



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: JANUARY 24, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEESFROM: THOMAS C. LEITZEL 

SUBJECT: POLICY DEVELOPMENT: POLICY 5.22 WORK SCHEDULES

Approval is requested to revise current DBOT Policy 5.22, Work Schedules, by updating the policy to clarify scheduling of office hours for instructional faculty, particularly for those teaching online courses. Providing a schedule of online office hours in proportion to online coursework as part of a faculty load is beneficial to students who are taking online courses. Many students taking online courses have difficulty coming to campus to meet with an instructor in an office setting, but feel comfortable doing so online. State Board of Education rule allows for flexibility as stated below:

6A-14.0491 Instructional Personnel – Availability to Students.

Each Florida College System institution board of trustees shall establish a policy on the availability of instructional personnel to students. The policy shall require full-time instructional faculty to schedule a minimum total of twenty-five hours per week for classroom contact hours and office hours as adjusted for assignments during non-traditional academic terms and non-traditional delivery. The policy shall require that the schedule of these hours to be publicly posted. Full-time instructional faculty shall be available to students during these posted hours according to the policy of the local board of trustees. Part-time faculty shall be available to students as prescribed by board policy.

Rulemaking Authority 1001.02(1), 1001.64(18) FS. Law Implemented 1001.64(18) FS. History–New 7-20-04.

Both the current and revised policies are provided to illustrate the recommended changes.

SUGGESTED MOTION:

Move to table approval of revisions to current DBOT Policy 5.22 as presented.

600 West College Drive, Avon Park, Florida 33825-9356 | 863-453-6661

AN EQUAL ACCESS / EQUAL OPPORTUNITY INSTITUTION | ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 5.22

TITLE: WORK SCHEDULES

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64 (18)
STATE BOARD OF EDUCATION RULE 6A-14.0491

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE
SERVICES/HUMAN RESOURCES

The president is authorized to establish work schedules for college employees, in accordance with the following provisions:

1. The standard workweek for full-time college employees shall be 40 hours of work performed in a period of seven consecutive days, scheduled to meet the needs of the college.
2. A minimum of two and one-half hours, one-half hour per day, for meals is provided in addition to and during the scheduled workweek.
3. The 40 hour workweek for full-time instructional faculty shall include a minimum of 25 hours per week to include classroom and laboratory hours and scheduled office hours available to students. Full-time instructors teaching in clock-hour programs exceeding 25 hours per week shall schedule office hours by appointment as needed in addition to their assigned clock-hour instructional program. The classroom and laboratory contact hours and scheduled office hours must be scheduled at the assigned instructional site. Classroom contact hours and office hours may be adjusted for assignments during non-traditional academic terms and non-traditional delivery.
4. Counseling and library faculty shall schedule 40 hours to provide service to students and the public.
5. Part-time faculty shall schedule time available to students.
6. The regular work schedule for an individual employee or groups of employees may be changed to provide for the orderly and efficient operation of the college and maximum service to students and the community it serves.

HISTORY: Last ~~Reviewed~~ Revised ~~XX/XX/XX~~

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 6/27/12

Revised: 3/17/88, 1/22/02, 9/23/09, xx/xx/xx

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HISTORY: Last Reviewed 6/27/12

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 6/27/12

Revised: 3/17/88, 1/22/02, 9/23/09

AFFIDAVIT OF PUBLICATION

HIGHLANDS NEWS-SUN
Published – Daily
SEBRING, HIGHLANDS COUNTY, FL

Received

MAR 8 2018

President's Office

STATE OF FLORIDA,
COUNTY OF HIGHLANDS

Before the undersigned authority personally appeared Janet Emerson, who on oath says that she is an authorized employee of The Highlands News-Sun, a daily newspaper published at Sebring, in Highlands County, Florida; that the attached copy of advertisement, being a notice in the matter of

NOTICE OF POLICY AMENDMENT
REGULAR BOARD MEETING
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FEBRUARY 21, 2018

was published in said newspaper in the issues of **FEBRUARY 8, 10, 2018**

Affiant further says that the said HIGHLANDS NEWS-SUN is a newspaper published at Sebring, in said Highlands County, Florida, and that the said newspaper has heretofore been continuously published in said Highlands County, Florida, and has been entered as second class, mail matter at the post office in Sebring, in said Highlands County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

NOTICE OF POLICY AMENDMENT
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

The following policy will be considered at the regular Board meeting to be held Wednesday, February 21, 2018 at 1:00 p.m. at the Highlands Campus at 600 W. College Drive, Avon Park, FL.

Policy Implementation: Proposed amendments to the following policy. Policy 5.22 Work Schedules

For additional information, interested parties may visit the college website at www.southflorida.edu/trustees, or contact the Office of the President, South Florida State College at 600 West College Drive, Avon Park, FL 33825.
IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE DISTRICT BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Janet Emerson

Sworn to and subscribed before me this 16th day of February, 2018

Michael E. Henry

Notary Public

(Notary Stamp)

