University Center Programs	6/04/10	Atkins/NT	Bacc./Univ. Programs	Board Policy 04-0704 FS 1007.22, 1007.33	1) No dates on adoption/revision. 2) References to FS 1007.33 and Board Policy 04-0704 are not included under "Specific Authority." 3) Is there an ESC New Programs Committee? 4) Some typos...	Yes but check with Kristen	TK
48	03-0801	Edison Online: Initial Faculty Certification	3/1/11 3/03/11	Atkins/JB	VPAA		Reference to mentoring should include mentoring, when appropriate and requested, by the department.	Yes but check with EOL	TK
49	03-0802	Edison Online: New Course Development (Blended and Online)	3/1/11 3/03/11	Atkins/JB	VPAA		Reference to mentoring should include mentoring, when appropriate and requested, by the department.	Yes but check with EOL	TK

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50	03-0803	Edison Online: Online Training for On-Campus Class Enhancement	6/04/10	Atkins/NT	VPAA		1) No dates on adoption/revision. 2) Correct originating dept. 3) Reference to mentoring should include mentoring, when appropriate and requested, by the department. 4) Some typos...	Yes but check with EOL	TK
51	03-0804	Edison Online: Renewal of Faculty Certification	6/04/10	Atkins/NT	VPAA		1) No dates on adoption/revision. 2) Correct originating dept. 3) Reference to mentoring should include mentoring, when appropriate and requested, by the department. 4) Some typos...	Yes but check with EOL	TK
52	03-0901	Dual Enrollment	2/10/11	Atkins/JB	VPAA	Board 6Hx6:3.04 FS 1007.271 FAC 6A-10.0241	1) References to FS and FAC are not included under "Specific Authority." 2) There is a discrepancy between the policy's timeline for courses to be offered at each HS and HS practices in planning in advance. 3) Some typos...	Yes but check with Dual Enrollment office	TK
53	03-0902	Enrollment Management	2/15/11	Atkins/JB	VPAA		Some typos...	Yes	TK
54	03-1001	CLAS and CLAS Waiver Requests	2/15/11	Atkins/JB	VPAA		[Is there a need for this? CLAS eliminated in Fall 2011.]	Eliminate?	TK
55	03-1002	Credit Based on American Council of Education National Guide to College Credit for Workforce Training (ACE)	2/15/11 2/16/11	Atkins/JB	VPAA		1) Reference to the position of District Dean of Instruction should be clarified. Do we have one? 2) The link to ACE should be updated.	Yes but check with P&T	TK
56	03-1003	Department Challenge Exam Policy	2/15/11	Atkins/JB	VPAA		Does everyone have the Exam Grade Report Form? Should it be included?	Yes but check with Registrar's Office	TK
57	03-1004	Final Exam Schedule	2/15/11	Atkins/JB	VPAA			Yes	TK
58	03-1101	Adjunct Faculty (Orientation, Supervision and Evaluation)	2/15/11	Atkins/JB	VPAA			Yes	TK
59	03-1102	Faculty Evaluation	2/15/11	Atkins/JB	VPAA	CNA, Article 7	Fix reference to SIR II.	Yes	TK
60	03-1103	Faculty Hiring (Adjunct)	2/15/11	Atkins/JB	VPAA			Yes	TK
61	03-1104	Faculty Hiring Procedures (Full-time)	2/15/11	Atkins/JB	VPAA			Yes	TK
62	03-1105	Faculty Office Hours	2/15/11	Atkins/JB	VPAA			Yes	TK
63	03-1106	Faculty Qualifications and Credentialing	3/04/11	Atkins/JB	VPAA		Some typos...	Yes	TK
64	03-1107	Faculty Released Classes	6/04/10	Atkins/NT	VPAA	FS 1012.82	1) No dates on adoption/revision. 2) Correct originating dept. 3) Reference to FS 1012.82 not included under "Specific Authority." 4) Some typos...	Yes	TK
65	03-1108	Faculty Rosters	2/15/11	Atkins/JB	VPAA		1) Timeline should be generic. 2) Some typos...	Yes but check with VPAA's office	TK
66	03-1109	Faculty Senate	2/15/11	Atkins/JB	VPAA		Clarify the reference to "The President" (Senate or College?).	[UNDER REVIEW]	TK
67	03-1110	Faculty Teaching Loads/Overload Hours	6/04/10	Atkins/JB	VPAA		1) No dates on adoption/revision. 2) Correct originating dept. 3) Correct references to VPAA. 4) Contradiction with CAN on minimum of hours teaching ground classes (25% vs. 50%). 5) Some typos...	Yes	TK
68	03-1111	Professional Development of Faculty	2/15/11	Atkins/JB	VPAA		Some typos...	Yes	TK
69	03-1112	Staff and Professional Development (SPD)	2/15/11	Atkins/JB	VPAA		1) Do we have a selection committee for SPD funds? 2) Correct reference to Senior VP, Operations.	Yes	TK
70	03-1201	Dean's List	2/15/11	Atkins/JB	VPAA			Yes	TK

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71	03-1202	Grade Corrections and Reports	2/15/11	Atkins/JB	VPAA		Do faculty have to communicate with students doing unsatisfactory work? They should, but the language implies they have to. What is the relevance of the statement (mentioned twice) to grade corrections?	Yes	TK
72	03-1203	Grade Forgiveness Policy	2/15/11	Atkins/JB	VPAA			Yes	TK
73	03-1204	Grade Point System	2/15/11	Atkins/JB	VPAA			Yes	TK
74	03-1205	Incomplete Grade	2/15/11	Atkins/JB	VPAA			Yes	TK
75	03-1301	Learning Resources Circulation Policies	2/15/11	Atkins/JB	VPAA			Yes	TK
76	03-1401	College Rights and Student Rights	6/04/10	Atkins/NT	VPAA		1) No dates on adoption/revision. 2) Correct originating dept. 3) Some typos...	Yes	TK
77	03-1402	Conflict of Interest (Academic Standards)	2/15/11	Atkins/JB	VPAA	Board 6Hx6:5.03 FS 112.311	One typo.	Yes	TK
78	03-1403	Copyright, Intellectual Property	9/20/10	Atkins/NT	VPAA		1) No date on signature line. 2) Correct originating dept. 3) Section numbers are off.	Yes but check with VPAA's office	TK
79	03-1501	FTE Waivers to International Students	2/15/11	Atkins/JB	VPAA			Yes	TK
80	03-1502	Student Classifications	2/15/11	Atkins/JB	VPAA			Yes	TK
81	03-1503	Student Honesty Policy (Plagiarism)	2/15/11	Atkins/JB	VPAA			Yes	TK
82	04-0101	Check Request	7/13/10	Doeble/NT	Finance	BOT 6Hx6:1.02 FS 1004.65 FAC 6A-14.073	1) Update job titles. 2) Some typos.	Yes	KT
83	04-0102	Travel Procedures	2/16/10	Doeble/NT	Finance	BOT 6Hx6:4.09 FS 112.061; 1001.02(9)(g); 1004.64(4)(b)(e); 1001.65 (16)	1) Update job titles. 2) Recommend complete revision of this COP to make it clearer and easier to follow.	Yes	KT
84	04-0103	Recording Transfers from the Foundation UNDER REVIEW	6/10/10	Doeble/NT	Finance	BOT 6Hx6:4.07 FS 1001.64(10); 1010.02; 1010.09 FAC 6A-14.075	1) Update job titles. 2) Section II A, change "No Restrictions" to Unrestricted and Section II B, change "Restrictions" to Restricted.	Yes, per Guillermo Pollanco	KT
85	04-0104	Employee Class C Subsistence Travel	2/17/10	Doeble/NT	Finance	BOT 6Hx6:4.12 FS 112.061	1) Change BOT policy reference to 6Hx6:4.09. 2) Section I D. change policy reference from 04-116 to 04-0102.	Currently no Class C travel.	KT
86	04-0105	Accountability for College-Owned Property	2/24/10	Doeble/NT	Finance	BOT 6Hx6:2.01 FS 274; 1001.64; 1013 FAC 6A-2.0010	1) Add form #'s to form references. 2) Section B. 4. ,C. And D. refers to sections that don't exist. 3) Update job titles. 4) Sections V. A. 4. a. and d. refer to "cognizant college officer". Change to specific title. 5) Section V. A. 4. skips c. 5) Section V. A. 4. d. insert "report missing fixed asset items" and "copy of the completed Incident Report".	Yes	KT
87	04-0106	Check Stop Payment and Reissue	3/16/10	Doeble/NT	Finance	BOT 6Hx6:1.02 FS 1010.02, 1001.64(44) FAC 6A-14.075	1) End of policy purpose statement drops off. 2) Recommend addition of standard Stop Payment Request form. 3) Section I. E. Other Request has no information.	Yes	KT

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88	04-0107	Independent Contractors	9/17/10	Doeble/NT	Finance	BOT 6Hx6:5.02 FS 287.057, 1001.65, 1012 FAC 6A-14.041, 6A-14.0734	1) Update job titles.	Yes	KT
89	04-0201	Purchase Requisition	2/24/10	Doeble/NT	Finance	BOT 6Hx6:1.02 FS 1001.02, 1001.03 FAC 6A-14.0734, 6A-1.012	1) Update job titles. 2) Under "Guidelines" a. cross reference procedure 04-0102. 3) Section I. B. refers to I.T. Department. Other policies refer to I.T. as Technology Services. 4) Section III. A. 4. refers to "down menu". Should be drop down menu? 5) Recommend adding all of the additional fields to section III. A. 4. 6) Recommend adding section VI. "Services can not be performed or goods received prior to issuance of a purchase order, except in the case of an emergency."	Yes	KT
90	04-0202	Purchase Orders	2/17/10	Doeble/NT	Finance	BOT 6Hx6:4.03 FS 287.017, 1001.02, 1001.03 FAC 6A-14.0734, 6A-1.012	1) Change BOT policy reference to 6Hx6:4.01? 2) In Guidelines, item a. add "See COP 04-0102". 3) Section II. A. add "the Purchasing Office will", and "See COP 04-1010" at the end of the paragraph. Section II. B. add "The Purchasing Office will". 4) Section II. E. 1. d) add reference to COP 04-1005. 5) Section VII. Add "Purchasing Office ". Also, clarify which department will contact the vendor. 6) Add "The Purchasing Office has". 7) Section X. what is a "follow-on" contract? 8) Section XI. Add "The Purchasing Office may".	Yes	KT
91	04-0203	College Credit Cards	11/3/10	Doeble/JB	Finance	BOT 6Hx6:1.02 FS 240.325 FAC 6A-14.073	1) Authority citations not lined up with correct headings. 2) Revision date format not consistent. 3) Change "the obtainment" to "issuance". 4) Update job titles. 5) Section II. Change "personal usage" to "personal use". Recommend adding "Any personal expenses must be reimbursed to the College immediately and disciplinary action may be taken in accordance with COP 05-0901." 6) Section III. Change wording to "the Charlotte and Collier campuses".	No, retail cards are held and checked out in Campus President's office. Gas card in possession of Budget Manager.	KT
92	04-0301	Student Fee Exemptions	7/06/10	Doeble/NT	Finance	BOT 6Hx6:4.17 FS 39.5085, 446.021, 1009.27, 1009.271 FAC 6A-14.054(17)	1) Change BOT policy reference to 6Hx6:4.11. 2) Under guidelines, include bullet list of exempt student fees and any student fees not exempt. 3) Section I. A. Did recent law change impact this exemption? 4) Section I. C. "Forty (40)". "ten (10)", "thirty (30)". 5) Update job titles. 6) Section II. A. Move last sentence to beginning of paragraph. Clarify "the system".	Yes, per Guillermo Pollanco	KT
93	04-0302	Establishment and Revision of Student Fees	11/09/10	Doeble/JB	Finance	BOT 6Hx6:4.17 FS 1001.64, 1009.23 FAC 6A-14.054	1) Change BOT policy reference to 6Hx6:4.11. 2) Update job titles. 3) Policy refers to Senior Vice President. Is this position being replaced? 4) Section I. B. and II. A. change to " District President" in last sentence. 5) Fee schedule attached to COP not current fees. 6) Fees not easily found on web page. Information should be more visible.	Yes	KT

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94	04-0303	Deferred Payment of Fees and Third Party Billing	2/16/10	Doeble/NT	Finance	BOT 6Hx6:4.05 FS 1004.65, 1009.27 FAC 6A-14.054(17)	1) Change BOT policy reference to 6Hx6:4.03? 2) Section I. start new paragraph at "When Florida Prepaid College Program". Delete "community" from community college. 3) Update job titles. 4) Section V. A. Is it the Accounts Receivable clerk or the District Cashier's office?	Yes	KT
95	04-0304	Fees Paid by Credit/Debit Card	2/16/10	Doeble/NT	Finance	BOT 6Hx6:4.05 FS 1010.02 FAC 6A-14.075	1) Change BOT policy reference to 6Hx6:4.03. 2) Section III. A. Add form # to credit/debit card payment form. B. Does Hendry have a drop box, too? D. Forms are not 3 part.	Yes	KT
96	04-0305	Dishonored Checks	2/16/10	Doeble/NT	Finance	BOT 6Hx6:4.06 FS 68.065, 832.07, 832.08, 1001.64, 1010.03 FAC 6A-14.0262, 6A-14.078	1) Change BOT policy reference to 6Hx6:4.10.	Yes	KT
97	04-0306	Delinquent Accounts	2/16/10	Doeble/NT	Finance	BOT 6Hx6:4.10 FS 68.065, 1001.64, 1009.27, 832.07 FAC 6A-14.054	1) Update job titles. 2) Section I. change to "Amounts due on specified payment due dates". 3) Add lines to separate Types of Payment Due and Due Date in table.	Yes	KT
98	04-0307	Student Fees Waivers	6/10/10	Doeble/NT	Finance	BOT 6Hx6:4.17 FS 112.19, 112.191, 1009.02, 1009.26, 250.10 FAC 6A-14.054	1) Change BOT policy reference to 6Hx6:4.11. 2) Reference citations do not match Authority title. 3) Update job titles. 4) Section I. B. add " is entitled to a full waiver". 5) Sections F. and G. change title to " CHILDREN AND SPOUSE ". 6) Section H add "requirements of the college". 7) Should this COP be combined with 04-0301 - Student Fee Exemptions?	Yes	KT
99	04-0308	Petty Cash Funds	2/16/10	Doeble/NT	Finance	BOT 6Hx6:4.05 FS 1001.64 FAC 6A-14.075	1) Section I change "president of the college" to "District President". 2) Eliminate Section II. 3) Section III change "District President or his designee" to "Vice President of Administrative Services". 4) Font size changes throughout document. 5) Section IV. C. What is the Imprest System? 6) Section IV. C. 3. Do offices other than Cashier's office have petty cash fund? 6) Section VI. Change order of items to A, C, B, E, D. 7) Section VI. E. change to "initial the petty cash receipt" and "disbursed to the receiver of the petty cash reimbursement ". 8) Add Section VII. VERIFICATION OF PETTY CASH FUNDS A. Petty cash funds shall be counted and verified on a weekly basis by the petty cash custodian. B. The weekly petty cash reconciliation shall be counted and verified by the petty cash custodian's supervisor or designee.	Yes	KT

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100	04-0309	Decentralized Cash and Check Collection	2/16/10	Doeble/NT	Finance	BOT 6Hx6:4.05 FS 68.065, 832.07, 832.08, 1001.09(9), 1001.64(4), 1001.65(16) FAC 6A-14.075	1) Change BOT policy reference to 6Hx6:4.03. 2) Font size changes throughout document. 3) Section I. delete last paragraph, covered in COP-04-0305. 4) Section II. A. add "the exact dollar amount". 5) Section II. D. change "department records" to "cash custodians" records. 6) Section II. H. in first sentence, change "Cashier's Office" to "Office of Financial Services". After first sentence, add "in accordance with COP 04-0305" and eliminate remainder of paragraph.	Yes. Policy is currently being updated.	KT
101	04-0310	Refund of Student Fees	3/18/10	Doeble/NT	Finance	BOT 6Hx6:4.11 FS 1009.25, 1001.64 FAC 6A-14.0541	1) Change BOT policy reference to 6Hx6:4.04. 2) Section I. A. at end of sentence add "student's Higher One account unless the student has previously designated otherwise". 3) Section II. C. Is there a time limit to request a refund? 4) Section III. change title to " OTHER REFUNDS ". 5) Section III. A. 2. change to "student's Higher One debit card. At end of sentence add " by check or ACH if previously designated." 6) Delete Section III. B. and change C. to B.	Yes	KT
102	04-0311	Administrative Drop for Non-payment of Fees UNDER DEVELOPMENT		No document		BOT 6Hx6:4.05 FS 1010.02 FAC 6A-14.075			KT
103	04-0401	Budget Transfers UNDER REVIEW	2/12/10	Doeble/NT	Finance	BOT 6Hx6:4.02 FS 1001, 1011 FAC 6A-14.0715, 6A-14.0716(5)	1) Change BOT policy reference to 6Hx6:1.02? 2) In guidelines, add "transfer budget funds in the current". 2) Policy refers to Executive Vice President? 3) Section II. A. Create new paragraph with second sentence and make it B. 4) Update job titles.	Yes	KT
104	04-0402	Budget Development	2/01/11	Doeble/JB	Finance	BOT 6Hx6:1.01 6Hx6:1.02 FS 1001.02(1)(g), 1011.01, 1011.30, 1001.64, 1004.65(1) FAC 6A-14.0716	1) Section C. Budget Approval, change "College President" to "District President". 2) Font size changes in document. 3) Update job titles.	Yes	KT
105	04-0403	Payment to Contractors	2/12/10	Doeble/NT	Finance	BOT 6Hx6:4.05 FS 1010.02, 1013.50 FAC 6A-14.073	1) Change BOT policy reference to 6Hx6:1.02?	Yes, verified with Steve Nice and Guillermo Pollanco	KT
106	04-0404	Owner Direct Purchase Program	3/15/10	Doeble/NT	Finance	BOT 6Hx6:1.01, 6Hx6:1.02 FS 1001.64, 1001.65, 1013.48, 1013.50 FAC 6A-2.0111 SREF 4.2.3		Yes, verified with Steve Nice and Guillermo Pollanco	KT

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107	04-0405	Capital Project Approval and Budget Request Process	1/24/11	Doeble/JB	Finance	BOT 6Hx6:1.01, 6Hx6:1.02 FS 1001.02(1)(g), 1011.01, 1011.30, 1001.64, 1004.65(1) FAC 6A-14.0715, 6A-14.0716(5)	1) In guidelines, add definition of Capital Projects. 2) Update job titles.	Yes, verified with Steve Nice and Guillermo Pollanco	KT
108	04-0501	Expense Allowance	1/03/10	Doeble/JB	Finance	BOT 6Hx6:1.02 FS 112.061, 1001.65 FAC 6A-14.0732	1) In Purpose Statement, change College President to District President. 2) In Guidelines, add "authorized by the District President". 3) Section IV refers to Compensation for Cellular Communication Devices Procedure 04-0503 which doesn't exist. 4) Update job titles. 5) Section VI. Class A travel paid directly to vendor? Processed as a one-time payment?	Yes, verified by Guillermo Pollanco	KT
109	04-0502	Special Pay Plan	2/10/10	Doeble/NT	Finance	BOT 6Hx6:5.02 FS 1012.865	1) Section I. capitalization of Florida Retirement System.	Yes, verified by Guillermo Pollanco	KT
110	04-0601	Facility Reservations	2/17/10	Doeble/NT	Finance	BOT 6Hx6:7.01 FS 1001.64 FAC 6A-14.054(11)		No. Policy was revised in 5/11 and those are the procedures being followed. Policy was revised again 12/11 and is currently under review.	KT

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111	04-0602	Facility Reservations-Registered University Partners	11/03/10	Doeble/JB	Finance	BOT 6Hx6:2.01, 6Hx6:7.01 FS 1001.64, 1001.65, 274 FAC 6A-14.054(11)	1) Guidelines, add definition of University Partner. 2) Section I. A. change second sentence to "will coordinate with the Director of Auxiliary Services and/or Campus Director of Administrative Services ". 3) Section I. C. change to "Room rates and availability are verified and confirmed by the Director of Auxiliary Services and/or Campus Director of Administrative Services ". 4) Section I. D. replace OB&UP with Director of Auxiliary Services. 5) Add new section E. Tax exempt organizations are required to provide a copy of their valid tax exempt certificate. 5) Change existing E. to G. and add "the Director of Auxiliary Services will route the University Partner contract for execution" at the end of the first sentence. 6) Update job titles. 7) Section F, change first sentence to "Any fees waived should be approved by the appropriate campus president on the Facility Use and Service Fee Waiver Request form (BO-036). 8) Delete section G. 9) Sections II and III, change fifteen (15) business days to five (5). 10) Under List of Required Paperwork, add Certificate of Tax Exemption (if applicable) and Facility Use and Service Fee Waiver Request Form (BO-036).	No, because of procedural changes in COP 04-0601. Judy Pultro is in the process of updating the COP for review.	KT
112	04-0603	Use of Alcoholic Beverages	7/06/10	Doeble/NT	Finance	BOT 6Hx6:2.04 FS 1001.64(5), 1001.64(44), 1001.65	1) Recommend new form be created Authorization of Alcoholic Beverages.	Yes	KT
113	04-0604	Auxiliary Enterprises	11/01/10	Doeble/JB	Finance	BOT 6Hx6:1.07, 6Hx6:4.06 FS 1001.64, 1004.70 FAC 6A-14.077	1) Insert "District" in front of President throughout. 2) Change job titles.	Yes. Judy Pultro is in process of updating to change titles.	KT
114	04-0605	Financial Aid/Bookstore Integration Process	3/18/10	Doeble/NT	Finance	FS 1001.64 FAC 6A-14.092	1) Add BOT policy reference 6Hx6:1.02 2) Section I. B. \$1,000 per academic year or semester? 3) Section I. C. add "financial aid using the Connect Card ". 4) Change job titles. 5) Section III and IV needs to be updated to reflect Connect Card procedures.	Yes, needs to be updated to reflect newly implemented procedures. Judy Pultro is drafting revisions.	KT
115	04-0607	Funds Derived from Auxiliary Enterprises	11/01/10	Doeble/JB	Finance	BOT 6Hx6:4.06, 6Hx6:1.07 FS 1001.64 FAC 6A-14.077	1) Guidelines, add District before President. 2) Change job titles.	Yes. Judy Pultro is in process of updating to change titles.	KT

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116	04-0701	College Club and Organization Accounts	3/01/10	Doeble/NT	Finance	BOT 6Hx6:1.02, 6Hx6:7.01 FS 1001.02, 1001.03, 1006.63 FAC 6A-14.057	1) Change BOT policy reference from 7.01 to 4.03. 2) Section II. B. eliminate first sentence.	Yes	KT
117	04-0702	Institutional Affiliations and Memberships	9/29/11	Doeble/ML	Finance	BOT 6Hx6:4.13 FS 1001.64	1) Change BOT policy reference to 6Hx6:1.02. 2) Update job titles.	Yes, per Guillermo Pollanco	KT
118	04-0703	Suspected or Known Fraud, Abuse or Other Illegal Acts	11/01/10	Doeble/JB	Finance	BOT 6Hx6:2.10 FS 1001.20 FAC 6A-14.060	1) Update job titles.	Yes, per Guillermo Pollanco	KT
119	04-0704	Funding Capital Needs UNDER REVIEW	2/17/10	Doeble/JB	Finance	BOT 6Hx6:1.02 FS 1013.61, 131.64, 1013.65, 1009.23 FAC 6A-14.0716	1) Update job titles.	Yes, per Guillermo Pollanco	KT
120	04-0705	Promotion, Public Relations, and Hospitality of Business Guests UNDER REVIEW	2/17/11	Doeble/JB	Finance	BOT 6Hx6:1.01, 6Hx6:1.02, 6Hx6:4.09 FS 1010.08 FAC 6A-14.077	1) Change BOT policy 6Hx6:4.09 reference to 4.06. 2) Section II. Eliminate first sentence of second paragraph. 2) Update job titles. 3) Section IV. C. Start new paragraph at "Expenditures related to hospitality accounts".	Yes, per Guillermo Pollanco	KT
121	04-0706	Investment Procedure	3/04/10	Doeble/NT	Finance	BOT 6Hx6:1.02 FS 518.07, 215.45, 215.47, 218.415, 280, 1001.44, 1001.02, 1001.64 FAC 6A-14.0765	1) Update job titles. 2) Section V. C. 1. Insert Edison State College.	Yes, per Guillermo Pollanco	KT
122	04-0901	Insurance Coverage & Requirement for Professional Services	2/12/10	Doeble/NT	Finance	BOT 6Hx6:1.01, 6Hx6:1.02 FS 284, 287, 624-651, 1001.64, 1004.725 FAC 6A-14.024, 6A-14.0261	1) Section I refers to Exhibit A. There is no "Exhibit A".	Yes, per Guillermo Pollanco	KT
124	04-1001	Prequalification of Contractors for Educational Facilities	2/17/11	Doeble/JB	Finance	SREF (2007) 4.1 BOT 6Hx6:1.02, 6Hx6:2.11 FS 255.05, 287.055, 1013.45, 1013.46(3) FAC 6A-14.0734, 6A-2.0010	1) Does correct SREF citation need to include "Rev 2009"? 2) Section I. A. 1. change SREF citation to Section 4.1(1)(b). 3) Section II. A. 2. change SREF citation to Section 4.1(1)(c) ? 4) Update job titles. 5) Section II. F. 5. refers to COP 07-0721 which doesn't exist.	Yes, per Guillermo Pollanco	KT

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125	04-1002	Invitation to Bid (ITB)	2/17/11	Doeble/JB	Finance	SREF (2007) 4.2 BOT 6Hx6:1.01, 6Hx6:1.02 FS 1001.02, 1001.03, 1010.02, 287.057, 287.017 FAC 6A-14.0734, 6A-1.012	1) Does correct SREF citation need to include "Rev 2009"?	Yes, per Guillermo Pollanco	KT
126	04-1003	Design-Build RFP Construction Procurement	2/17/11	Doeble/JB	Finance	SREF (2007) 4.1 and 4.2 BOT 6Hx6:1.01, 6Hx6:1.02 FS 1013.45, 287.055, 255.0525 FAC 6A-14.0734	1) Does correct SREF citation need to include "Rev 2009"? 2) Update job titles.	Yes, per Guillermo Pollanco	KT
127	04-1004	Price Quotes	2/17/11	Doeble/JB	Finance	BOT 6Hx6:1.01, 6Hx6:1.02 FS 287.017 FAC 6A-14.0734		Yes, per Guillermo Pollanco	KT
128	04-1005	Sole Source/Single Source Procurement	2/17/11	Doeble/JB	Finance	BOT 6Hx6:4.01 FS 1001.02, 1001.03, 1010.02 FAC 6A-14.0734, 6A-1.012		Yes, per Guillermo Pollanco	KT
129	04-1006	Architectural & Engineering Services Procurement	2/17/11	Doeble/NT	Finance	SREF 4.1 BOT 6Hx6:1.01, 6Hx6:1.02 FS 287.055, 1004.67 FAC 6A-14.0734	1) Update job titles.	Yes, per Steve Nice and Guillermo Pollanco	KT
130	04-1007	Construction Management Services Procurement	2/17/11	Doeble/JB	Finance	SREF (2007) 4.1 and 4.2 BOT 6Hx6:1.01, 6Hx6:1.02 FS 1013.45(1)(c), 287.055, 255.0525 FAC 6A-14.0734	1) Does correct SREF citation need to include "Rev 2009"? 2) Update job titles.	Yes, per Steve Nice and Guillermo Pollanco	KT
131	04-1008	Solicitation Protests	2/17/11	Doeble/JB	Finance	BOT 6Hx6:1.01, 6Hx6:1.02, 6Hx6:4.01 FS 120.57(3), 287.042(2)(c), 255.0516 FAC 6A-14.0734, 6A-1.012		Yes, per Guillermo Pollanco	KT

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132	04-1009	Formal Solicitation Screening Selection Process/Scoring Methodology	2/17/11	Doeble/JB	Finance	BOT 6Hx6:1.01, 6Hx6:1.02, 6Hx6:4.01 FS 287.057, 287.058 FAC 6A-14.0734, 6A-1.012		Yes, per Steve Nice and Guillermo Pollanco	KT
133	04-1010	Approved Vendor List	2/17/11	Doeble/JB	Finance	BOT 6Hx6:1.02 FS 1001.02, 1001.03 FAC 6A-14.0734		Yes	KT
134	05-0101	Equal Employment/Equal Access	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:200 FS 1001.64/.65	Should BOT be 2.05?	Yes, EEOC	CR
135	05-0102	Designation and Notification of Equity Coordinator	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:2.05 FS 1001.64(4)(b); 1001.65(3)	Senior VP Operations position referred to; Director of Com an Marketing referred to -- these positions still exist?	Yes, by law	CR
136	05-0103	Harassment	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:2.03 FA 1001.64/65		Yes, Civil Rights	CR
137	05-0104	Americans with Disabilities Act	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.00	Should BOT be 5.02? Senior VP position referred to -- position still exists?	Yes, ADA	CR
138	05-0105	Employee Files and Transcripts	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hxy:1.01 FS 1001.64, 1012.81		Yes, Public Records Act, Chpt. 119	CR
139	05-0106	Employee Acceptance of State Laws, College Policies and Procedures	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hxy? FS 001.64/1012.80	Should BOT be 1.01?	Yes, Florida Statutes	CR
140	05-0107	Discrimination and Harassment Complaint Procedure	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:2.03 FS 1001.64/65	Senior VP Operations position referred to -- position still exists?	Yes, BOT	CR
141	05-0201	Employment Classifications	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:1.01 FS 1001.64, 1001.65, 1012.82	Senior VP Operations position referred to -- position still exists?	Yes, Florida Statutes	CR
142	05-0202	Job Descriptions	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1001.64, 1004.65		Yes, by law	CR
143	05-0301	Recruitment and Selection UNDER REVIEW	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:1.01 FS 1001.64, 1004.65 COP 05-0606 COP 05-0305	contacted HR -- awaiting reply	Yes, federal and state laws, state statutes, BOT	CR
144	05-0302	Appointments	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:1.02 FS 1001.64, 1004.65, 1012.83		Yes, State Board of Ed Rules, Chpt 6A-14 and BOT, SACS	CR

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145	05-0303	Student Employment	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1001.64/65		Yes, by law	CR
146	05-0304	Volunteer Services	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1001.64 FAC 6A-14.0247, 6A-14.0287		Yes, by law	CR
147	05-0305	Employment Background Checks	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.00 FS 1012.855-875	Should BOT be 5.02?	Yes, by law	CR
148	05-0306	Resignation and Personnel Clearance Procedures	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1001.65	Senior VP Operations referenced -- position still exists?	Yes, by law	CR
149	05-0307	Other Employment	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:1.01 FS 1001.64, 1004.65	Should BOT be 5.02?	Yes, by law	CR
150	05-0308	Employment of Relatives	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:1.01 FS 1001.64, 1004.65	Should BOT be 5.02?	Yes, by law	CR
151	05-0401	Salary Administration	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875		Yes, BOT Compensation Philosophy, Collective Negotiations Agreement	CR
152	05-0402	Overtime and Compensatory Time	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875		Yes, FLSA	CR
153	05-0403	Payment Schedule and Garnishments	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875		Yes, by law	CR
154	05-0404	Payroll Deductions	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.81-83		Yes, by law	CR
155	05-0501	Scheduling Work	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.81-83		Yes, BOT and Collective Negotiations Agreement	CR
156	05-0502	Unscheduled Closings	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-0875	Should BOT be 2.06? Senior Vice President, Operations position mentioned -- still exists?	Yes, by law	CR
157	05-0503	Holidays	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:2.06 FS 1001.65		Yes, by law	CR
158	05-0504	Sick Leave	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875		Yes, by law	CR

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159	05-0505	Vacation Leave	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875		Yes, by law	CR
160	05-0506	Other Leaves of Absence	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.00 FS 1012.855-875	Should BOT be 5.02?	Yes, by law	CR
161	05-0507	Family and Medical Leave	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.00 FS 1001.64(4)(b), 1001.65(3), 1012.865	Should BOT be 5.02?	Yes, Florida Statutes, FMLA and BOT	CR
162	05-0601	Group Benefits Program	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02		Yes, by law	CR
163	05-0602	Educational Benefits	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.865		Yes, BOT and Florida Statutes	CR
164	05-0603	Retirement Incentive Program (RIP)	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1001.65	Reference to COP 05-0606	Yes, BOT, Florida Retirement System	CR
165	05-0604	Deferred Retirement Option Program (DROP)	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.00 FS 1012.81-83	Should BOT be 5.02?	Yes, BOT and Florida Retirement System	CR
166	05-0605	Length of Service Awards	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875		Yes, BOT and Florida Statutes	CR
167	05-0606	Retirement and Continuation of Benefits	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.00 FS 1001.64, 1012.685, 1012.87, 1012.875, 121.051(2)(c), 1001.64	Should BOT be 5.02? Reference to COP 06-0604 and COP 06-0603	Yes, BOT and Florida Retirement System	CR
168	05-0701	Performance Management	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875		Yes, BOT and Florida Statutes	CR
169	05-0801	Accidents and Worker's Compensation	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.00 FS 1001.64, 440.12, 440.13		Yes, BOT and Florida Statutes	CR
170	05-0802	HIV/AIDS and Other Life-Threatening Illnesses	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.01 FS 1001.64/68		Yes, BOT and Florida Statutes	CR
171	05-0803	Drug-Free Campus and Workplace	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:2.04 FS 1001.65		Yes, Drug Free Workplace Act	CR

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172	05-0901	Disciplinary Procedures	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1001.65		Yes, BOT and Florida Statutes	CR
173	05-0902	Informal Complaint Procedure and Complaint Resolution	1/31/11	Fairfax/JB	Office of Human Resources	BOT 6Hx6:2.03 FS 1001.64/65		Yes, BOT and Florida Statutes	CR
174	05-0903	Standards of Conduct	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875	Should BOT be 5.03?	Yes, BOT and Florida Statutes	CR
175	05-1001	Reduction in Force	11/01/10	Fairfax/JB	Office of Human Resources	BOT 6Hx6:5.02 FS 1012.855-875	Senior VP of Operations referenced -- does position still exist?	Yes, BOT and Florida Statutes	CR
176	06-0101	Student Admissions Policies and Procedures	8/23/10	Coughlin	Student Services	Board 6Hx6:6.05; F.S. 1001.64, 1001.65, 1007.263	MAN 2021 (p. 10) will no longer be required prior to enrollment in any upper division course as of Fall 2012. Recommend condensing. • Pg 4, Section VI – missing the following limited access programs: o Emergency Medical Services Technology, AS o EMT-Basic, Certificate o EMT-Paramedic, Certificate • Pg 8, 9, & 10 – refers to “The Associate Dean of Baccalaureate Programs” • Pg 12 – refers to FCELPPT rather than PERT	Verified with College catalog, further verification will need to be done with individual departments.	JG
177	06-0102	Residency for Tuition Purposes	4/12/10	Coughlin /NT	Student Services	F.S. 1009.21; 6A-10.044 F.A.C.	Pg 3, C. Tier One #4 (Declaration of Domicile) needs to move to Tier Two documentation. Pg 3, C. Tier One #8 needs to be removed. Pg 4, #4 -“The claimant has an immediate...” needs to be removed. Pg 4, # 7 and #8 need to be removed.		JG
178	06-0103	Validation of High School Transcript for Admission Purposes UNDER REVIEW	6/27/11	Coughlin /NT	Registrar's Office	F.S. 1002.41; 1003.428; 1003.438; 1003.43	no changes needed at this time.		JG
179	06-0201	Student Records Procedures (FERPA)	4/12/10	Coughlin /NT	Student Services	F.S. 1001.64(8); 1002.225; 34CFR-99	no changes needed at this time.		JG
180	06-0202	Student Registration Policies	4/12/10	Coughlin /NT	Student Services	F.S.1001.64; 6A-10.0315; 6A-14.0301; 6A-14.0541 F.A.C.	(Policy has been redone per Pat Newell.) Pg 3, V. Refund Policy – refers to “Schedule Adjustment Forms” should be “Refund Form”– Pg 4, IX. Withdrawal o “...students cannot withdraw from their entire semester schedule on the web” not true, there is nothing in BANNER to stop them from withdrawing from all of their classes. o “Upon the 3rd attempt, the student is not permitted to withdraw...” not true, there is nothing in BANNER to stop them from withdrawing.		JG

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181	06-0203	Life Long Learning Surcharge	4/12/10	Coughlin /NT	Student Services	Board 6Hx6:4.11; F.S. 1009.285; 6A-14.054 F.A.C.	no changes needed at this time.		JG
182	06-0204	Grading Policy	4/12/10	Coughlin /NT	Student Services	F.S. 1001.64; 1004.68; 6A-14.0301 F.A.C.	<ul style="list-style-type: none"> • Pg 2, Maximum Course Attempts – although the policy is correct “upon the 3rd attempt the student is not permitted to withdraw...” Banner does not enforce. • Pg 2, Course Withdrawal Policy o Last paragraph - although the policy is correct “upon the 3rd attempt the student is not permitted to withdraw...” Banner does not enforce. • Pg 3, 1st paragraph last sentence “A student may not register for a class in which they have an “I grade” should be removed, we cannot enforce. • Pg 4, 1st paragraph - although the policy is correct “upon the 3rd attempt the student is not permitted to withdraw...grade assigned is the final grade for the course” Banner does not enforce. • Pg 4, last paragraph “Student requests for a change of grade to a “W” must be submitted through a petition...” either remove or clarify that passing grades cannot be changed. 		JG
183	06-0205	Dean’s List	2/10/11	Newell/JB	Student Services	none	Last sentence, remove SLS prefix		JG
184	06-0206	Baccalaureate Commencement Honors	4/12/10	Coughlin /NT	Student Services	none	no changes needed at this time.		JG
185	06-0207	Academic Second Chance	2/10/11	Newell/JB	Student Services	none	no changes needed at this time.		JG
186	06-0208	Effective Catalog Procedure	2/11/11	Newell/JB	Student Services	none	no changes needed at this time.		JG
187	06-0209	Academic Calendar Procedure	5/24/10	Coughlin /NT	Student Services	F.S. 1001.02(1), (2)(n), 1006.50, 1007.01; 6A-10.019 F.A.C.	no changes needed at this time.		JG
188	06-0210	Graduation Requirements	3/4/11	Atkins/JB	Student Services	none	<p>College level EAP credits were changed beg 2011-2012 from 12 to 6. See I(B). No CLAS. See I(G) & II(H). Need 8-10 credits in foreign lang. See II(G)(2).</p> <ul style="list-style-type: none"> • Pg 2 A1 – remove “no later than the Friday of the 3rd week of classes” and replace with “date published in the Official College Calendar” • Pg 2 A2 – remove “no later than the Friday of the 2nd week of classes” and replace with “date published in the Official College Calendar” • Pg 2 B – should be “6 hours” of EAP • Pg 2 G – remove • Pg 3 D – remove “for all work at Edison State College” • Pg 3 H – remove 		JG

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189	06-0211	Diploma Management Regulations	2/10/11	Newell/JB	Student Services	none	no changes needed at this time		JG
190	06-0212	Transfer of Academic Credit	2/16/11	Atkins/JB	Student Services	none	needs reviewing to ensure it's in compliance with the Articulation Coordinating Committee credit-by-exam equivalencies.		JG
191	06-0213	Transcript Requests	4/12/10	Coughlin /NT	Student Services	none			JG
192	06-0214	Petitions for Academic Regulations	4/12/10	Coughlin /NT	Student Services	none	Under guidelines, numbering is off, should be a #3 next to substitution/waiver. Procedures – 2nd line, remove “Counseling or Campus Dean’s Office” and replace with “Academic Advising and online”. • Remove Appeal of an Academic Petition paragraph		JG
193	06-0215	Release of Student Information	4/12/10	Coughlin /NT	Student Services	not cited	no changes needed at this time.		JG
194	06-0216	Priority Registration Rules	2/11/11	Newell/JB	Student Services	none	Pg 2 prerequisites – change CPT to PERT		JG
195	06-0217	Substitutions/Waivers REVISED	7/08/11	Atkins	Academic Affairs	none	Under revision by Dean’s Council		JG
196	06-0301	Financial Aid Policies and Operations	4/12/10	Coughlin /NT	Student Services	none	Reference is made to an attached manual--not attached.		JG
197	06-0302	Edison State Cares	4/12/10	Coughlin /NT	Student Services	none			JG
198	06-0303	Verification of FAFSA Information	4/12/10	Coughlin /NT	Student Services	none	Policy refers to CFR, Title 34, Part 668, Subpart E--should be cited under "Specific Authority"		JG
199	06-0304	Financial Aid Packaging Guidelines	4/12/10	Coughlin /NT	Student Services	none	Outline of priorities. No other explanation.		JG
200	06-0305	Short Term Loan Assistance	4/13/10	Coughlin /NT	Student Services	none	Policy references 6Hx6:4.05 for delinquent loans--should be cited under "Specific Authority." Does not define "reasonable payments."		JG
201	06-0401	Academic Advising General Procedures	2/10/11	Newell/JB	Student Services	none	(Policy has been redone per Pat Newell.) Need to remove CLAST.		JG
202	06-0402	Initial Advising Appointment	2/10/11	Newell/JB	Student Services	none	(Policy has been redone per Pat Newell.) Need to remove CLAST.		JG
203	06-0501	Assessment Services: FCLEPT	2/10/11	Newell/JB	Student Services	F.S. 1007.263; 6A-10.0315(20) F.A.C.	Should this policy also list PERT cut-off scores?		JG
204	06-0502	CLAST	2/10/11	Newell/JB	Student Services	6A-10.0311(14) F.A.C.	Need to update per July 1, 2011 CLAS decision		JG
205	06-0601	Counseling Services Operations	4/12/10	Coughlin /NT	Student Services	none	Kathie Morris has a revised version--includes Ombuds role.		JG
206	06-0604	Academic Standards of Progress	2/10/11	Newell/JB	Student Services	none	Should move from Counseling folder to Advising folder.		JG
207	06-0701	Student Organizations (Including SGA)	2/11/11	Newell/JB	Student Services	none			JG
208	06-0702	Student Organizations (Communications)	2/11/11	Newell/JB	Student Services	none			JG

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209	06-0703	Public Assembly Procedure	2/11/11	Newell/JB	Student Services	none	Policy lists one free speech area on Charlotte, Collier, and Lee campuses. What about the other campuses?		JG
210	06-0704	Student Activities and Event Procedures	2/11/11	Newell/JB	Student Services	none	Purpose statement: student travel.		JG
211	06-0705	Student Travel Procedures	2/11/11	Newell/JB	Student Services	none	Purpose statement: student travel.		JG
212	06-0801	Drop Parameters Approval Procedure	4/12/10	Coughlin /NT	Technology Services?	none	(Tech Services informed Student Services to delete this policy since Finance has one to cover it.) 2nd sentence under Guidelines is incomplete. Uses "C.I.O." without citing the full title on document.		JG
213	06-0802	Student Code of Conduct	2/14/11	Newell/JB	Student Services	F.S. 1006.60	Policy references other Florida Statutes and State Rules--should be cited under "Specific Authority"		JG
214	06-0803	Student Academic Grievance	9/29/11	Atkins	Student Services	F.S. 1001.65	(Policy is under review per Pat Newell.)		JG
215	06-0804	Formal Administrative Grievance Procedure (Non-Academic Issues)	2/04/11	Atkins/JB	Student Services	F.S. 1001.65	(Policy is under review per Pat Newell.) References 6Hx6:2.03; needs to cite in "Specific Authority."		JG
216	07-0701	Receiving	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.02, 1001.03 FS FAC: 6A-14.0261	Is this the same on all campuses. Are there exceptions, i.e. furniture, copy paper, duplication of documents, food? III. Doesn't the purchasing dept correspond with the vendor and receiving for return items? Where is the "Outgoing Shipment Form"? Add Board Policy 2.13?	Steve Nice	EK
217	07-0702	Approval of Change Proposal Request Utilizing Contingency Funds of the Project	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.64 FAC: 6A-14.0716	Correct title in Table of Contents -- Approval of Change Proposal Request (CPR)/Construction Change Directive (CCD) Utilizing Contingency Funds of the Project. Confusing use of owner, project lead, director. In IV is the Budget Administrator for the department or college? Are 07-702, 703, 704, 714, 718 related?	Steve Nice	EK
218	07-0703	Certificate of Final Inspection	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.01 & 1.02; FS: 1001.64, 1001.65, 1013.37, 1013.371; 1013.38; FAC: 6A-14.0261	What is the definition of projects -- new buildings, remodeling etc...? Who prepares the CFI? Is the CFI an Edison document? 07-0704 refers to remodeling, new building and repairs and 07-0718 plan review	Steve Nice	EK

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219	07-0704	Facilities Planning and Florida Building Code Compliance	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 235.017 & 235.26, 1001.65 FAC: 6A-14.0261	See also 07-703 & 07-0718. Is community college still correct? This policy is only for Facilities Services? In II. Is this a procedure or program. This section explains Phase III but there are flow charts of with Phases I, II, & III attached, only phase III is addressed. The flowcharts are not mentioned in the policy, documents attached are not referenced in the document or in an easily understood order. Some areas are not descriptive as to the department being part of the college or a county/state govt building department or agent. Section D: References FS Chapter 489, which is not listed under specific authority on first page. What is the work order system that utilizes an inspectors signature? There is no mention if any of these documents go to the Business office for budgeting. Excessive underlining with no purpose throughout the procedure. Somewhat hard to understand this procedure as there are so many different areas it covers - construction, repairs, remodeling with a large variety of certificates required. If the flow charts and forms were referenced in the policy it may be easier to understand.	Steve Nice	EK
220	07-0705	Enforcement of Contract Terms and Conditions for Each Contractual Service Contract	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.64, 1001.65 FS FAC: 6A-14.0261	What types of service contracts? Just for facilities services or the whole college? Will ESC or the Budget Administrator appoint a contract manager. Who is the contract manager? Section IV. Need performance -- shouldn't that be part of the contract? If this is done on a departmental basis is the stamp mentioned at the end used? See 07-0711 for payment of service contracts, should they be combined.	Steve Nice	EK
221	07-0706	Employee Time Records	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 & 5.02 FS: 1001.64, 65, 1012.81-83, 1012.855-875 FAC: 6A-14.037	Is this just for construction jobs (clarify). Is there a form they use - can it be attached to policy. Check on who signs the form. In III it states assist a fund code should that be assign? Title of policy may be misleading if it is only for construction jobs.	Steve Nice	EK
222	07-0707	Performance of Preventative Maintenance	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 & 7.01 FS: 1001.65	II. Should 07-0705 be referenced for contracts? Does it include plumbing?	Steve Nice	EK
223	07-0708	Processing College Property Move Requests	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65	May want to change "form" to "Property Move Request "in Purpose Statement and Guidelines. Where does this form come from? Leave titles, remove persons name on III. Clarification of are or are not on college inventory. Should III Work order request be I.	Steve Nice	EK
224	07-0709	Processing of Custodial Service Request	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65	Title change from Custodial to Janitorial to match form being used. Reference 07-0713 since form mentions table and chair setup.	Steve Nice	EK

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225	07-0710	Processing of Motor Vehicle Certification Checklist	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65 ? SREF	Is this only automobiles? No checklist attached. May reference 07-0720 license, 07-0722 use of, 08-0829 license and use of	Steve Nice	EK
226	07-0711	Processing of Service Contract Application for Payment	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65 ? SREF	Should this be part of 07-0705 regarding service contracts	Steve Nice	EK
227	07-0712	Processing of Work Orders	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65	IV. RFP - who pays for materials, if requesting dept do they know before it is done? V. Supervisor also Manager of requesting dept or facilities?	Steve Nice	EK
228	07-0713	Processing Table/Chair Set-Up Requests	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65	Is this part of R-25 yet? Otherwise OK	Steve Nice	EK
229	07-0714	Project Request	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65	Title needs to be more descriptive (renovation & remodeling) this is more to do with budgetting. I. change line 4 documents and to download. V who signs off? VI is the requesting party informed of the costs?	Steve Nice	EK
230	07-0715	Release of Drawings to Other ESC Departments or Outside Agents	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65	Title: Release of Facilities Drawings..... The purpose say protect files but only drawing are discussed in procedures.	Steve Nice	EK
231	07-0716	Request for Facilities Use During Official Closed Days	10/21/10	Nice/Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65	Adjuncts are not included? Is this all campuses. No SV of Ops. Compare to 08-0825 after operational hours.	Steve Nice	EK
232	07-0717	Request for Information Log	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65 6A-14.0261 SREF	Title is vague. Just facilities or any information?	Steve Nice	EK
233	07-0718	Requirements for Plan Review of Construction Documents	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1013.38 & .50 SREF	Mentions board and school board - needs clarification. FS1013.371 & FS 553.79(5) and more in document not on page 1. Are there copies of all the forms mentioned? Where do the forms come from? 6. Who is we? May want to cross-reference to 07-0704.	Steve Nice	EK
234	07-0719	Substantial Completion of Projects	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65 FAC: 6A-14.0261 SREF	Cross ref 07-0704. Should I. D. be concurrence not occurrence? Cross ref 07-0703, 714, 718.	Steve Nice	EK
235	07-0720	Verification of Motor Vehicle License	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65 FAC: SREF	Recommend combining 07-0722 and 08-0829. They are the same but with slightly different verbage and a little different info in each	Steve Nice	EK
236	07-0721	Verification of Vendor's License and Insurance	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.65 FAC: SREF	V. Put position not persons name. Is this policy just for Facilities services? Does that mean it is different than a policy finance would have or other departments?	Steve Nice	EK
237	07-0722	Use of College Vehicles	2/28/10	Thomas	Facilities Planning & Mgmt	BP: 6Hx6:1.02 FS: 1001.64-64 FAC: 6A-14.072	Recommend combining 07-0720 and 08-0829. They are the same but with slightly different verbage and a little different info in each.	Steve Nice	EK

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238	08-0801	Annual Local Fire Department Inspection and Reporting Process	9/30/10	Parfitt/ Browder	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64, 65, 1013.12 FAC: Chap 5, sce 5.1(a)(1)	Ref: 08-0803, 0811, 0813, 0814, and 0824; regarding fire safety and alarms some should be combined. Note District Wide Compliance Binder in Security. This is a Local Requirement. This procedure is under review for updating.	Parfitt - Yes	EK
239	08-0802	Annual Security Report	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64, 65, 1013.12 (5), 1006.67 FAC: FRR DE 34 CFR, Part 668	Can this be notated that it is in the Campus Safety Guide page 20. This guide has excellent information. May reference or combine 08-0819, 0827, 0828, & 0830. This is a Federal Requirement. Add Board Policy 2.03, 2.04, 2.07	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
240	08-0803	Annual SREF Safety Inspection & Reporting Process	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 235.06, 1001.64, 65, 1013.12 FAC: Chap 5, sce 5.1(a)(1)	Ref: 08-0801, 0811, 0813, 0814, and 0824; regarding fire safety and alarms some should be combined. This is a State Requirement.	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
241	08-0804	Campus Security Escort Service	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65	OK	Parfitt - Yes	EK
242	08-0805	Campus Violence Prevention	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65	References Employee Policy Manual, could not find on web site or doc manager -- according to HR there is no "Employee Policy Manual". That would consist of all of HR's COP's. Similar to 08-0802, 0827, 0828, & 0830	Parfitt - Yes	EK
243	08-0806	Daily Radio Log	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65	OK	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
244	08-0807	Department of Public Safety	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64, 65, 1012.88	Not sure if this is a procedure more of a description. It does reference FS 1012.88 not listed on page 1 - which tells what they are authorized to do and their credentialling. May want to reference 08-0802, 0827, 0828, & 0830. Is there a department manual.	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
245	08-0808	Elevator, Elevator Telephone and Emergency Telephone Security Checks	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65, 1013.12	OK	Rick Parfitt	EK
246	08-0809	Emergency Procedure for Plumbing, Electrical, HVAC Problems	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65, 1013.12	If this is strictly for PS & FS OK. Need to be more specific if it applies to all students/employees they should just contact PS/FS.	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK

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247	08-0810	Emergency Response Manual	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.64-65, 1013.11	Who is the Emergency Management team, where is this manual. Should students and Employees refer to the Campus Safety Guide and Faculty/Staff Safety guide but not everything.	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
248	08-0811	Fire Safety	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64, 65, 1013.11	Ref: 08-0801, 0803, 0811, 0813, 0814, and 0824 Fire information. May wish to refer Students and Staff to Safety guide on PS webpage. Procedures 1. Campus buildings - does this mean all or those affected? Section Proce II. B. Shut off equipment before leaving -- add not in life threatening situation. Section 5 repeats parts of II also may need to move I & J up to below C. Who knows where Emergency evacuation areas are -- public safety will they direct people? MSDS should be kept in at least two separate places -- not stated but isn't this the case. So if problem in H or C we can get info from D although D is close to C if there is an evacuation? Section VII will need to become effective with dorms.	Rick Parfitt	EK
249	08-0812	Exterior Lighting Reports	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64, 65, 1013.12	Can this be combined with 08-0823 Problem Reports, than no problems? Similar to 08-0815 Buiding Inspection & Reporting (not construction related)	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
250	08-0813	Fire Extinguisher Check	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64, 65, 1013.11 & 12 Nat Fire Prot Assoc Standard 10	Ref: 08-0801, 0803, 0811, 0813, 0814, and 0824 Fire information	Rick Parfitt	EK
251	08-0814	Golf Cart Use and Preventive Maintenance	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65	VI. Not allowed on covered walkways or breezeways, perhaps this should be revised. Where is the "Florida Community College Risk Management Manual" do we still fall under Community college. Do we have a golf cart that is street legal, what guidelines for that and who drives it?	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
252	08-0815	Building Inspection and Reporting Process	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64, 65, 1013.12	Can this be combined with 08-0823 Problem Reports, than no problems? Similar to 08-0812 Lighting. Sec III. Who does followup inspections? Who/Where is Contract Compliance Officer? Also see 07-0707 Performance of Preventative Maintenance (more to do with electrical & HVAC). Preventative & Preventive have the same definition, we use both.	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK

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253	08-0816	Key and Building Control and Management	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65	Sect VI. Have the Deans or Dept Heads been provided with a list? Sect VI. Refer to 07-0716 and 08-0825 After hours and closed admittance.	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
254	08-0817	Laboratory Safety	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65 & 1013.11 SREF Chapt 4.2(6)	Is there training for instructors and students by paraprofessionals. Are the paraprofessionals and public safety conducting an annual inspection. This affects Science Labs, Health Science Labs, Nursing, Dental, Optical. How is this tracked?	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
255	08-0818	Monitoring of Fire Alarm Panels	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64, 65, 1013.12 Nat Fire Prot Assoc Standard 72 SREF Chapt 5, Sect 5.1(a)(1)	Ref: 08-0801, 0803, 0811, 0813, 0814, and 0824 Fire information. Section V if it is not fixed what is the policy to keep that area safe in case a fire occurs before it is fixed?	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
256	08-0819	Monthly Activity Report	01/20/11	Parfitt/ Browder	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65 34 CFR Part 668	08-0802 Annual Report. Can they be combined.	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
257	08-0820	Hazardous Materials Communication	2010	Thomas	Public Safety	BP: 6Hx6:1.01 & 1.02 & 7.03 FS: 1001.64-65 & 1013.12	Guidelines information and training to all employees or affected employees. Sect I. C. Are ALL labs, workrooms & storage rooms posted?	Rick Parfitt	EK
258	08-0821	Student Emergency Notification	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 1001.65 FERPA	OK	Rick Parfitt	EK
259	08-0822	Traffic and Parking Control	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 316, 1001.64-65	Pg 2 Para 5 - Should "assist students" to "assist all people". Page 3 Para 2 roller equiped items add "on sidewalks"? Page 3, 1. Should the parking lot key cards be mentioned?. Page 3 III. B. Who issues disabled permits "Edison"? C. These times should be the same as 08-0825 06:30 am - midnight. Page 4. E move to after J? Sect IV. I Bicycles not allowed in breezeway, but parking between I & J Bldgs is the breezeway. Page 6. What are the fines for faculty and staff, only students mentioned. How does this affect "Pops Concert & Barbara B Mann".	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
260	08-0823	Problem Reports	2010	Thomas	Public Safety	BP: 6Hx6:1.02 & 7.03 FS: 316, 1001.65	Can this be combined with 08-0812 Problem Reports, than no problems? Similar to 08-0815 Buiding Inspection & Reporting (not construction related)	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK

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261	08-0824	Annual Fire Alarm Inspection and Reporting Process	2010	Thomas	Public Safety	BP: 6Hx6:1.01-1.02 & 7.03 FS: 1001.64-65, 1013.12 NFPA 72	Ref: 08-0801, 0803, 0811, 0813, 0814, and 0824 Fire information. This is annual inspection can they be combined or at least in the same section monthly, annual.	Rick Parfitt	EK
262	08-0825	Access to Facilities After Operational Hours	2010	Thomas	Public Safety	BP: 6Hx6:2.01 FS: 274, 1001.64 (4)(b), 1001.65	Para 1 under procedures "school open until 12:00 am" but policy for parking 08-0822 no cars after 11:00 pm. Para 1 & 3 does not specify "adjuncts". References 07-0716 perhaps they can be combined?	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
263	08-0826	Art Gallery and Museum Security UNDER REVIEW	2010	Thomas	Public Safety	BP: 6Hx6:7.03	Under Review - looks fine except Alarm procedures are different from College.	Rick Parfitt	EK
264	08-0827	Trespass	2010	Thomas	Public Safety	BP: 6Hx6:7.03 FS: 1001.64, 1012.88, Chapter 810	Can all criminal acts be combined 08-0805, 08-0828, 08-0830. Clarification on Purpose Statement. Clarity "student officially enrolled in classes can carry a weapon". Do you mean "if authorized to carry a weapon".	Rick Parfitt	EK
265	08-0828	Weapons on Campus	08/16/10	Nice/Thomas	Public Safety	BP: 6Hx6:2.07 FS: 790.251, 790.06, 790.115, 790.25, 1001.64	Can all criminal acts be combined 08-0805, 08-0828, 08-0830	Rick Parfitt	EK
266	08-0829	Verification of Driver's Licenses and Vehicle Fleet Use	08/16/10	Nice/Thomas	Public Safety	BP: 6Hx6:1.01 FS: 1001.64	Reference 07-0720 & 07-0722. Where can you obtain blank mileage reports - page 2 last paragraph. Are there any exception for Campus Deans, President to take vehicle home or are those not part of the fleet?	Rick Parfitt	EK
267	08-0830	Sexual Assault and Other Crimes of Violence	2010	Thomas	Public Safety	BP: 6Hx6:1.01 & 2.07 FS: 1001.64	Can all criminal acts be combined 08-0805, 08-0828, 08-0830	Revised Policy Received 02/01/2012 From R Parfitt -- Not reviewed	EK
268	09-0101	Organizational Planning and Effectiveness	2/10/11	Pendleton/JB	Strategic Initiatives	none identified	Should BOT be 3.02 or 1.01? Document being reviewed and updated	Yes, BOT	CR
269	09-0201	Submission of Grant Proposals	11/02/10	Pendleton/JB	Strategic Initiatives	BOT 6Hx6:1.01 FS 1001.64 FAC 6A-14.075	Senior VP referenced -- does position still exist?	Yes, BOT, Florida Statutes, and Florida Admin Code	CR
270	09-0202	Management of Externally Funded Projects (Grants) UNDER REVIEW		No document	Strategic Initiatives	Senior VP	Document is being updated and revised		CR
271	10-0100	General		No document	Foundation	Board of Trustees	Documents are being created, reviewed and processed 10-0101: Edison State College Foundation Scholarships 10-0102: Edison State College Foundation Expenditures 10-0103: Edison State College Foundation Fundraising Procedures		CR

	COP #	Table of Contents, Procedures Manual	Adopted / Revised vs. Approved	Signed by	Originating Dept.	Cross References	Comments	Do we follow it?	Committee Member
		Board of Trustees (12/15/11)							
	COP #	Table of Contents, Procedures Manual	Effective	Last Edit	Originating Dept.	Cross References	Comments	Do we follow it?	Committee Member
		CHAPTER 6Hx6:1.00							
		DUTIES, POWERS AND RESPONSIBILITIES OF THE DISTRICT BOARD OF TRUSTEES AND THE DISTRICT PRESIDENT							
	1.01	Duties, Powers and Responsibilities of the District Board of Trustees	4/23/92	2/18/2009	BOT	FS 112.061; 112.3143; 112.3144; 286.0105; 286.011; 1001.02; 1001.03; 1001.61; 1001.64; 1001.65; 1004.65; SBER Ch 6A-14	1) Should election of the Chair be included somewhere in the Policies?	Yes, per Ann Berlam	DR
	1.02	Duties, Powers and Responsibilities of the President of The District	4/23/92	6/28/2011	BOT	FS 112.061; 112.313; 112.3143; 286.0105; 286.011; 1001.02; 1001.61(5); 1001.65; 1004.65; SBER Ch 61-14; FAC 6A-14.0734(1)(b)		Yes, per Ann Berlam	DR
	1.03	Edison State College Foundation, Inc.	8/17/95	2/18/2009	BOT	FS 1001.64; 1004.70; IRC 501(c)(3); FS 286.011	Under revision with adoption slated for February, 2012 per Mark Lupe	Yes, per Ann Berlam	DR
	1.04	Board Agendas	4/23/92	6/28/2011	BOT	FS 1001.61(4)(5); 1001.64; 1001.65; SBER 6A-14.0261	Under revision with adoption slated for February, 2012 per Mark Lupe	Yes, per Ann Berlam	DR
	1.05	Edison State College Financing Corporation	11/27/07	2/18/2009	BOT	FS 1001.64; 1004.70; IRC 501(c)(3); FS 286.011	Under revision with adoption slated for February, 2012 per Mark Lupe	Yes, per Ann Berlam	DR
	1.06	The Edison State College Investment Policy	2/26/08	11/24/2009	BOT	FS 218.415; 163.01; 280.02; BER 6A- 14.0765		Yes, per Ann Berlam	DR
	1.07	Auxiliary Enterprise Funds	4/3/08	2/18/2009	BOT	FS 1001.64; 1004.70	Under revision with adoption slated for February, 2012 per Mark Lupe	Yes, per Ann Berlam	DR

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1.08	Debt Issuance by the College and the College's Direct Support Organizations	9/28/10	12/7/2010	BOT	FS 1001.64; 1004.70(4)(e); 1009.22; 1009.23		Yes, per Ann Berlam	DR
1.09	Conflict of Interest and Undue Influence for Members of the District Board of Trustees	9/28/10		BOT	FS Chap 112 (Part III); FS 112.311		Yes, per Ann Berlam	DR
	CHAPTER 6Hx6:2.00							
	GENERAL ADMINISTRATION							
2.01	Property	4/23/92	8/23/2005	BOT	FS 274; 1001.64 4(b); 1001.65 (5)		Yes, per Ann Berlam	DR
2.02	Copyright Policy	4/23/92	2/18/2009	BOT	FS 1001.64; 1004.726		Yes, per Ann Berlam	DR
2.03	Discrimination and Harassment Policy	4/23/92	1/26/2010	BOT	FS 1000.05; 1001.64 (18); 1001.65 (3)	1) Change references to "Equity Officer" throughout	Yes, per Ann Berlam	DR
2.04	Drug and Alcohol Policy	4/23/92	2/18/2009	BOT	FS 893.01-03; 1001.64 (44); 1001.65		Yes, per Ann Berlam	DR
2.05	Equal Access/Equal Employment Opportunity	4/23/92	1/26/2010	BOT	FS 1001.64 (18); 1001.65 (3)		Yes, per Ann Berlam	DR
2.06	Duty-Day Calendar	4/23/92	2/18/2009	BOT	FS 1001.02 (9)(d); 1001.64; 1001.65(7)	1) Good Friday should be removed and Veteran's Day added	Yes, per Ann Berlam	DR
2.07	Campus Violence Prevention	9/17/92	2/18/2009	BOT	FS 775; 784; 794.03; 1001.64 (23)	1) Are Personnel Titles up-to-date?	Yes, per Ann Berlam	DR
2.08	Clean Indoor Air Act	12/16/93	2/18/2009	BOT	FS 386.201; 386.204; 386.208; 386.209; 775.08; DHRSR 10D-105.008; 10D-105.012	1) This is not referenced in the table of contents and the numbering in this section is incorrect. (2) Better awareness of possible penalties.	Yes, per Ann Berlam	DR
2.09	Information Security	11/23/04	8/23/2005	BOT	HIPAA; GLB; SOX; FACTA; FERPA; FS 282.318; 817.568; 1001.02, 1010.01, 1012.81; SBER 6A-14.047; 6A-14.072; ISO 17799		Yes, per Ann Berlam	DR
2.10	Suspected or Known Fraud, Abuse or Other Illegal Acts	4/28/09		BOT	FS 1001.64	1) Change "Know" to "Known" in the title in the Table of Contents.	Yes, per Ann Berlam	DR
2.11	Procurement of Prequalified Contractors	9/22/09		BOT	FS 1013.46; SREF (2007) Chap 4, Sec 4.1		Yes, per Ann Berlam	DR

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2.12	Tobacco-Free Environment	5/17/10		BOT	FS 1001.64(5)	1) This is referenced as 2.08 in the Table of Contents and needs to be fixed.	Yes, per Ann Berlam	DR
2.13	Change Orders in Construction Requirements After a Contract Has Been Awarded	1/26/10		BOT	FS 1013.48	1) This is referenced as 2.12 in the Table of Contents and needs to be fixed.	Yes, per Ann Berlam	DR
	CHAPTER 6Hx6:3.00							
	CURRICULUM AND INSTRUCTION							
3.01	Course Syllabus	4/23/92	8/23/2005	BOT	FS 1001.64(6)		Yes, per Ann Berlam	DR
3.02	Establishment of Instructional Programs, Classes And Evaluation	4/23/92	8/23/2005	BOT	FS 1001.64(6); 1001.65(9); 1004.03(2)(a-d); SBER 6A-14.030		Yes, per Ann Berlam	DR
3.03	Notification & Placement of Students in Alternatives to Traditional College-Preparatory Instruction	4/27/99	8/23/2005	BOT	FS 1001.64; 1007.263		Yes, per Ann Berlam	DR
3.04	Dual Enrollment	9/28/10		BOT	FS 1007.235		Yes, per Ann Berlam	DR
	CHAPTER 6Hx6:4.00							
	FISCAL POLICIES							
4.01	Purchasing Contracts	4/23/92	8/23/2005	BOT	FS 1001.02(9b); 1001.64(26); 1001.65(5); SBER 6A-14.0734		Yes, per Ann Berlam	DR
4.02	Bank Depositories	4/23/92	8/23/2005	BOT	FS 1001.64(4)(b)(28)(44); SBER 6A-14.075		Yes, per Ann Berlam	DR
4.03	Collection of Funds	4/23/92	8/23/2005	BOT	FS 1001.02(9)(g); 1009.23; SBER 6A-14.075		Yes, per Ann Berlam	DR
4.04	Refunds	4/23/92	8/23/2005	BOT	FS 1001.02(9)(e)(g); 1001.64(4)(b); SBER 6A-14.0541		Yes, per Ann Berlam	DR
4.05	Petty Cash and Change Funds	4/23/92	8/23/2005	BOT	FS 1001.64(4)(b); 1001.65(6)		Yes, per Ann Berlam	DR
4.06	Use of Funds From Auxiliary Enterprises (Promotion, Public Relations, and Business Hospitality)	4/23/92	8/23/2005	BOT	FS 1001.02(9)(g); 1001.65(5)(6); 1010.08; 1011.81		Yes, per Ann Berlam	DR
4.07	Receipt of Property Donated as Gifts or Bequests	4/23/92	9/23/2008	BOT	FS 1001.64(4)(b)(37); 1010.08; 1001.65(6)		Yes, per Ann Berlam	DR

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	4.08	Sale of Surplus College Property	4/23/92	8/23/2005	BOT	FS 274.05; 274.06; 1001.64(4)(b)(34)(37)		Yes, per Ann Berlam	DR
	4.09	Travel and Per Diem	4/23/92	8/23/2005	BOT	FS 112.061; 1001.02(9)(g); 1001.64(4)(b); 1001.65(16)		Yes, per Ann Berlam	DR
	4.1	Delinquent Accounts	4/23/92	4/27/2010	BOT	FS 68.065; 832.07; 1001.02(9)(g); 1001.64(4)(b);1001 .64(8)(f); 1001.64(41); 1009.95; 1010.03		Yes, per Ann Berlam	DR
	4.11	Student Fees	4/23/92	8/23/2005	BOT	FS 1001.02(9)(e); 1001.64(10); 1001.65(11); 1009.22; 1009.23; 1009.25; 1009.26; 1009.27; 1011.83; SBER 6A-14.054		Yes, per Ann Berlam	DR
	4.12	Learning Resource Center Charges	4/23/92	8/23/2005	BOT	FS 1001.64(8)(f); 1001.65(6); 1009.23(12)		Yes, per Ann Berlam	DR
		CHAPTER 6Hx6:5.00							
		PERSONNEL							
	5.01	Policy Regarding Employees with Human Immunodeficiency Virus (HIV)	4/23/92	8/23/2005	BOT	FS 1001.64(18); 1006.68	(1) Are personnel titles up-to-date?	Yes, per Ann Berlam	DR
	5.02	Employment of Personnel	11/21/96	8/23/2005	BOT	FS 1001.64(18); 1001.65(3); 1012.81-83; 1012.855-875	Under revision with adoption slated for February, 2012 per Mark Lupe	Yes, per Ann Berlam	DR
	5.03	Code of Ethics for College Employees	9/23/08		BOT	FS 112.311; 112.313; BOT 6.06		Yes, per Ann Berlam	DR
		CHAPTER 6Hx6:6.00							
		STUDENTS							
	6.01	Control and Discipline of Students	4/23/92	8/23/2005	BOT	FS 1001.65(22); 1006.62(3)	(1) Should there be anti-hazing and religious observances policies in the BOT policies?	Yes, per Ann Berlam	DR
	6.02	Policy Regarding Students with Human Immunodeficiency Virus (HIV)	4/23/92	8/23/2005	BOT	FS 1006.68		Yes, per Ann Berlam	DR
	6.03	Substitution Policy for Students with Disabilities	6/22/99	2/18/2009	BOT	FS 1007.264; 1007.265; FAC 6A- 10.041(3)		Yes, per Ann Berlam	DR

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6.04	Authorization of Exception to Maximum Attempts of a Course And Reduction of Fees Due to Continued Enrollment	10/26/99	8/23/2005	BOT	FS 1009.28; 1009.285		Yes, per Ann Berlam	DR
6.05	Admissions to Edison State College	7/27/00	2/18/2009	BOT	FS 1007.263		Yes, per Ann Berlam	DR
6.06	Code of Ethics for College Staff Regarding Financial Aid	2/26/08	2/18/2009	BOT	FL Attorney General's Office Recommendation		Yes, per Ann Berlam	DR
	CHAPTER 6Hx6:7.00							
	CAMPUS BUILDINGS AND GROUNDS							
7.01	Use of College Facilities	4/23/92	11/24/2009	BOT	FS 274.03; 1001.64; 1001.65(6)		Yes, per Ann Berlam	DR
7.02	Naming of College Facilities	9/23/08		BOT	FS 1001.64		Yes, per Ann Berlam	DR
7.03	Authority of Edison State College Department of Public Safety	2/24/09		BOT	FS 1012.88; 943; 1001.64; FS Chap 112 Part VI	1) Policy says "ESTABLISHMENT OF ..."	Yes, per Ann Berlam	DR
	General Comments							
1	The Board should consider an internal audit staff that would report directly to the Board (such as FGCU and other higher ed institutions). The Internal Audit staff would provide regular and ongoing reports to the Board and senior administrators regarding risks and recommendations pertaining to the BOT policies and COPs. This department would report on issues of non-compliance with Board policies and State rules and regulations.							
2	COP signature blocks should have the name of the person signing the COP typed. If an administrator who has signed the COP leaves the College, should another administrator review the COP and sign it?							
3	A sequential listing of all COPs by number should be made available on the College website.							
4	03-1001 and 06-0502 regarding CLAS requirements--CLAS is no longer in effect.							
5	There should be a search mechanism available using keywords to search all policies; also, make available all policies in one (or a very small number, maybe by "chapters") Word or pdf file that is searchable.							
6	Should there be a COP on the availability of an organizational chart?							
7	Need an editor to correct grammar and/or typos in COPs.							
8	Review COPs on a 2-year cycle (at minimum).							
9	Provide training to all on policies and procedures. Professional training workshops could be offered on a regular (annual/biannual) basis on topics such as: Sunshine Law, public record requests, communications within and outside the College, FERPA, etc. These workshops could be offered on the fifth Friday of months which contain one.							
10	Include referenced forms, policies, etc. as hyperlinks.							
11	Legal Department should review all statutes.							
12	Compare the layout of the COPs to that of St. Petersburg College (http://www.spcollege.edu/central/botrules/).							
13	Student Services Section: Need to incorporate 1st year Experience; Behavioral Intervention Team, Affirmative Question 22 per Pat Newell. Personnel titles need to be updated.							
14	Generalize references to College personnel. Where appropriate, to minimize changes due to title changes.							
15	In the BOTs, change all "community college" references to "Florida College System institution".							
16	Is there a policy concerning changes to personnel titles and/or changes to the organizational chart?							
	Additional Specific Comments							

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	<p>Review of 03-0603 Recommendations to Update COP 03-0603</p> <p>1. Page 1. "Standard Meeting Times and Patterns": Academic Affairs' guidelines ("Scheduling Recommendations for Fall 2011") should be included in COP. 2. Page 2. Scheduling Procedures. Master Scheduler does not train primary schedulers. (We need a training video.) 3. Page 4, 1st bullet point. Class Schedule or Room Change Request form has been discontinued. 4. Page 4, 3rd bullet point. Special events are no longer scheduled by Scheduling Coordinator. (Incorporate new Office of Auxiliary Services in Policy.) 5. Page 4, 7th bullet point: no Senior Vice President, Operations. 6. Page 4, Class Cancellation. Master Scheduler does not update Banner for cancelled classes. Master Scheduler does not coordinate with HR regarding cancelled classes due to change in reports from Technology to HR. Incorporate workflow process. 7. Page 5, 5th paragraph, 6th line. 21 hours should be 24 hours. 8. Page 5, 7th paragraph, line 2. Summer Term C should be Summer Term D both places. 9. Page 6, 1st paragraph, line 2. Nine contact hours should be 12. 10. Page 6, 1st paragraph, line 4. Summer Term C should be Summer Term D both places. 11. Page 8, Class Size. Change "enrollments of 12 or under" to "enrollments under 12" because last sentence states "minimum enrollment of twelve (12) students...." 12. Remove Form: Class Schedule or Room Change Request 13. Definitions: Master Scheduler—primary function is to review Scheduling Reports (as auditor), communicate issues with VPAA Office, and coordinate Scheduling Issues meetings. 14. Page 4 on "Classroom Furniture, Fitures, and Equipment," first line: delete "... the Scheduling Coordinators in conjunction with..."</p> <p>Suggestions to Modify Policy (requires approval by Academic Affairs):</p> <p>1. Page 7, Compensation for Large Class Size: "Class size will be determined by the number of paid students enrolled, as shown by the first class roll following the 100 percent refund date." Suggest to change refund date to 1st drop date. An alternative suggestion is to make that day be the withdrawal date; there are obvious financial implications related to this choice of date. 2. Include a section in the policy on Non-Instructional Workload (documentation, persons who need to be notified, maximum limits, type of pay, etc.) 3. Currently Independent Study Courses are discussed, page 15, under Definitions, Workload Hours. a. Include what/who determines an independent study course. b. Also include a section in the policy on Independent Study (maximum enrollment, who determines classification, etc.). 4. Undergraduate Research: include description of Honors vs. regular sections and their corresponding processes and procedures. 5. Schedulers need a written procedures manual and training video.</p>							
	<p>Facilities Services and Public Safety: General Comments 1/24/12</p> <p>1. Recommend referencing "Campus Safety Guide" and "Faculty/Staff Safety Guide" for students and employees outside of the department. 2. Adjunct faculty are not mentioned but we mention Full-Time Faculty/Staff/Students. In many policies. 3. Community College Vs. State College 4. All job titles mentioned need to be reviewed as there have been many changes since 2010 when most procedures were signed. 5. Two people in each department should be watching their departments COP at all times but perhaps review it every 6 months to see if Edison Announcement memos etc... have changed the procedure/department/titles. 6. Departmental Policy vs Campus Policy vs College Policy should be defined in Purpose State. Also the audience (who it is directed to). 7. Could they add contact, prepared by in case of questions?</p>							
	<p>See attached Word document: "Student Services Grid for COP Chapter 06.docx" for input on this specific Chapter.</p>							