



OFFICE OF THE PRESIDENT

Item 6.1

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DBOT POLICY REVIEW AND REVISIONS

Staff reviewed each of the District Board of Trustees policies within the past year to ensure compliance with appropriate statutes, rules, and laws as well as to ensure currency. During the review period, minor, non-substantive changes were made (e.g. legal references, position and office titles, grammar, clarifications, etc.) to several policies to ensure currency in accordance with DBOT guidance.

Revisions to the attached policies (DBOT Policy 2.02, 3.16, 3.17, and 3.18) are recommended for Board approval. Additionally, it is recommended that DBOT Policy 3.24 be rescinded since essentially the same policy language is provided in DBOT Policy 3.23. The recommended changes appear in red on pages 30-40.

**SUGGESTED MOTION:**

**Move to approve the discussed and approved recommended revisions to current DBOT policies 2.02, 3.16, 3.17, and 3.18 and to approve the rescission of DBOT Policy 3.24.**

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

**POLICY NO. 2.02**

**TITLE:** SOUTH FLORIDA ~~STATE COLLEGE~~ DISTRICT BOARD OF TRUSTEES

**LEGAL AUTHORITY:** FLORIDA CONSTITUTION  
ARTICLE 1, SECTION 9 AND ARTICLE IV, SECTION 7  
FLORIDA STATUTES: 1001.61-65, 112.313, 112.52  
STATE BOARD OF EDUCATION RULE 6A-14.024

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

---

The South Florida State College (SFSC) District Board of Trustees is a body politic and corporate entity. The terms "District Board" or "Board" as used herein shall mean the ~~SFCC~~-SFSC District Board of Trustees, and its members.

The Board has been given the legal responsibility and authority over the institution to carry out all powers and perform all duties provided for in the Florida Statutes (FS) and the State Board of Education Rules but only when acting as a Board. -No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board. -In case of unusual circumstances, ad hoc committees of the Board will act on matters for which the committee is appointed, which action will be confirmed and approved at a regular Board meeting.

A. General:

The District Board shall consist of a certain number of members as required by appropriate governing law or rule.

The primary role of the Board is to establish policies that will allow the president to administer the College effectively and efficiently. -The Board is the sole official policy-making body of the College. -The Board shall be responsible for determining which programs and services are needed to serve the educational needs of the district and for determining the effectiveness and efficiency of the programs and services in meeting those needs. Additionally, the Board exercises fiduciary oversight of the institution by approving the College's annual budget and reviewing financial statements at each Board meeting.

The president and administration are responsible for operating the College under those policies through established administrative procedures and programs, and for advising the Board on such matters.

Members of the Board shall serve without compensation but shall be reimbursed for reasonable expenses incurred in connection with their service as members. Expenses of the members shall be reimbursed in accordance with policies and procedures established by the College.

To continually improve their knowledge of community colleges, Board members should commit themselves to attend conferences, seminars, and meetings that pertain to their responsibilities, duties, and powers.

Board members should maintain the highest levels of integrity in the performance of their duties. -The Board shall act in unity and act on matters that represent a majority of Board members. -The Board shall not be controlled by a minority of Board members or by organizations or institutions separate from it. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety. -Any member who has direct or indirect interest in any matter presented to the District Board shall notify the chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter.

The Board is responsible for safeguarding the institution and its employees from outside parties or organizations who desire to influence decisions or Board policy creation that is not in the best interest of the institution. Board members should feel free to interact and discuss potential questionable matters with the College's Board attorney.

The members of the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect the Trustees when damages are sought for alleged negligent or wrongful acts while acting in their capacity as members of the Board.

B. Meetings:

Regular meetings: -Regular meetings of the Board shall be held in accordance with a schedule determined by the Board at its annual organizational meeting or as necessary to exercise their power and perform their duties. Notice of each regular meeting will be published in accordance with Florida Statutes.

Organizational meetings: - The Board shall organize itself at the beginning of each fiscal year to select a chair, a vice chair, and other officers as deemed necessary, and to establish the dates, times, and location for its regular meetings.

Special or emergency meetings: -Special or emergency meetings of the District Board may be called by the chair or by a majority of the members of the Board. Notice of special or emergency meetings will be made in accordance with Florida Statutes. -No business shall be conducted or transacted in special

or emergency meetings other than that which pertains to the purpose of the special or emergency meetings as set forth in the notice.

Conduct of District Board meetings: -Except as may be otherwise provided by Board policy, the conduct of the meetings shall be governed by *Roberts Rules of Order*.

A majority of the voting members of the Board shall constitute a quorum. The voting method shall be determined at the discretion of the Board chair.

Except in an emergency as determined by the chair, the Board takes official action only on items which appear on the regular agenda. The agenda may be modified by a majority of the Board members present. -The agenda may include a consent agenda with a variety of issues designed for one Board motion and vote. -Upon request of any Board member, any issue may be removed from the consent agenda.

An individual or group may present an item for consideration by submitting the item in writing to the President's Office before noon, 14 days prior to a Board meeting, or at a time designated by the president. The Board chair may choose to recognize individuals or groups for public comment at such times designated on the approved agenda.

The District Board approves, disapproves, tables, or refers specific recommendations of the District Board to the president.

Complete and accurate minutes of each meeting shall be maintained ~~in an official book to be located~~ in the President's Office.

C. Election of Board officers:

The Board officers elected by and from the Board of Trustees shall be a chairperson, a vice chairperson, and such other Board officers as may be determined by the Board. -The Board officers shall be elected annually during the annual organizational meeting, or whenever a vacancy occurs, and at such other times as decided by the Board. -Each Board officer shall hold office until the next annual organizational meeting or until a successor has been elected. The Board Chair is the officer who presides over the Board of Trustees.

Unless otherwise determined by the Board, the vice chairperson will assume the office of the chairperson whenever the term of the chairperson ends or a vacancy occurs, but only if the current vice chairperson is willing and able to assume the office of chairperson. Unless otherwise decided by the Board, a new vice chairperson will then be elected. -To allow each Board member an opportunity to serve as a Board officer, it ~~shall~~should be the practice to elect a vice chairperson

who has been a member of the Board for the longest period of time without serving as a chairperson.

Any officer of the Board of Trustees may be removed from office by a majority vote of the Board members present during any regular meeting in which a quorum is present, or during a special meeting called for that purpose in which a quorum is present.

D. Legal services to the Board:

The Board may appoint an attorney who is not a member of the Board to serve at the pleasure of the Board. The attorney shall render legal opinions, represent the Board in legal proceedings, review and prepare legal documents, and attend meetings of the Board. The attorney shall call the Board's attention to any action or proposed action which is contrary to federal, state, or local laws, or to the policies of the College, or to contracts between the College and any persons, association, corporation, or governmental entity.

E. Appointment, suspension, and removal of Board members:

Members of the District Board of Trustees of SFSC are appointed by the Governor of Florida and confirmed by the Senate in regular session [in accordance with](#) FS 1001.61 (2). -The suspension and removal of a member of the District Board of Trustees of a Florida community College is governed by the procedures set forth in Article IV, Section 7 of the Florida Constitution and Title X, Chapter 112, Section 52, and Title XLVIII, Section 1001.61 (4) of the FS.- Causes for suspension or removal are outlined in these provisions and due process is afforded the affected trustees as defined in the Florida Constitution Article I, Section 9.

**HISTORY:** Last ~~Reviewed~~ ~~Revised~~ ~~6/27/12~~~~xx/xx/xx~~

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

**Reviewed:** 7/01/04/ 7/01/07, 6/27/12

**Revised:** 8/20/87, 11/28/01, 12/10/08, 4/28/10, ~~xx/xx/xx~~



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

**POLICY NO. 3.16**

**TITLE:** ADMISSIONS ~~OF STUDENTS PRIORITIES~~

**LEGAL AUTHORITY:** FLORIDA STATUTE 1007.263

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT  
SERVICES/STUDENT SERVICES

The president is authorized to establish rules governing the admissions ~~priorities~~ of students to South Florida State College in accordance with statute, law, and rule, ~~and in accordance with the following priorities:~~

~~Option I~~

~~Priorities for admission (Open door):~~

- ~~A. Readmitted and new in-district applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~
- ~~B. Readmitted and new in-state applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~
- ~~C. Readmitted and new in-district and in-state special student applicants as they complete all admission requirements.~~
- ~~D. Readmitted and new out-of-state applicants, regardless of classification, as they complete all admission requirements.~~
- ~~E. Foreign student applicants for associate and baccalaureate degrees, certificate, or advanced technical diploma programs as they complete all admission requirements. Applications from foreign applicants for special student classification will not be accepted.~~

~~Option II~~

~~Priorities for admission if there is an enrollment cap:~~

- ~~A. Readmitted in-district applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~

**PROPOSED**

~~B. New in district applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~

~~C. Readmitted and new in state applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~

~~D. New in district special student applicants as they complete all admission requirements.~~

~~E. New in state special student applicants as they complete all admission requirements.~~

~~F. New out of state applicants as they complete all admission requirements.~~

~~G. Applications from foreign applicants will be accepted on a space available basis.~~

**HISTORY:** Last ~~Reviewed~~ Revised 6/27/12 ~~xx/xx/xx~~

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

**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12

**Revised:** 11/28/01, xx/xx/xx

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

**POLICY NO. 3.17**

**TITLE:** STUDENT PERFORMANCE STANDARDS FOR THE AWARD OF THE  
ASSOCIATE DEGREE AND BACCALAUREATE DEGREE

**LEGAL AUTHORITY:** FLORIDA STATUTES 1004.68, 1007.25, 1007.263  
STATE BOARD OF EDUCATION RULE 6A-10.030, 6A-10.0316

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES

---

The president is authorized to adopt rules establishing student performance standards for the award of degrees and certificates.

~~Florida Statutes and State Board of Education Rules designate unique graduation requirements for students receiving an associate or baccalaureate degree. General education requirements, as well as course communication and computational competencies, have been determined by state universities and community colleges to be necessary for successful performance and progression through the baccalaureate level.~~

~~General education requirements:~~

~~Prior to receipt of an associate or baccalaureate degree students must complete the required Board approved general education requirements that will include, but is not limited to, six college credit hours of English coursework and six additional college credit hours in which the student is required to demonstrate college level writing skills through multiple assignments. Six college credit hours of mathematics coursework at the level of college algebra or higher are also required.~~

~~Communication and computational competencies requirements:~~

~~The demonstration of college level communication and computation proficiencies is required for the award of the associate or baccalaureate degree. Students will demonstrate proficiency by successful course completion (grade of C or better), through additional area coursework or by testing.~~

~~The college shall provide the following alternatives to assist students in meeting the communication and computational competencies requirements:~~

~~A. The District Board of Trustees shall approve the general education core courses in which communication and computational skills will be taught in accordance with appropriate Florida Statutes and State Board of Education Rules.~~



**PROPOSED**

- ~~B. The president is authorized to appoint a committee of faculty and designated staff to recommend changes to the general education core curriculum and related procedures as needed.~~
- ~~C. The District Board of Trustees authorizes the college to accept AP/CLEP and other approved testing scores for the purpose of students earning credits toward a degree or certificate. The college shall follow the state of Florida guidelines in determining the college credit to be awarded. Students who successfully earn credit for communication and computation courses will also meet the competency requirements.~~
- ~~D. All credit by examination challenges to courses which contain a writing requirement must conform to the writing intensive requirement for the student to receive credit.~~
- ~~E. The president shall establish procedures whereby students with documented disabilities may request waivers from the general education, communication, and/or computational requirements.~~

**HISTORY:** Last ~~Reviewed~~ Revised: 5/11/18 ~~xx/xx/xx~~

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

**Reviewed:** 7/1/04, 7/1/07, 5/11/18

**Revised:** 9/23/09, 7/25/12, xx/xx/xx

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

**POLICY NO.** 3.18

**TITLE:** PLACEMENT EXAM REQUIREMENTS

**LEGAL AUTHORITY:** FLORIDA STATUTE 1008.02, 1008.30

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES

---

The president is authorized to develop a plan to implement the developmental education strategies pursuant to Florida Statutes.

~~Students entering South Florida State College, who are pursuing the following degrees or certificates, shall be required to take placement exams:~~

- ~~1. Associate in Arts Degree~~
- ~~2. Associate in Science Degree~~
- ~~3. Associate in Applied Sciences Degree~~
- ~~4. Occupational or college credit certificate~~

~~In addition, students wishing to enroll in any college credit English, mathematics, or reading course shall be required to take placement exams.~~

~~Exceptions to this requirement may be granted for students who have already earned associate or baccalaureate degrees from regionally accredited colleges or universities, or who have satisfactorily completed prerequisite courses at a regionally accredited college or university.~~

**HISTORY:** Last ~~Reviewed~~ ~~Revised~~ ~~6/27/12~~ ~~xx/xx/xx~~

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

**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12

**Revised:** 1/28/01, xx/xx/xx

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

**POLICY NO. 3.24**

**TITLE:** FINANCIAL AID (TITLE IV REFUNDS AND REPAYMENTS)

**LEGAL AUTHORITY:** 34 CFR 600, 668, 682

FLORIDA STATUTES: 1001.64, 1001.65

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES/  
FINANCIAL AID

---

The president is authorized to establish procedures regarding allocation of student refunds/repayments among Title IV Programs within Federal guidelines.

**HISTORY:** Last Reviewed 6/27/12

**Issued by District Board of Trustees:** 4/29/89

**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12

**Revised:** 11/28/01

**Note:** Request to Rescind Policy 3.24 because the same verbiage is already in Policy 3.23 (B) creating no need for this Policy.

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

**POLICY NO. 3.23**

**TITLE:** STUDENT FINANCIAL AID AND FEE WAIVERS

**LEGAL AUTHORITY:** 34 CFR PART 668  
FLORIDA STATUTES 1001.64, 1001.65, 1009.26, 1009.265  
SBE Rule 6A-14.0305

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES/  
FINANCIAL AID

---

Financial aid for South Florida State College (SFSC) students consists of federal, state, and local grants; scholarships; fellowships; fee waivers; work-study positions; and loans. Due to the importance and the complexity of the eligibility qualifications for each type of aid, the decision as to which type or combination of financial aid for each student must rest within a framework of authorized procedures based upon grantor restrictions.

The president is authorized to establish financial aid administration procedures including but not limited to the following subjects to ensure the most appropriate program administration while providing the maximum financial aid to students:

- A. A procedure to provide for verification of student aid application information within federal guidelines
- B. A procedure regarding allocation of student refunds/repayments among Federal Title IV Programs within federal guidelines
- C. A procedure to provide fee waivers

**HISTORY:** Last Reviewed 10/22/19

**Issued by District Board of Trustees:** 8/10/84  
**Reviewed:** 7/1/04, 7/1/07, 6/27/12, 9/15/15, 10/22/19  
**Revised:** 6/11/91, 1/22/02, 1/28/09

## AFFIDAVIT OF PUBLICATION

HIGHLANDS NEWS-SUN

Published – Daily

SEBRING, HIGHLANDS COUNTY, FL

STATE OF FLORIDA,  
COUNTY OF HIGHLANDS

Before the undersigned authority personally appeared Janet Emerson, who on oath says that she is an authorize published at Sebring, in Highlands County, Florida; that the attached copy of advertisement, being a notice in the matter of

NOTICE OF POLICY REVISIONS

SOUTH FLORIDA STATE COLLEGE

DISTRICT BOARD OF TRUSTEES

was published in said newspaper in the issues of

JANUARY 13, 20, 2020

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

*Janet Emerson*

Sworn to and subscribed before me this 20<sup>th</sup> day of January, 2020

*Romona D Washington*

Notary Public

(Notary Stamp)



ROMONA D WASHINGTON  
Commission # GG 333543  
Expires June 20, 2023  
Bonded Thru Budget Notary Services

### NOTICE OF POLICY REVISIONS

SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

The following policies will be considered at the regular Board meeting to be held Wednesday, January 29, 2020 at 1:00 PM in the Board Room in the Administration Building on the Highlands Campus located at 600 W. College Dr., Avon Park, FL 33825.

Policy Revisions: Proposed revisions to the following policies:

Policy 2.02 South Florida State College District Board of Trustees  
Policy 3.16 Admissions Priorities  
Policy 3.17 Student Performance Standards For The Award Of The Associate Degree and Baccalaureate Degree  
Policy 3.18 Placement Exam Requirements

Policy Recession: Proposed recession to the following policy:

Policy 3.24 Financial Aid (Title IV Refunds and Repayments)

For additional information, interested parties may visit the college website at [www.southflorida.edu/trustees](http://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.

Jan. 13, 20, 2020

Received

FEB 3 2020

President's Office