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ABSTRACT

Rules of the Florida State Department of Education that govern the administration of the state's community and junior colleges are presented. The rules cover absences, acceleration mechanisms, accounting, accountability, accreditation, admission requirements, adult general education, adult high schools, annual contracts, area served, athletic programs, audit, bids and waiver of bids, board of trustees, bonds, budgets, building program, business and industry support, calendars, campus, capital outlay and debt service, certification, chief administrative officer, citizenship instruction, clubs, college program, committees, community college program fund, community instructional service, contracts, cooperative agreements, coordinating board, coordinating council, corporation, cost analysis, data reports, definitions, degrees, delinquent accounts, depository, direct job related instruction, discipline, districts, drug abuse program, early admission, education plant, emergency purchase, employees, enrollment, equal access, expenditures, fees, finance, followup studies, food services, forms, full-time equivalent student, funds, governance, group employer insurance, guidance services, illness, investments, limitations, loans, meetings, needs assessment, personnel, placement service, plans, plant, president, professional services, property, records, reports, resident, rules, sabbaticals, salary, scholarships, seal, signature, staff development, standards, state board of education, travel, trust funds, unitary costs, vending machines, veterans, vocational education, and workers' compensation. (LAL)

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ED237132

**FLORIDA STATE BOARD OF EDUCATION
ADMINISTRATIVE RULES
FOR THE OPERATION OF FLORIDA'S
COMMUNITY/JUNIOR COLLEGES
CHAPTER 6A-14**



**State of Florida
Department of Education
Tallahassee, Florida
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Affirmative action/equal
opportunity employer**

1982 Edition

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RULES
OF THE
DEPARTMENT OF EDUCATION
CHAPTER 6A-14
COMMUNITY COLLEGES

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6A-14.01 Limitations of rules. The provisions of Chapter 6A-14, FAC, apply only to community colleges organized and operated under the provisions of Sections 240.313, 240.319, 240.371, 240.373, Florida Statutes. The provisions of this chapter also contain the minimum

standards required in Section 240.325, Florida Statutes. Specific Authority 229.053(1), 240.325 FS. Law Implemented 120.53(1)(a), 240.317, 240.319, 240.325, 240.371, 240.373 FS. History - Formerly 6A-8.01, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.02 Definitions.

(1) College personnel or employees. College personnel or employees shall mean any persons employed by the board.

(2) Administrative personnel. Administrative personnel shall mean any persons who are employed in positions which have been officially designated by the board as administrative.

(3) Instructional personnel. Instructional personnel shall mean any persons who are employed in positions which have been officially designated by the board as instructional.

(4) Career service personnel. Career service personnel shall mean any persons who have been placed, as a result of board action, on the college's career service salary schedule.

(5) Other personnel. Other personnel shall mean any persons employed or retained by the board or assigned by other boards or agencies, other than those defined above; who serve the board.

(6) Board. Board shall mean the community college board of trustees.

(7) Commissioner. Commissioner shall mean the Commissioner of Education.

(8) Director. Director shall mean the director of the division of community colleges of the Department of Education.

(9) Coordinating Board. Coordinating Board shall mean the State Community College Coordinating Board.

(10) College. College shall mean an institution authorized and established pursuant to the provisions of Sections 240.313, 240.315, 240.317, 240.371, Florida Statutes, and is known as, or referred to as, a community college or a junior college.

Specific Authority 120.53(1)(a), 229.053(1), 240.325 FS. Law Implemented 240.305, 240.313, 240.317, 240.335, 240.371 FS. History - Formerly 6A-8.02, Repromulgated 12-19-74, Amended 10-28-75, 12-26-77, 4-27-82.

6A-14.03 Uniform policy.

Specific Authority 229.053 FS. Law Implemented 240.325 FS. History - Formerly 6A-8.80, Repromulgated 12-19-74, Repealed 12-26-77.

6A-14.04 Community college calendars. Each community college shall operate on a year-round calendar which meets the following criteria:

(1) The calendar must provide two hundred twenty (220) days of classroom instruction including examinations, two hundred ten (210) days of instruction excluding examinations; provided, however, that upon request by the board, exceptions to this requirement may be approved by the Commissioner and may include but shall not be limited to such matters as experimentation, innovation, research, energy conservation or more efficient utilization of resources.

(2) Insofar as possible, course sequences must be provided on a year-round basis in order to facilitate student entry and progress.

(3) Calendars, insofar as possible, must be amenable to articulating with other levels of education.

(4) Each board of trustees shall, prior to the beginning of the fiscal year, adopt an annual calendar which shall be observed by units operated by the board.

(5) Each board shall adopt a calendar which

supports the following objectives:

(a) Minimal loss of time between student exit from one public institution and entry into another. Students who complete a phase of their education in one public institution and who need to transfer to another public institution to continue their education should be able to do so without prolonged delay.

(b) Opportunity for students to move through the educational system at their respective paces. Calendars should not be based on the assumption that all students will initiate and complete learning activities at the same pace.

(c) Opportunity for college personnel to utilize in-service and continuing education.

(d) Opportunity for effective and efficient utilization of resources. College facilities and college personnel should not have prolonged periods during which they are idle.

(e) Opportunity for family activities.

(f) Flexibility in implementation of calendar decisions.

(6) The calendar adopted by each board shall include at least the following statewide requirements:

(a) Until June 1, 1984, three (3) common entry periods shall be established so that the first day of classes will fall within each of the three (3) periods listed below:

1. The period from the next to last Monday in August through August 31.
2. The period from January 3 through January 10.
3. The period from May 6 through May 13.

(b) Upon request by the board, exceptions to this requirement may be approved by the Commissioner for reasons of health and safety to life and of natural disaster. Upon request by the board, exceptions to this requirement may be approved by the State Board of Education for reasons of experimentation, innovation, research, energy conservation, or more efficient utilization of resources.

(c) In addition to the three (3) common entry periods prescribed in this section, each calendar shall include the following:

1. Pre-established dates for issuing certificates, diplomas, or degrees to students who are completing programs prior to entry into a postsecondary educational institution, or other provisions which will permit students to utilize the entry period which minimizes the loss of time to students in completing the transfer between programs or institutions.

2. A summer program for teachers, school personnel and other students scheduled to begin no earlier than June 15 and close no later than August 15; provided, however, that this requirement shall apply only to each postsecondary educational institution offering programs for in-service teachers.

3. As many additional periods throughout the fiscal year in which a student can begin a program as can be feasibly provided.

(7) An official copy of the annual calendar adopted by each community college board of trustees for each unit operated by said board shall be filed with the Department of Education in a manner prescribed by the Commissioner, upon the recommendation of the director.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 229.053(2)(c), 240.317, 240.319(1), 240.325(4) FS. History - Formerly 6A-8.78, Repronulgated 12-19-74, Amended 4-8-75, 12-26-77, 7-2-79, 2-4-81, 10-27-81, 1-6-83, 07-07-83.

6A-14.05 Requirements for participation in community college program fund. Each board which

participates in the community college program fund shall provide evidence in the manner prescribed by law and rules of the State Board of its efforts to meet the standards set forth in Rule 6A-14.61, FAC. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.349 FS. History - Formerly 6A-8.17, Repronulgated 12-19-74, Amended 10-28-75.

6A-14.06 Area served. Approval by the State Board of Education to operate a community college constitutes approval to offer courses or classes within the boundaries of the district. A community college is not authorized to offer classes outside of its district except upon the specific approval of the Commissioner, upon recommendation of the director. Said approval shall be granted only in unusual cases.

Specific Authority 229.053(1), 240.355 FS. Law Implemented 240.355 FS. History - Formerly 6A-8.86, Repronulgated 12-19-74, Amended 12-26-77.

6A-14.07 Forms to be provided. All blank forms necessary for compliance with the provisions of state law and State Board of Education rules not furnished by the Department pursuant to Section 120.53(1)(b), Florida Statutes, shall be provided by the board.

Specific Authority 120.53(1)(b), 229.053(1), 240.325 FS. Law Implemented 240.319 FS. History - Formerly 6A-8.83, Repronulgated 12-19-74, Amended 12-26-77.

6A-14.071 Forms and instructions. Forms and instructions used by the division which affect the private interests of any person or affect a plan or procedure important to the public are prescribed and listed below. A copy of any form may be obtained without cost upon request to the Division of Community Colleges, Department of Education, Tallahassee, Florida 32301. When a particular form is requested, reference should be made to the form number or description.

- AA-1A Program Enrollments and Terminations (Section 240.355, F.S.)
- AA-1B Undecided Enrollments (Section 240.355, F.S.)
- AA-1C Supplemental and Apprenticeship Courses Enrollment Annual (Section 240.355, F.S.)
- AA-1D Special Sections Report (Section 240.355, F.S.)
- AA-1E Annual Enrollment Report - First-Time-In-College Early Exit, G.E.D. Students (Section 240.355, F.S.)
- AA-2 Placement and Follow-Up Report (Section 240.355, F.S.; PL 94-482)
- AA-3A Follow-up and Withdrawal Studies (Section 240.355, F.S.)
- AA-3B Program Evaluation Report (Section 240.355, F.S.)
- AA-4 Employer Rating Summary (Section 240.355, F.S.; PL 94-482)
- AA-5 Field of Employment and Average Hourly Salary (Section 240.355, F.S.; PL 94-482)
- AS-1 Division of Community Colleges Accountability Standards Evaluation Report (Section 240.355, F.S.; Rule 6A-14.61, FAC)
- AS-2 Division of Community Colleges Accountability Evaluation Report - (Section 240.355, F.S.; Rule 6A-14.61, FAC)
- CA-1 Identification of Operating Expenditures by Fund (Section 240.359, F.S.; Rule 6A-14.721, FAC)
- CA-2 Direct Cost Primary and Support Functions (Section 240.359, F.S.; Rule 6A-14.721, FAC)
- CA-3 Full cost of Instruction (Section 240.359, F.S.; Rule 6A-14.721, FAC)
- CI-1 Community Instructional Services Report



(Rule 6A-14.91, FAC)

DP-1 Approval Request for the Lease or Purchase of EDP Equipment or Software (Chapter 79-212, Laws of Florida)

EA-3 Annual Report of Developmental and Community Instructional Service Enrollment (Rule 6A-14.32, FAC)

EF-1 Opening Fall Enrollment Headcount (Rule 6A-14.32,

- FAC)
- FA-2 FTE Enrollment Report - Initial Fall (Section 240.359, F.S.; Rules 6A-14.76, 6A-14.762 and 6A-14.768, FAC)
- FA-3 FTE Enrollment Report - Final Fall and Initial Winter (Section 240.359, F.S.; Rules 6A-14.76, 6A-14.762 and 6A-14.768, FAC)
- FA-4 FTE Enrollment Report - Final for Year (Section 240.359, F.S.; Rules 6A-14.76, 6A-14.762 and 6A-14.768, FAC)
- FE-1 Fall Enrollment Headcount by Age Groups (Rule 6A-14.32, FAC)
- FW-1 Student Fees and Fee Waiver Report (Section 229.053(1) and 240.325, F.S.; Rules 6A-14.54, 6A-14.768, FAC)
- IU-1 Facilities Inventory - Site Update (Section 235.41, F.S.)
- IU-2 Facilities Inventory - Facility Update (Section 235.41, F.S.)
- IU-3 Facilities Inventory - Room Update (Section 235.41, F.S.)
- IU-4 Facilities Inventory - Number Change (Section 235.41, F.S.)
- OA-1 Annual Report of Output (Section 229.55, 229.551 and 240.325, F.S.; Rule 6A-14.32, FAC)
- OA-2 Acceleration Report (Rule 6A-14.31, FAC)
- OD-1 Approval for Courses Offered Out-of-District (Rule 6A-14.06, FAC)
- SA-1 Personnel and Salary Report (Section 240.325, F.S.; Rules 6A-14.47 and 6A-14.768, FAC)
- SA-2 Salaries of Selected Positions (Section 240.325, F.S. Rules 6A-14.47 and 6A-14.768, FAC)
- OB-1 Budget Summary (Section 229.053 and 240.361, F.S.; Rule 6A-14.711, FAC)
- Quarterly Financial Reports (Section 240.363, F.S.; Rule 6A-14.72, FAC)
- SU-1 Space Utilization Report (Sections 235.41 and 235.435, F.S.)
- AC-1 Contract for Employment for Administrative Personnel of Community/Junior Colleges (Section 240.339, F.S.; Rules 6A-14.41 and 6A-14.413, FAC)
- IC-1 Contract of Employment for Instructional Personnel of Community/Junior Colleges (Section 240.339, F.S.; Rules 6A-14.41 and 6A-14.413, FAC)
- IC-2 Contract of Employment for Instructional Personnel of Community/Junior Colleges-Grants and Special Programs (Section 240.339, F.S.; Rules 6A-14.41 and 6A-14.413, FAC)
- CC-1 Continuing Contract of Employment for Instructional Personnel of Community/Junior Colleges (Section 240.339, F.S.; Rule 6A-14.411, FAC)
- AFR-1 Balance Sheet (Sections 229.053 and 240.363, F.S.; Rule 6A-14.72, FAC)
- AFR-2 Statement of Changes in Fund Balance (Sections 229.053 and 240.363, F.S.; Rule 6A-14.72, FAC)
- AFR-3 Statement of Current Fund Revenues, Expenditures and Other Changes (Sections 229.053 and 240.363, F.S.; Rule 6A-14.72, FAC)
- NCES Form 2404-1 Teacher-Staff Report (PL 94-482, Rule 6A-14.47, FAC)
- Specific Authority 120.53(1)(b), 229.053(1), 240.325, 240.339 FS. Law Implemented 120.53(1)(b), 229.053(2)(1), 229.512(6)(12)(13), 240.325, 240.355, 240.359, 240.361, 240.363 FS. History - New 6-7-77, Amended 4-10-79, 3-17-81, 10-12-82.

6A-14.08 Facsimile signatures. In accordance with Section 116.34, Florida Statutes, any authorized officer, after filing with the secretary of state a manual signature certified by the officer under oath, may execute or call to be executed with a facsimile signature in lieu of the manual signature:

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

(2) Any instruments of payment.

(3) Any official order or proclamation.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 116.34 FS. History - Formerly 6A-8.81, Repromulgated 12-19-74.

6A-14.09 Facsimile signatures on personnel contracts. The board may authorize the use of facsimile signatures on personnel contracts in lieu of manual signatures for the chairperson of the board, of trustees and the president.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 116.34, 240.339 FS. History - Formerly 6A-8.811, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.10 Reproduction and destruction of records. The board shall adopt rules for reproduction and destruction of records in accordance with Chapter 119 and Section 267.051, Florida Statutes.

Specific Authority 229.053(1) 240.325 FS. Law Implemented 119.041, 119.05, 119.08, 119.09, 240.325 FS. History - New 12-19-74, Amended 12-26-77.

6A-14.11 Equipment for reproduction of records. Equipment used for reproduction of community college records shall be able to produce copy of sufficient quality to meet standards comparable with those prescribed for agencies by the division of archives, history and records management, department of state. Technical assistance from the division of archives, history and records management may be used in procurement of such equipment.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 119.09, 240.325 FS. History - New 12-19-74.

6A-14.20 Responsibilities of division of community colleges. The division is assigned such powers, duties, responsibilities, and functions as shall be necessary to insure the greatest possible coordination, efficiency and effectiveness of community colleges as defined in Section 228.041(1)(b), Florida Statutes. Under the general supervision of the Commissioner, the director shall administer the provisions of Chapter 6A-14, FAC, relating to community colleges; administer all state appropriations for the support of community colleges; provide leadership in the planning, development and improvement of all community college programs and services; evaluate and recommend needed improvements in community college programs and services and in the laws and rules relating to community colleges; cooperate with other divisions of the Department and other agencies to promote articulation and coordination of community colleges with other education programs; and provide support services to the Coordinating Board to accomplish the purposes and objectives of community colleges consistent with the total educational goals of the state.

Specific Authority 20.05(1)(a)(b), 20.15(4)(c)(5)(c), 229.053(1)(2)(a) FS. Law Implemented 20.05(1)(a)(b),

20.15(4)(c)(5)(c), 229.053(1)(2)(a), 229.512(1), FS. History - Formerly 6A-8.03, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.21 Sanitation, safety, plant maintenance and operations.

Specific Authority 20.15(5)(c), 229.053(1), 240.325 FS. Law Implemented 240.325 FS. History - Formerly 6A-8.2976, Repromulgated 12-19-74, Amended 12-26-77, Repealed 9-6-78. c.f. See Chapter 6A-2, FAC, for State Board standards relating to sanitation, safety, plant maintenance and operations as provided by Chapter 235, Florida Statutes.

6A-14.22 Organization of the state community college council.

Specific Authority 20.05(5), 229.053(1) FS. Law Implemented 230.751(2) FS. History - Formerly 6A-8.04, Repromulgated 12-19-74, Repealed 4-27-82.

6A-14.221 Responsibilities of the state community college council.

Specific Authority 20.05 FS. Law Implemented 230.751(3) FS. History - Formerly 6A-8.041, Repromulgated 12-19-74, Repealed 12-26-77.

6A-14.222 Financing the activities of the council.

Specific Authority 20.05(5), 229.053(1) FS. Law Implemented 230.751(3) FS. History - Formerly 6A-8.042, Repromulgated 12-19-74, Repealed 4-27-82.

6A-14.23 Establishing community colleges.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.301 FS. History - Formerly 6A-8.05, Repromulgated 12-19-74, Amended 12-26-77, Repealed 4-27-82.

6A-14.24 Community college boards of trustees.

Appointment to a community college board of trustees shall be for the unexpired term or for a full term of four years. Each appointment shall expire on May 31 of the expiration year, or as soon thereafter as successors are duly qualified to serve.

Accompanying the request for authority to establish a community college shall be recommendations for appointments to the board. The governor, upon approval of the establishment of a community college, shall appoint trustees as provided in Section 240.313, Florida Statutes.

(1) Boards shall have membership as prescribed below. In all cases, population shall be determined by the most recent U. S. Census.

(a) When a community college is comprised of one county only, the board shall consist of five (5) members serving staggered terms. Two (2) persons shall serve terms of four (4) years, two (2) persons terms of three (3) years, and one (1) person for a term of two (2) years.

(b) When a community college is comprised of two (2) counties, the board shall consist of five (5) members from the county of location and four (4) from the cooperating county. The governor shall appoint, from the county of location, two (2) persons for a term of four (4) years, two (2) persons for terms of three (3) years, and one (1) person for a term of two (2) years. The governor shall appoint, from the cooperating county, one (1) person for a term of four (4) years, one (1) person for a term of three (3) years, and two (2) persons for terms of two (2) years. If the total population of the county of location is more than five (5) times the population of the cooperating county, the membership of the board of trustees shall be reduced to eight (8)

members.

(c) When the community college is comprised of three (3) counties, the board shall consist of three (3) members from the county of location and two members from each of the remaining two counties. The governor shall appoint, from the county of location, one (1) person for a term of four (4) years, one (1) person for a term of three (3) years, and one (1) person for a term of two (2) years. The governor shall appoint, from each of the two cooperating counties, one (1) person for a term of four (4) years and one (1) person for a term of three (3) years.

(d) When the community college is comprised of four (4) counties, the board shall consist of three (3) members from the county of location and two (2) from each of the cooperating counties.

(e) When the community college is supported by five (5) counties, the board shall consist of three (3) members from the county of location, two (2) each from the two (2) most populous of the cooperating counties, and one (1) each from the two (2) least populous of the cooperating counties.

(f) When a community college is supported by six (6) counties, the board shall consist of three (3) members from the county of location, two (2) members from the most populous of the other cooperating counties, and one (1) each from the four (4) remaining counties.

(g) When an existing community college district is enlarged to include additional counties, adjustments in board membership, which comply with the above provisions of this rule, shall be accomplished in the transition period as follows:

1. A reduction of existing participating county representation shall be made whenever a vacancy occurs in that membership.

2. No existing board member shall be replaced until either the board member's commission date has expired or a resignation has been received.

3. When representation from a newly added county is delayed because of existing membership, an advisor from each newly added county may be appointed by the governor, approved by three (3) members of the cabinet; provided, however, that such appointments are commensurate with the newly authorized membership as defined in this rule. Such advisor shall be recognized as the official advisor to the board for the newly added county and shall be entitled to reimbursement for expenses as provided in Section 112.061, Florida Statutes. (2) In accordance with Section 240.313, Florida Statutes, the school board of each county represented may submit a list containing two or more nominations of persons to fill any vacancy on a community college board of trustees. These nominations shall be accompanied by such information as the state community college council may require.

Nominations for vacancies caused by expiration of terms shall be made to the state community college council not later than April 1; the state community college council shall forward its recommendations to the governor, who shall make the appointments. Nominations to fill unexpired terms shall follow the same procedure as soon as feasible after a vacancy occurs. Members of boards shall be eligible for reappointment.

Specific Authority 229.053(1), 240.325, FS. Law Implemented 240.313 FS. History - Formerly 6A-8.06, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.241 Board to constitute a corporation. Each board is constituted a body corporate by the name of "The District Board of Trustees of (name of community college), Florida." In all suits against boards, service

of process shall be made on the chairperson of the board, and in the absence of the chairperson, on the vice-chairperson, and in the absence of the vice-chairperson, on another member of the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 48.111(1), 240.313 FS. History - Formerly 6A-8.065, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.242 Organization of board of trustees.

(1) At the initial meeting of a newly established college the board shall organize by electing a chairperson, a vice-chairperson, and an acting secretary to serve until such time as a president is appointed.

(2) At the first regular meeting in July of each year, the board shall organize by electing a chairperson and vice-chairperson. The president shall act as executive secretary.

If a vacancy should occur in the chairperson's position, the board shall proceed to elect a chairperson at the next ensuing regular or special meeting. At the organization meeting, the president shall act as chairperson until the organization is completed.

(3) The chairperson and the secretary shall then make and sign a copy of the proceedings of organization, including the schedule for regular meetings, and affix their affidavits that the same is a true and correct copy of the original. The secretary shall file the document with the director within two (2) weeks.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.313 FS. History - Formerly 6A-8.061, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.243 Meetings.

(1) Regular meetings. The board shall meet on the regular meeting dates scheduled by the board.

(2) Special meetings. The board shall convene in special meetings on request of the chairperson of the board or by the president on request of a majority of the members of the board. In the event the president shall fail to call a special meeting when requested to do so, such meeting shall be called by the chairperson of the board or a majority of the members of the board by giving two (2) days written notice of the time and purpose of the meeting to all members and to the president. The minutes of the meeting shall set forth the facts regarding the procedure in calling the meeting, set forth the reason therefore, and shall be signed by the chairperson or by a majority of the members of the board. The actions taken, at special meetings shall have the same force and effect as if taken at a regular meeting. When it is necessary for a special meeting to be called, the person(s) calling the meeting shall use the procedures prescribed in Section 120.053(1)(d), Florida Statutes. Specific Authority 120.053(1)(d), 229.053(1), 240.325 FS. Law Implemented 240.313 FS. History - Formerly 6A-8.062, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.244 Place of meeting. All regular and special meetings of the board shall be held at the administrative headquarters of the college unless the board designates another location. If another location is designated, public notice of the new location shall be published early enough to comply with the time requirements of Chapter 120, Florida Statutes. If an emergency situation arises which requires immediate action, in accord with the provisions of Chapter 120, Florida Statutes, the chairperson of the board may so stipulate at the board meeting that it was necessary to waive the time requirements.

Specific Authority 120.54, 229.053(1), 240.325 FS. Law Implemented 240.313 FS. History - Formerly 6A-8.063,

Repromulgated 12-19-74, Amended 12-26-77.

6A-14.245 Majority a quorum. A majority shall constitute a quorum for any meeting of the board. No business may be transacted at any meeting unless a quorum is present.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.313 FS. History - Formerly 6A-8.064, Repromulgated 12-19-74, Amended 6-1-75, 10-7-75.

6A-14.246 Bonds required for community college officials and contractors.

(1) It shall be the responsibility of each community college board to provide at college expense for the bonding of its members and any employee who is responsible for money or property. The amount of the bond, which may be an individual, schedule or blanket bond, shall be prescribed by the board and adequate to protect the college and college funds involved. Construction contractors paid from college funds shall provide bonds for the faithful performance of their contracts and a reasonable material bond (performance and labor bond or labor and material bond). Other performance bonds may be required in accordance with rules of the board.

(2) Each board member shall file a surety bond in the amount of ten thousand dollars (\$10,000) conditioned upon the faithful performance of the duties of the office. The obligee shall be the governor of Florida and such bond shall be filed with the secretary of state. Specific Authority 229.053(1), 240.325 FS. Law Implemented 113.05, 255.05 FS. History - Formerly 6A-8.79, Repromulgated 12-19-74.

6A-14.247 Powers and duties of the board. Community colleges are operated by boards of trustees. In fulfilling this function, it is a primary responsibility of the board to establish rules, upon the advice and recommendation of the president, and hold the president accountable for the implementation of these established rules. The board acting as a board shall exercise all powers and perform all duties listed below:

(1) Require minutes and records to be kept. Require the president, as secretary, to keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the board.

(a) Minutes, recording. The typed minutes of each meeting shall be considered, corrected if necessary and approved at the next regular meeting; provided that this action may be taken at an intervening special meeting if the board desires. The minutes shall be signed by the chairperson and the president immediately after correction and approval and shall be kept as a public record in a permanently bound book in the custody of the president.

(b) Minutes, contents. The minutes shall show the vote of each member present on all matters on which the board takes action. It shall be the duty of each member to see that both the matter and the vote thereon are properly recorded in the minutes. Unless otherwise shown by the minutes, it shall be presumed that the vote of each member present supported any action by the board in either the exercise, violation, or neglect of the powers and duties imposed upon the board by law or legal regulation, whether such action is recorded in the minutes or otherwise established. It shall also be presumed that the policies, appointments, programs and expenditures not recorded in the minutes but made and actually in effect in the college were made and put into effect in accord with established rules of the board. The president is accountable for obtaining board consent for all excep-

tions to established rules with reference to appointments, programs and expenditures.

(2) Control property. The board shall retain possession of all property to which title is now held by the board and obtain possession, accept and hold under proper title as a body corporate in the name of "The District Board of Trustees of (name of community college), Florida." The board shall also have responsibility for the following: all property which may at any time be acquired by the board for the benefit of the college; managing and disposing of such property to the best interest of the college; contracting, suing, receiving, purchasing, acquiring by instituting condemnation proceedings if necessary, leasing, selling, holding, transmitting, and conveying the title to real and personal property; all contracts to be based on resolutions previously adopted and recorded in the minutes of the board; receiving, holding in trust, and administering for the purpose designated, money, real and personal property, or other things of value granted, conveyed, devised, or bequeathed for the benefit of the college.

(3) Identify educational needs, develop and adopt college program.

(a) Authorize the assembling of data and conducting of surveys which are essential to identify the educational needs of the district and to determine the programs and services required to meet the needs.

(b) Based on identified needs, develop and adopt a college program for the entire district as the basis for operating the college - one phase of the program is to be a long-term program and the other phase is to constitute the annual program; provided, however, the board shall not implement any instructional program which culminates in the awarding of a certificate or degree until it receives a report of a technical review of the proposed program from the director. Upon complete submission of all materials, the report of technical review is to be returned to the president within thirty (30) days after receipt of the proposed instructional program. The president shall present the director's technical review to the board as a part of the total set of materials being presented. The board is free to implement the proposed program if the technical review is not received within the above noted thirty (30) day period.

(4) Organization and operation of the college. Adopt rules in the manner prescribed by Chapter 120, Florida Statutes, and provide for the supervision and the evaluation of the execution of plans for the organization and operation of the college.

(5) Personnel. Designate positions to be filled, prescribe minimum qualifications for those positions and provide for the appointment, compensation, promotion, suspension and dismissal of employees in accord with the requirements of other State Board of Education Rules.

(a) Positions and qualifications. Act upon recommendations submitted by the president for positions to be filled and for minimum qualifications for personnel for the various positions.

(b) Compensation and salary schedules. Adopt a salary schedule or salary schedules to be used as a basis for paying members of the instructional staff and other college employees, such schedules to be arranged insofar as practicable so as to furnish incentive for improvement in training and for continued and efficient service. Compensation of members of the administrative and instructional staff and other college employees shall be paid on the basis of such schedules. Any compensation deviation from the approved schedules shall require separate approval by the board with the advice and recommendation of the president.

(c) Contracts and terms of service. Provide written contracts for all full-time members of the administrative and instructional staff. All contracts with members of the administrative and instructional staff shall be in accordance with the salary schedule adopted by the board, shall be in writing for definite amounts and for definite terms of service and shall specify the schedule of payments to be made. All such contracts shall be executed in duplicate and a true signed copy retained by the board in the custody of the president. The board is prohibited from paying any salary to any member of the administrative or instructional staff unless this provision of this paragraph has been observed.

(d) Suspension and dismissal and return to annual contract status. Suspend, dismiss, or return to annual contract members of the instructional staff and other college employees, provided, that no administrative personnel, instructor or other member of the instructional staff may be discharged, removed, or returned to annual contract except as provided in Rule 6A-14.411, FAC.

(6) Contractual agreements. Enter into contractual agreements with the federal government or any of its departments or designated agencies; other institutions, departments, agencies, districts or political subdivisions of the State of Florida and other states of the United States; and private individuals, organizations and corporations; provided, that such agreements are in the best interests of the college.

(7) Trustee policy recommendations. In accordance with rules established by the board, an individual board member may recommend policies which after advice, counsel and recommendation from the president may be considered by the board.

(8) Equal-access/equal-opportunity. Provide for opportunity for employment by the college and for opportunity to utilize instructional services provided by the college without regard to race or color, ethnic background, religion or sex.

(9) Nothing contained in these rules shall prohibit the board of trustees from initiating action deemed to be in the best interests of the institution, or from taking action if the president shall fail to make a recommendation as required by law.

(10) Courses for veterans in correctional institutions. The board shall request from the state approving agency for veterans education programs, established under Chapter 36, Title 38, U.S. Code, the withdrawal of current course approval for courses offered in state correctional facilities which are provided through state funding at no cost to inmates, who are eligible for veterans' educational benefits under Title 38, U.S. Code, and provided further that the board shall not request approval for such courses in the future.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.319, 240.345 FS. History - Formerly 6A-8.066, Repromulgated 12-19-74, Amended 10-28-75, 7-6-76, 2-14-77, 12-26-77, 9-26-78 4-10-79, 10-23-79, 2-4-81, 4-27-82.

6A-14.248 Sanitation and maintenance of college facilities.

Specific Authority 229.053(1), 230.755 FS. Law Implemented 230.754, 235.06 FS. History - Formerly 6A-8.2975, Repromulgated 12-19-74, Amended 12-26-77, Repealed 4-27-82. c.f. See Chapter 6A-2, FAC, for rules relating to sanitation and maintenance of community college facilities as provided by Chapter 235, Florida Statutes.

6A-14.249 Responsibilities of board and president

for plant maintenance and sanitation. The president shall require periodic inspections to ascertain that satisfactory standards of sanitation, housekeeping and maintenance as established by rules of the board are maintained in all facilities and shall cause all unsatisfactory conditions to be corrected promptly. Records of inspections and corrective action taken shall be maintained.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.319, 240.327 FS. History - Formerly 6A-8.2977, Repromulgated 12-19-74, Amended 12-9-75.

6A-14.25 Energy conservation program.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.319 FS. History - Formerly 6A-8.87, Repromulgated 12-19-74, Amended 12-26-77, Repealed 9-6-78.

6A-14.26 Qualifications and employment of a community college president. The minimum basic qualifications for the president of a community college shall be an earned doctor's degree or equivalent qualifications, and such additional qualifications as shall be prescribed by the local board. Should a local board determine that a candidate for the office of president has training or experience equivalent to the earned doctorate, it shall specify the training and experience so deemed equivalent and shall notify the Commissioner of such equivalency. The following procedures shall be followed in employing or dismissing a community college president:

(1) The board shall select and appoint a qualified individual as president. Before making this appointment, the board shall seek out and interview persons who demonstrate the highest qualifications of educational leadership. The board shall pay particular attention to the candidate's experience in community college or related fields, to his or her education, to the individual's profession of a broad understanding of the community college program and the person's demonstrated leadership ability.

(2) When a vacancy occurs in the office of president, an acting president may be appointed, which appointment shall follow the same procedure as for a president. The term of an acting president shall not exceed six (6) months, except that there may be one, but not more than one, reappointment for an equal term.

(3) The community college president shall be entitled to a contract. The term of the contract of a president shall not exceed four (4) years. It shall be the duty of the board to review and evaluate the performance of the president. The board shall inform the president of the procedure of the evaluation as well as what is expected of him at the time of approving his contract.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.313 FS. History - Formerly 6A-8.30. Repromulgated 12-19-74, Amended 10-28-75, 12-26-77.

6A-14.261 General powers of the president. The president shall have the authority and shall exercise the following powers:

(1) General oversight. Exercise general oversight over the college in order to determine problems and needs and recommend improvements.

(2) Advise, counsel and recommend to the board. Advise and counsel with the board on all educational matters and recommend to the board for action such matters as should be acted upon.

(3) Recommend rules. Advise and counsel with the board on all rules and recommend to the board for adoption rules deemed necessary for the efficient operation of the college.

(4) Recommend and execute rules. Prepare, organize by subject and submit to the board for adoption rules designed to supplement those adopted by the State Board of Education which contribute to the efficient operation of the college. Upon adoption, the president shall see that the rules are enforced.

(5) Recommend and execute minimum standards. From time to time prepare, organize by subject and submit to the board for adoption such minimum standards relating to the operation of any phase of the college program as are needed to supplement those adopted by the State Board of Education and as will contribute to the efficient operation of any aspect of community college education in the district; to see that minimum standards adopted by the board are observed.

(6) Perform duties and exercise responsibilities. Perform such duties and exercise such responsibilities as are assigned by law, by rules of the State Board of Education and by the board of trustees.

(7) Delegation and assignment of powers. Delegate to appropriate employees of the college such authority as is necessary to insure that laws, rules and board rules are executed in an efficient manner.

Specific Authority 229.053(1) 240.325 FS. Law Implemented 240.313 FS. History - Formerly 6A-8.77, Repromulgated 12-19-74, Amended 12-9-75, 12-26-77.

6A-14.262 Duties and responsibilities of the president. The president, in the exercise of the general powers of the president identified in Rule 6A-14.261, FAC, shall perform all duties listed below and elsewhere in the law; provided, that in so doing he or she shall advise and counsel with the board. The recommendations, nominations, proposals and reports required by law and rules to be made to the board by the president shall either be recorded in the minutes or shall be made in writing, noted in the minutes and filed in the public records of the board. It shall be presumed that, in the absence of the record required in this paragraph, the recommendations, nominations and proposals required of the president were not contrary to the action by the board in such matters. The president or a designated representative may, unless otherwise provided for by law or rules of the State Board, be authorized by the board to sign documents, agreements, contracts, instruments of payment and conveyances reflecting action approved or authorized by the board.

(1) Regular and special meetings of the board. Attend all meetings of the board, except when excused by the board, and advise, but not vote, on questions under consideration.

(2) Records of the board. Keep minutes of all official actions and proceedings of the board and keep such other records, including records of property held or disposed of by the board, as may be necessary to provide complete information regarding the college.

(3) College property. Act for the board as custodian of all college property.

(a) Recommend purchase and plans for control. Recommend to the board plans for contracting, receiving, purchasing, acquiring by the institution by condemnation proceedings if necessary, leasing, selling, holding, transmitting and conveying title to real and personal property.

(b) Property held in trust. Recommend to the board plans for holding in trust and administering property real and personal, money or other things of value, granted, conveyed, devised or bequeathed for the benefit of the college.

(4) College program. Prepare long-term and annual plans. Supervise the assembling of data and sponsor

studies and surveys essential to the development of a college program; prepare and recommend such a program to the board as the basis for operating the college. One phase shall be a long-term program and another phase shall constitute the annual program. The long-term program shall be concerned with the location and development of college buildings, transportation, personnel, instruction and other educational features involving the interest and welfare of the students and citizens of the district over a period of years. The annual program shall be concerned with the budget, sites to be purchased, buildings to be constructed, personnel, instruction and all other phases of the college program for any particular year which shall be developed, insofar as possible, in harmony and conformity with the long-term program.

(5) Establishment, organization and operation of programs, classes and services. Recommend the establishment, organization and operation of such programs, classes and services as are needed to provide adequate educational opportunities for all students, including the following:

(a) College holidays and vacation periods. Recommend holidays and vacation periods for the college.

(b) Cooperate with other colleges in special projects or activities. Recommend plans and procedures for cooperating with other colleges or with other agencies, in this state or in other states, in special projects or activities which can be more economically or advantageously provided by such cooperation.

(c) College food services. Recommend plans for the establishment, maintenance and operation of a food services program consistent with state laws and rules of the State Board of Education and administer and supervise such services.

(6) Personnel. Be responsible, as required herein, for directing the work of the personnel, and in addition the president shall have the following duties:

(a) Positions and qualifications. Recommend to the board positions to be filled, minimum qualifications required for each position and persons to fill each position authorized.

(b) Compensation and salary schedules. Recommend to the board for adoption a salary schedule or salary schedules to be used as the basis for paying members of the administrative and instructional staff and other college employees, including individuals engaged on a temporary basis to render other personnel services. Compensation plans and award programs shall be arranged insofar as practicable, so as to furnish incentive for improvement in competency, for continued and efficient service, and for rewarding college employees.

(c) Contracts and terms of service. Recommend to the board terms for contracting with employees and have prepared such contracts as are approved; provided that contracts with the members of the administrative and instructional staff are to be prepared, recommended and executed as herein before prescribed.

(d) Transfer and promotion. Recommend employees for transfer and transfer any employee during any emergency and report the transfer to the board at its next regular meeting.

(e) Suspension and dismissal. Suspend members of the instructional staff and other employees during emergencies for a period extending to and including the day of the next regular or special meeting of the board and notify the board immediately of such suspension. When authorized to do so, serve notice on the suspended member of the charges made and of the date of hearing. Dismiss employees in accordance with laws, rules and board policies.

(f) Direct work of employees and supervise instruction. Direct the work of and provide leadership for the improvement of all members of the instructional staff and other employees of the college; supervise or arrange under rules of the board for the supervision of instruction in the college and take such steps as are necessary to bring about continuous improvement.

(g) Delegate authority and designate an administrator to serve as acting president of the college during the temporary absence or incapacity of the president or during emergencies.

(7) Student welfare. Recommend plans to the board for the proper accounting of all students, for the attendance and control of students at the college, for the proper attention to health, safety and other matters which will best promote the welfare of students in the following fields:

(a) Admission, classification, promotion and graduation of students. Recommend rules for admitting, classifying, promoting and graduating students at the college.

(b) Control of students. Propose rules for the proper control, discipline, expulsion or suspension of students.

(8) Instructional program. Recommend plans and procedures for the development and improvement of the instructional program of the college.

(9) College plant. Recommend plans and execute such plans as are approved regarding all phases of the college plant program, including the following:

(a) Building program. Recommend plans and procedures for having a survey made under the direction of the department or by some agency approved by the department, as a basis for developing a building program as a phase of the long-term program for the college; recommend such program when sufficient evidence is available; specifying the location at which college work should be offered on the various levels, the type, size and location of programs to be established and the steps to be taken to carry out the program.

(b) Sites, buildings and equipment. Recommend the purchase of approved college sites and facilities or of additions to existing sites when needed; rental of buildings when necessary; erection of buildings; additions, alterations and repairs to buildings and other college properties; plans and specifications; purchase of furniture, books, apparatus and other equipment necessary for the proper conduct of the work of the college.

(c) Maintenance and upkeep of the college plant. Propose plans for assuring proper maintenance and upkeep of the college plant and for the provision of the utilities and supplies for the operation of the college; and take such steps as are necessary to see that buildings are kept in proper sanitary and physical condition and that heat, light, water and power and other supplies and utilities are adequate.

(d) Insurance of college property. Propose plans and procedures for insuring economically every structure and its contents, boilers and machinery as well as buses and other property, under the control of the board and see that the proper records are kept of such insurance.

(e) Condemnation of buildings. Inspect periodically all college buildings and surroundings to determine whether there are any unsanitary conditions or whether there are physical hazards which are likely to jeopardize the health or life of the students or staff; request competent assistance from the state or other authorized agency, if necessary, to determine whether buildings found to be defective should be condemned and to recommend to the board condemnation of buildings which should be abandoned.

(10) Finance. Recommend measures to the board to assure adequate educational programs, in accordance with the financial procedure authorized and as prescribed below:

(a) Plans for operating college. Determine the funds necessary for the operation of the college and recommend plans for insuring the operation of the college for the terms authorized by the State Board of Education.

(b) Annual budget. Submit the annual budget to the board for approval according to law. After action by the board, submit the budget to the director each year on forms required by the director.

(c) Borrowing money. Recommend when necessary the borrowing of money as prescribed by law.

(d) Financial records and accounting. Maintain accurate records of all financial transactions on forms prescribed by the director.

(e) Financial reports. Submit financial reports to the director as required and submit copies of such reports to the board.

(f) Bonds for employees. Bond employees as provided by law and board rules to provide reasonable safeguards for all college funds or property.

(g) Contracts. Recommend to the board the desirable terms, conditions and specifications for contracts for the following: performance audits and post-audits by a firm of certified public accountants, as deemed necessary and in keeping with sound business practices and provide such reports of audit to the board; supplies, materials, or services to be rendered; and to see that materials, supplies, or services are provided according to the contract.

(h) Reports to the director. Submit to the director all reports that may be required by law and rules using forms as may be prescribed by the director.

(11) Enforcement of laws and rules. See, insofar as practicable, that all laws and rules of the State Board of Education as well as supplementary rules of the board are properly observed.

(12) Professional and general improvements. Attend such conferences for presidents as may be called or scheduled by the department and avail himself or herself of means of professional and general improvement so that he or she may function most efficiently.

(13) Make records available to successor. Leave with the board and make available to the successor upon retiring from or vacating the office a complete inventory of college equipment and other property, together with all official records and such other records as may be needed in supervising instruction and in administering the college.

(14) The college seal. The president or the designate shall keep in his or her custody the college seal and shall authenticate true copies of decisions, acts or documents where official signatures are required by law or rules of the State Board of Education or rules of the board.

(15) Records of absence. Maintain full, complete and accurate records of all absences of college personnel provided for by law, rules of the State Board of Education or rules of the board. Such records shall include exact date(s) when each absence occurred and the nature of the cause of such absence. Payment of claims for such benefits are to be consistent with said laws, rules of the State Board of Education or rules of the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.313, 240.319, 240.335, 240.363 FS. History - Formerly 6A-8.771, Repromulgated 12-19-74, Amended 2-9-75, 2-14-77, 12-26-77, 7-16-79, 4-27-82.

6A-14.263 President to keep records of absences. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.741, Repromulgated 12-19-74, Repealed 12-9-75.

6A-14.27 Report on utilization of instructional and administrative staff.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.349 FS. History - Formerly 6A-8.84, Repromulgated 12-19-74, Amended 12-26-77, Repealed 4-27-82.

6A-14.28 Area vocational schools.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 230.651, 240.355 FS. History - Formerly 6A-8.583, Repromulgated 12-19-74, Repealed 9-6-78. Transferred to 6A-2.021.

6A-14.29 Staff and program development funds.

(1) Each community college shall allocate from its resources available for current operations during the fiscal year, except for the 1982-83 fiscal year, an amount equal to not less than two percent (2%) of the previous year's allocation from the state community college program fund for the purpose of funding staff and program development activities. In the event that the current allocation from the state community college program fund is less than the allocation for the previous year, the Commissioner, upon recommendation of the director, may authorize a decrease in the allocation to support staff and program development activities to an amount not less than two percent (2%) of the current year program fund allocations if requested by the board. The allocation of each community college for staff and program development shall be expended in accordance with a plan developed by each college and updated annually. For the 1983-84 and 1984-85 fiscal years, each community college that has not met its goals for student enrollment, retention, and graduation under Florida's 1978 equal opportunity plan for postsecondary education shall spend at least twenty-five percent (25%) of its allocation for staff and program development on activities designed directly and specifically to achieve its goals under the plan.

(2) Staff and program development plans and activities shall be initiated and implemented in conformance with the following definitions and restrictions.

(a) Definitions.

1. Staff development is the improvement of staff performance through activities which update or upgrade competence specified for present or planned positions. Staff is interpreted to include all personnel employed by the college.

2. Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements as well as the designing of new programs. It is program initiation or improvement rather than maintenance or expansion of existing programs. Development may be in any or all of the community college information classification structure functions: instruction, organized research, public service, academic support, student support, institutional support, physical plant operations and maintenance, and student financial assistance. Program development includes researching, planning, designing, and evaluating; salary payment; and purchasing of instructional equipment.

(b) Restrictions.

1. The use of staff and program development funds to pay for normal operating expenses is not appropri-

ate. Staff and program development funds are not to be used to help finance staff salaries and benefits package. The direct benefit from staff and program development funded activities is to be to the college rather than the staff members personally and is to be documented in each instance.

2. Funding new positions in whole or in part with staff and program development money is limited to positions solely for designing and initiating new programs. The payment of salaries for such positions from staff and program development funds is limited to a maximum of three (3) years. Funding existing positions in whole or in part with staff and program development money is limited to designing, initiating, and studying which contributes directly and primarily to program development. However, staff and program development money may be used to support salaries and materials to operate an office of a staff and program developer. Such support is not to exceed ten percent (10%) of the staff and program development allocation of the college for the year of expenditure.

3. Purchasing equipment with staff and program development funds is limited to instructional equipment for program initiation. Equipment purchased with staff and program development funds must not account for more than fifteen percent (15%) of the staff and program development allocation of the college for the year of purchase. A college may request authorization from the division of community colleges to exceed this limitation on the basis of special justification. A limitation of three (3) years applies to equipment rental and equipment incremental purchase.

4. Staff and program development funds must not be used to pay the costs of meeting Southern Association or other accrediting agency self-study requirements.

5. Travel outside the contiguous states for staff development is not an authorized use of staff and program development funds. Travel outside the contiguous states for program development is an authorized use of staff and program development funds when it is limited to developing international education programs, requires the documentation of the direct contribution and benefit of the travel to such development, and requires the approval of the president and the board.

Specific Authority 229.053(1), 240.325, 240.349(1), 240.363 FS. Law Implemented 240.349(1), 240.363 FS. History - Formerly 6A-8.761, Repromulgated 12-19-74, Amended 12-26-77, 7-2-79, 7-6-82, 3-8-83, 8-10-83.

6A-14.30 Programs of studies and degrees in community colleges. Community colleges shall be authorized to award associate degrees for satisfactory completion of a planned program of post high school studies consisting of not less than sixty (60) semester hours and to award such certificates as are appropriate upon completion of other courses and programs. No public institution or agency other than a community college organized and approved in accordance with provisions of Section 240.349, Florida Statutes, or a state university shall be authorized to award an associate degree. Community colleges shall offer a program of studies consisting of courses ordinarily offered or required in freshman and sophomore years of universities and such terminal vocational, technical and adult programs as are needed in the community served by the community college and authorized by the board. Such programs shall include programs of developmental, remedial or compensatory education to meet the needs of all students served by the college.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 228.041, 240.349 FS. History - Formerly

6A-8.50, Repromulgated 12-19-74.

6A-14.31 Acceleration mechanisms for program completion.

(1) Each degree or certificate program offered by a public community college shall be designed in such a manner that students are afforded an opportunity to complete a minimum of twenty-five percent (25%) of the degree requirements, exclusive of transfer credit accepted, through:

(a) Achievement of specified performance levels on appropriate recognized standardized, institutional or departmental examinations;

(b) Recognition of satisfactory performance in secondary school advanced placement programs of the college entrance examination board;

(c) Dual enrollment in a community college or university prior to graduation from high school or community college; or

(d) Any combination of the above acceleration mechanisms.

(2) In order to facilitate acceleration, each institution must award credit for specific courses for which competency has been demonstrated by successful passage of an exemption or waiver examination. Institutions may not exempt students from courses without the award of credit if competencies have been so demonstrated.

(3) Each public community college shall establish a program of early admission for public school students qualifying for such program under the provisions of Rule 6A-1.95(2), FAC.

(4) Each public community college shall, prior to September 1 of each year, submit a report to the Commissioner which shall include:

(a) Procedures implemented and policies applicable during the prior year which facilitated and encouraged the earning of credit by examination, advanced placement programs, and dual enrollment;

(b) Amount of credit earned and the number of students utilizing each means of acceleration during the prior year;

(c) Plans for acceleration procedures to be implemented during the current year; and

(d) Number of students admitted through early admission policies during the prior year; and the procedures and criteria for such admission.

(5) Each public community college shall describe the various options available for acceleration and the criteria governing such options in its catalog and other related publications or advisement materials.

(6) Time-shortened educational programs. The Commissioner shall compile and distribute to public and private secondary schools and postsecondary institutions information on acceleration mechanisms available in the public schools, community colleges and universities, and the degree of utilization of these options. Revision of such information shall be undertaken as necessary to keep it current with rules of the districts and institutions involved. A report of such information, along with any recommended changes in law shall be presented to the legislature at least thirty (30) days prior to each legislative session.

(7) The Commissioner shall also appoint a standing committee to be known as the committee on time-shortened educational programs. The committee shall be composed of personnel from all divisions of the department, including the Commissioner's staff, and shall also include representatives of public universities, community colleges and public schools. The committee shall be chaired by the Commissioner or a designee.

(8) The committee, in carrying out its functions shall be responsible for:

(a) Evaluating reports from district school boards, community colleges, and public universities to determine and evaluate compliance of each institution with applicable law and rules of the State Board relating to time-shortened educational programs.

(b) Making recommendations to the Commissioner relating to needed changes in law or rules to encourage

and foster time-shortened educational programs at all levels, including but not limited to waiver of State Board rules in individual cases, reallocation of any applicable funds and revision or modification of student fees.

(c) Compiling statistics and information on acceleration mechanisms available in the public schools, community colleges, and universities, and the degree of utilization of these options.

(d) Reviewing the annual calendars of school districts, community colleges and public universities to determine and evaluate compliance of each with applicable law and rules of the State Board and making recommendations to the Commissioner related to needed changes in law or rules to assure that statewide the education calendar will be common to the extent necessary to meet the needs of students.

(e) Performing any other functions assigned by the Commissioner to achieve the purposes and intent of this rule.

Specific Authority 229.053(1), 240.317, 240.319, 240.325 FS. Law Implemented 241.479 FS. History - Formerly 6A-8.59, Repromulgated 12-19-74, Amended 4-8-75.

6A-14.32 Report on instructional programs.
Specific Authority 229.053(1), 240.325 FS. Law Implemented 20.15, 240.349, 240.359 FS. History - Formerly 6A-8.51, Repromulgated 12-19-74, Repealed 4-27-82.

6A-14.33 Vocational and adult general education programs.

(1) The Commissioner, after consultation with the board, shall determine the respective responsibilities of the community college and other educational agencies for vocational and adult general education programs.

(2) The community college in areas of responsibility assigned to it by the Commissioner, upon recommendation of the director, shall survey and maintain a current appraisal of the needs of the college in its assigned areas of responsibility and shall develop and offer such vocational and adult general education programs as are appropriate and as are approved in accordance with procedures and standards prescribed by the Commissioner, upon recommendation of the director; provided, however, that the use of federal funds for the support of programs and services in community colleges shall be in accordance with plans, procedures and standards of the State Board of Education.

(3) Community colleges which are authorized to operate adult high schools are also authorized to award high school diplomas for satisfactory completion of high school programs.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 228.072, 240.301, 240.325, 240.355 FS. History - Formerly 6A-8.52, Repromulgated 12-19-74, Amended 12-26-77, 06-12-83.

6A-14.34 Comprehensive vocational education program; definitions.

(1) For the purposes of administering Section 240.355, Florida Statutes, the term comprehensive vocational education shall include vocational education programs not leading to a bachelor's degree. A comprehensive vocational education program is one which provides vocational programs, services, and activities of high quality, realistic in light of actual or anticipated opportunities for gainful employment and suited to the needs, interests, and abilities of the persons to be served. Vocational programs, services, and activities shall be compatible with the state plan.

(2) Definition of terms necessary for managing a uniform coordinated system of vocational education for all levels of the state system of public education shall be published by the Commissioner in a document titled, "Definitions for Vocational Education in Florida" with a designation of the effective date. These definitions are hereby incorporated in this rule and made a part of the rules of the State Board. Any subsequent changes in these definitions shall be provided to the State Community College Coordinating Board for review and recommendation before being considered by the State Board.
Specific Authority 229.053(1), 240.325 FS. Law Implemented 229.551(1)(h), 240.355 FS. History - Formerly 6A-8.55, Repromulgated 12-19-74, Amended 5-25-82. c.f. Definitions for Vocational Education in Florida.

6A-14.341 Responsibilities of school boards and community college boards for vocational education. It is the intent of these rules that vocational education be made available to all residents of Florida, and that school boards and community college boards of trustees shall cooperatively develop and adopt specific assignments of responsibility to assure efficient utilization of all available resources to achieve this intent. Contractual or cooperative agreements between school boards and community college boards of trustees are encouraged. Each such contract or cooperative agreement must be reviewed and approved by the Commissioner before implementation. To accomplish this goal as state-wide policy, primary responsibilities for vocational education at the school and community college district level are assigned as follows:

(1) Each school board has primary responsibility for assuring that vocational education, as provided in Rule 6A-14.343, FAC, is available to students in grades 1 through 12 and to youth under 19 years of age who left school before high school graduation.

(2) Each postsecondary area vocational-technical center is assigned to a school board.

(3) Each school assigned a postsecondary area vocational-technical center established in accordance with Section 230.63, Florida Statutes, shall have primary responsibility for non-college credit courses and certificate vocational programs for youth and adults of all ages residing in the service area of that center as approved by the state board for vocational education.

(4) Each community college with a department designated as an area vocational education school by the state board for vocational education under the provisions of the vocational education act of 1963, Public Law 88-210 or as amended by Public Law 90-576, shall have primary responsibility for certificate and non-college credit vocational education programs and courses and also for college credit courses and associate degree vocational programs for youth and adults 19 years of age or older who reside in the service area of that area school as approved by the state board for vocational education.

(5) Each community college not having a department designated as an area vocational education school shall have primary responsibility for associate degree and certificate vocational programs based on college credit courses and for short courses, institutes, or similar activities, related to the vocational programs and responsibilities of that college.

(6) Community colleges with departments designated as area vocational education schools may, with the approval of the board of trustees and upon the request of a school board in its vocational service area, provide on behalf of that school board vocational education programs.

and courses for Youth under 19 years of age who left school before graduating from high school and for high school students in grades 10-12.

(7) A board of trustees administering a community college which does not have a department designated as an area vocational school may enter into a cooperative agreement with a school board which operates an area vocational-technical center designated by the state board for vocational education to provide vocational-technical education courses which a community college will accept for college credit or for the community college to use the facilities of the area vocational-technical center for instructional purposes.

(8) Any school board or any community college board of trustees may enter into contractual or cooperative agreements with any other school board or community college board of trustees to provide specific vocational-technical education services or courses to assist in meeting the vocational education need of the persons to be served.

(9) School boards and community college boards of trustees are responsible for avoidance of unwarranted duplication of programs and services and for articulating and coordinating vocational education programs, services and activities including the respective boards, based upon written agreements between school boards and community college boards of trustees. Such articulation and coordination shall be accomplished in the establishment of a local coordinating council as set forth in Rule 6A-14.37, FAC. School boards and community college boards of trustees are responsible for making comprehensive vocational programs available to all residents in their areas and are authorized to use any appropriate means to that end, including expenditures for advertising the availability of programs and courses.

(10) None of the above provisions shall contradict or supersede existing agreements between school boards, area centers and community colleges concerning vocational education as provided in Chapter 70-211, Laws of Florida. Specific Authority 229.053(1), 240.325 FS. Law Implemented 230.23(4)(d), 240.355 FS. History - Formerly 6A-8.56, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.342 Direct job related vocational offerings required for each community college board. Each community college board, which has as a part of its responsibility the providing of a comprehensive vocational education program, shall offer or make available a direct job related program of instruction.

(1) Community college boards which offer job related vocational education programs shall offer to make available a direct job related program of instruction throughout the calendar year and include not less than five (5) vocational education areas for persons under 19 years of age.

(2) The following definitions shall be used in carrying out the requirements of this section of these rules:

(a) Direct job related instruction - Practical pre-employment education designed to prepare persons for job entry employment in an occupational field;

(b) Vocational education area - An occupation or a cluster of closely related occupations in an occupational field in which one or more courses are required for job entry employment;

(c) Previous academic attainment - The grade level a person has reached in a formal education pattern which consists primarily of basic and academic education;

(d) Academic period - Any established period of time within which a course, or unit of a course, begins and ends; such as a term, quarter, trimester, semester,

or year with students enrolled at the beginning of that period;

(e) Primary responsibility - The responsibility for planning, developing, establishing, operating and evaluating programs of vocational education including the identification, recruiting, training, placement, and follow-up of students; and

(f) Unwarranted duplication - Program duplication is unwarranted where identical programs are developed independently of each other in the same geographical area by two or more institutions when the employment possibilities do not merit duplication or when the enrollment potential is limited.

(3) Within the provisions of Rule 6A-14.341, FAC, the school boards of two or more contiguous districts may jointly implement the provisions of this rule or one or more school boards of districts served by a community college or contiguous to the district of location of a community college may enter into a contract, or cooperative agreement, with the community college board of trustees to provide the instruction outlined herein.

(4) Each community college board of trustees shall permit persons, regardless of academic attainment, to enroll in this program to begin some appropriate phase of training. No person shall be required to wait for the beginning of a new academic period to begin his or her training.

(5) Each community college board of trustees shall cooperate with other educational agencies and with non-educational agencies in locating, identifying, and recruiting all unemployed or underemployed youth for enrollment in an appropriate course or courses.

(6) A person performing the responsibilities of the classroom teacher in this program shall be paid a salary rate in accord with the college's adopted salary schedule. When in the judgment of the community college president a suitable teacher with the usual academic background is not available, a community college board of trustees may employ a person who, because of background and experience, has the ability to relate to and communicate with the students whom he or she will instruct.

(7) When suitable instructional personnel to teach in this program are not available at the regular salary schedule, a community college board of trustees may include in their officially adopted salary supplements for this program.

(8) No community college board of trustees shall duplicate courses already in existence which meet the requirements of these rules when such duplication is unwarranted.

(9) The primary responsibility for carrying out the provisions of this section of rules rests with each school board. When a community college board of trustees has entered into a contract or cooperative agreement with a school board, the community college board of trustees shall submit to the Commissioner, through the director, a plan for complying with the provisions of these rules. The Commissioner shall set the deadline for submitting such plans.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 233.068 FS. History - Formerly 6A-8.58, Repromulgated 12-19-74, Amended 12-26-77, 7-16-79.

6A-14.343 Scope of vocational education.

(1) Vocational education courses include world of work instruction in the elementary grades and courses in one or more of the following: exploratory education, agriculture education, business education, cooperative and work experience education, distributive education, health occupations education, home economics education,

industrial education, industrial arts, pre-technical education, technical education, direct job related education, compensatory education and other offerings for the disadvantaged and handicapped as defined in the vocational amendments of 1968, Public Law 90-576, and such other offerings as may be authorized by the Florida State plan for vocational education including those of a pilot or experimental nature.

(2) The term vocational education as used in these rules shall not be construed to include general courses although some may be similar in name, such as, general business education, general home economics, or credit courses in occupational education which are pre-professional in nature and a planned part of the preparation for a baccalaureate degree.

Specific Authority. 229.053(1), 240.325 FS. Law Implemented 228.041, 240.355, 233.0682 FS. History - Formerly 6A-8.551, Repromulgated 12-19-74.

6A-14.344 Types of vocational education courses and activities. Vocational education instruction is graded, ungraded, credit, or noncredit instruction which is not designed to lead to a baccalaureate or higher degree and which consists of the following types of courses and activities.

(1) Introductory course - A course of instruction to familiarize persons with the world of work shall be classified as an introductory course. Instruction concerning the world of work includes the many kinds of work people do and the interrelationship of such work in producing and using goods and services.

(2) Exploratory course - An exploratory course shall consist of shop or laboratory instruction, including industrial arts, to give students first hand exploratory experiences with the kinds and levels of work performed in a broad range of occupations for which special skills are required; inform them of the requisites for careers in such occupations; acquaint them with the significance of evolving technologies in these occupations; instill in them an understanding and appreciation for the dignity and worth of honest labor; and assist them in making informed and meaningful occupational choices.

(3) Occupational proficiency course - An occupational proficiency course shall include instruction in a specific occupation or cluster of closely related occupations to develop occupational proficiency for gainful employment. Such courses are provided to persons meeting the following conditions:

(a) Persons preparing to enter an occupation or a registered apprenticeship program; or

(b) Persons who already have entered an occupation but desire to:

1. Upgrade or update their occupational knowledge and skills or

2. Learn new ones in order to achieve stability or advancement in employment.

(4) Pre-technical course - A pre-technical course shall consist of instruction, including technically oriented industrial arts, provided at the secondary level for students planning to enroll in an advanced or highly skilled vocational or technical education program at the postsecondary level.

(5) Vocationally oriented home-economics - A vocationally oriented home economics course shall consist of instruction in food and nutrition, child development, clothing, housing, family relations and management of resources with emphasis on selection, use and care of goods and services, budgeting and other consumer responsibilities, provided to the following:

(a) Students, as exploratory experiences in occupa-

tions requiring home economic skills and knowledge;

(b) Individuals who upon completion of the instruction are preparing to enter an occupation requiring home economics skills and knowledge;

(c) Individuals who have already entered such an occupation but desire to upgrade or update their occupational skills and knowledge in order to achieve stability or advancement in employment; or

(d) Individuals who need and desire consumer and homemaking education.

(6) Remedial or compensatory education course - A remedial or compensatory education course shall consist of instruction to correct any educational deficiency or handicap which prevents a student from benefiting from the instruction related to the occupation or occupations for which he or she is being trained.

(7) Activities of vocational education student organizations - Vocational education student organizations, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum. Specific Authority 229.053(1), 240.325 FS. Law Implemented 228.04(24), 240.355, 233.0682 FS. History - Formerly 6A-8.552; Repromulgated 12-19-74.

6A-14.345 Instructional components of vocational education. The comprehensive vocational education program shall be offered in components organized as follows:

(1) Instruction in grades 1 through 6 to familiarize pupils, including those considered to be disadvantaged or handicapped, with the world of work. Emphasis is placed on the relationship of the world of work to the on-going instructional program.

(2) Instruction in grades 7 through 9 to pupils, including those considered to be disadvantaged or handicapped, in the following areas:

(a) To provide occupational exploratory experiences, including industrial arts and vocationally oriented home economics.

(b) To provide direct job related instruction for potential school leavers and others if essential in meeting their educational needs.

(3) Instruction in grades 10 through 12 to pupils, including those considered to be disadvantaged or handicapped, in the following areas:

(a) To provide direct job related instruction, including registered preapprenticeship training, for pupils planning to graduate and for pupils who may leave school before graduation.

(b) To provide pre-technical vocational education instruction including technically oriented industrial arts for those planning to enroll in an advanced or highly skilled vocational or technical program at the postsecondary level.

(c) To provide instruction in vocationally oriented home economics.

(d) To provide activities for pupils in vocational youth organizations included as an integral part of the instruction offered.

(4) Instruction, including registered preapprenticeship training, at the postsecondary level to provide youth under 19 years of age who have completed high school or left school before high school graduation, who are unemployed and underemployed, including those considered to be disadvantaged or handicapped, with organized programs of instruction to prepare them for gainful employment.

(5) Instruction at the postsecondary level to provide persons 19 years of age and older, who have

completed high school or left school before high school graduation, including those considered to be disadvantaged or handicapped, with organized programs of instruction, leading to a certificate or an associate degree in a community college to prepare them for gainful employment.

(6) Instruction at the adult level to provide training or retraining to insure stability or advancement in employment to adults who have already entered the labor market and who are employed or seeking employment, including those considered to be disadvantaged or handicapped, or vocational oriented home economics designed to prepare adults for the role of homemaker, or to contribute to the employability of such adults in the dual role of homemaker and wage earner.

(7) To provide appropriate special vocational education programming for disadvantaged and handicapped students at appropriate levels of education. Specific Authority 229.053(1), 240.325 FS. Law Implemented 228.041(24), 240.355, 233.068, 233.0682 FS. History - Formerly 6A-8.553, Repromulgated 12-19-74.

6A-14.35 Preapprenticeship programs.

(1) Pursuant to recommendations of the coordinating council for vocational education as provided in Rule 6A-14.37, FAC, district school boards and community college boards of trustees shall be authorized to develop and establish preapprenticeship programs when approved by the director of the division of vocational education and registered with the department of commerce. Such programs shall:

(a) Conform with the uniform preapprenticeship standards established by the department of commerce in cooperation with the division of vocational education.

(b) Be developed where needed to serve existing and potential registered apprenticeship programs.

(c) Be a part of a regular or adult high school program and be available to students sixteen (16) years of age and over who have reached an appropriate level of education for entry into an apprenticeship program or a part of a postsecondary program for high school graduates.

(d) Have a craft advisory committee composed of representatives of employers and employees of the trade, utilizing available joint apprenticeship committees or approved apprenticeship sponsors.

(e) Be established for the number of hours of instruction necessary to meet the requirements of the uniform state standards.

(f) Provide facilities and equipment for preapprenticeship programs which conform to criteria prescribed by the division of vocational education.

(g) Meet the requirements for teachers of industrial education, provided that:

1. Teachers shall have completed an apprenticeship program and have worked a minimum of two (2) years as a journeyman in the craft taught, or

2. Shall have the written endorsement of a majority of the approved apprenticeship sponsors for which the

preapprenticeship training is established.

(2) The division of vocational education shall cooperate with the department of commerce in establishing uniform preapprenticeship standards, including curricula, standards of admission, training standards and goals, and providing for a uniform objective standard to measure successful completion of such program. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.355, 446.052 FS. History - Formerly 6A-8.582, Repromulgated 12-19-74, Amended 7-16-79.

6A-14.36 Administrators of vocational education.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 231.3505, 240.335 FS. History - Formerly 6A-8.572, Repromulgated 12-19-74, Amended 12-26-77, 7-16-79, 4-27-82, Repealed 06-28-83.

6A-14.37 Coordinating council for vocational education, adult general education, and community instructional services. A coordinating council for vocational education, adult general education, and community instructional services shall be established in each community college district. The membership of this council shall include the superintendent and directors of vocational education and adult general education of each school district in the community college area and the president and deans or directors of vocational education and community instructional services of the community college.

(1) The council shall develop recommendations to the respective school boards and to the community college board of trustees and where appropriate may make recommendations to the commissioner and to the appropriate division directors of the department.

(2) The responsibilities of the council shall be to review the total vocational education, adult general education, and community instructional services programs being offered in the district, to make such recommendations as are necessary, to encourage the development of needed offerings or changes in existing offerings and to avoid unwarranted duplications. To accomplish this, the council should perform the following:

(a) Review and recommend adjustments of existing programs, activities, and services--including counseling that will better meet the assigned responsibilities of each district;

(b) Review and recommend agreements between boards, to provide coordinated and articulated vocational education, adult general, and community instructional services programs to meet the educational needs of all residents in all communities in the district;

(c) Review and make recommendations concerning long-range (6 years) objectives for the school district and the community college area of responsibility and make such recommendations as needed so that each plan provides for coordinated and articulated programs without unnecessary duplication;

(d) Review data in support of proposed programs,

recommend to the appropriate board approval or disapproval of the program and, if necessary, recommend the assignment of responsibilities to the appropriate institution in accordance with specific local, cooperative agreements and rules of the State Board; and

(e) Review such other aspects of the programs and make such recommendations as are necessary to provide an efficient, well coordinated and comprehensive vocational education, adult general education, and community instructional services programs.

(f) Individual boards shall consider recommendations of this council in taking action on matters included in paragraphs (2), (b) and (c) above. Specific Authority 229.052, 229.053(1), 240.325 FS. Law Implemented 240.355, 233.0682 FS. History - Formerly 6A-8.57, Repromulgated 12-19-74.

6A-14.38 Business and industrial community support.

(1) Community college boards of trustees shall take such steps as may be necessary to bring about the following:

(a) An awareness on the part of the business and industrial community of existing vocational education programs within the community;

(b) Support by the business and industrial community of the vocational education program;

(c) An understanding on the part of the educational institution of job opportunities and of the skills and attitudes needed for success in employment.

(d) Establishment of lines of communication and a spirit of mutual understanding between the educational institution and the business and industrial community which it serves; and

(e) Organization, when appropriate, of advisory committees as an effective method of communication between the educational institutions and the community.

(2) Each community college board of trustees shall give specific attention to the occupational programs offered either by direct action or by assigning such responsibility to a general advisory committee for occupational education.

Where an advisory committee is appointed, the membership shall be broadly representative of the major social and economic elements of the community. Such a committee should be appointed by and should serve at the convenience of the boards to advise the board on the development, operation and evaluation of the occupational programs offered. The committee should also recommend to the board the need for advisory committees to programs in specific occupations or cluster of occupations.

(3) The board may appoint such advisory committees for programs in specific occupations or clusters of occupations as it deems necessary to advise with the appropriate instructional staff on the development, operations and evaluation of the program or programs for which it is appointed. Membership on such a committee or committees should be comprised of persons familiar with the requirements for employment and successful performance in the occupation with which it is concerned.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.355 FS. History - Formerly 6A-8.571, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.39 Drug abuse education program. As part of the statewide drug abuse education program, community colleges shall give priority to their role in the freshman and sophomore components of programs to train drug education specialists. Such programs shall include drug, narcotics, alcohol, and tobacco education. In response to needs described by local school boards and local government agencies, community colleges shall

design programs for selection and training of school para-professional personnel and personnel of non-school health or health related agencies. Specific Authority 229.053(1), 240.325 FS. Law Implemented 233.061 FS. History - Formerly 6A-8.54, Repromulgated 12-19-74.

6A-14.40 Time of service for work credit. The minimum work time which may be recognized for determining credit toward time of service for other than retirement purposes is as follows:

(1) A year of service for employees shall be full-time actual service. Such service shall consist of a total number of days at least one day more than one-half of the number of days required for the normal contractual period of service for the position held within the fiscal year, or equivalent service performed on an hourly basis as defined by the board provided, however, that:

(a) Such service shall include leave for which compensation was received.

(b) Absence from duty after the date of beginning service shall be duly authorized and granted.

(c) Only one year of service may be recognized within one fiscal year.

(d) Extended professional leave as defined in Rule 6A-14.43, FAC, shall be applicable toward years of service credit when so authorized by board; and

(e) work performed on an overtime basis shall not be recognized for full-time, actual service credit.

(2) A normal work week for each authorized position shall be established by board rules.

(3) A work day should be one-fifth of a normal work week or its equivalent as defined by the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.792, Repromulgated 12-19-74.

6A-14.41 Contracts for instructional and administrative personnel.

(1) The board shall provide written contracts in a form prescribed by the Commissioner for all full-time instructional and administrative personnel so classified under the provisions of subsection (6) below, and in the manner provided by law and by Rule 6A-14.413, FAC; provided, however, that technical and para-professional personnel, including television station managers, television cameramen, computer personnel, teacher aides and administrative positions in business affairs, public relations, alumni affairs and other specialized personnel employed in related administrative and instructional areas so designated by the board shall be exempt from this provision. Part-time instructional and administrative personnel so classified under the provisions of subsection (6) below, unless otherwise designated as technical and para-professional by the board, shall be given a written contract in a form prescribed by the board.

(2) Contracts for full-time members of the instructional and administrative staffs shall be for a minimum number of days to be determined by the board; provided, however, that such contracts meet the minimum requirements for full-time employment as specified by the Florida Division of Retirement for retirement purposes. Days of service shall include all days in which an employee is assigned responsibilities for the program of the community college in accordance with rules of the board. This includes not only actual teaching service, but such other responsibilities as registration, counseling, conference periods, examination periods, etc. Contracts for part-time members of the instructional and administrative staff may provide for employment by the day or by the semester hour or clock hour.

(3) The board shall adopt a payment schedule for instructional and administrative personnel which shall provide that personnel shall be paid in regular installments.

(4) Periods of service of any contract, except with the president or administrative personnel receiving contracts under the provisions of Rule 6A-14.41(9), FAC, may not exceed twelve (12) months and the contract shall indicate the beginning and ending dates of the employment period. Contracts may be issued for a period of time including parts of two (2) fiscal years.

(5) Any person employed on the basis of a written offer for a specific position by a duly authorized agent of the board for a stated term of service at a specified salary and who accepted such offer by telegram or letter or by signing the regular contract form and who shall violate the terms of such contract or agreement by leaving the position without first being released from the contract or agreement by the board, shall be ineligible for employment in any public community college in the state for the period of one (1) year from the date of such violation. The board shall take official action on such violation and furnish a copy of the proceedings to the director who shall notify other Florida community colleges of such action.

(6) For the purposes of issuing contracts, the board shall classify personnel as either administrative or instructional and shall enter such classifications into the minutes of the board. The following definitions shall be used in determining these classifications:

(a) Administrative personnel are board employees whose designated duties involve the following:

1. Directing, scheduling or supervising other board employees;
2. Evaluating and recommending the employment or termination of other board employees;
3. Allocating, managing and scheduling resources and facilities;
4. Serving in positions involving planning, development, and utilization of personnel, resources and facilities.

(b) Instructional personnel are board employees whose designated duties involve teaching, library and learning resource support services, guidance or counseling.

(7) Any employee who has retired may interrupt retirement and be reemployed in any college during a period of emergency or critical need as determined by the board. An employee so reemployed by the same college from which he or she retired may be entitled to continue on the same salary basis that existed immediately prior to retirement.

(8) The board may issue multi-year contracts not to exceed three (3) years to employees, other than the president, classified under the provisions of Rule 6A-14.41(6), FAC, as administrative personnel; provided, however, that such contracts shall be subject to conditions provided in Rule 6A-14.411(5), FAC, should the board have to choose from among administrative personnel to consolidate or reduce programs and the suspension and dismissal of administrative personnel shall be subject to the conditions of Rule 6A-14.411(6), FAC.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.339 FS. History - Formerly 6A-8.31, Repromulgated 12-19-74, Amended 1-29-76, 12-26-77, 7-16-79, 1-6-83, c.f. Rules of the Department of Administration, Division of Retirement, Chapter 22B-2, FAC - Creditable Service.

6A-14.411 Issuance of continuing contracts.
Continuing contracts are to be awarded for service in an instructional capacity only.

(1) The board shall provide a continuing contract in a form approved by the Commissioner for each instructional employee in a community college who is classified under the provisions of Rule 6A-14.41(6)(b), FAC, and who meets all of the following requirements:

(a) Has completed three (3) years of satisfactory service in the same college during a period not in excess of five (5) successive years with such service being continuous except for leave duly authorized and granted, provided that a board may issue a continuing contract to a member of the instructional staff after two (2) years of employment in the college, provided such individual has previously held a continuing contract in a county school system or a public community college within this state. All continuing contracts issued shall be based upon satisfactory service performed in an instructional position;

(b) Has been reappointed for the fourth year without any reservations or specifications as provided by Rule 6A-14.412, FAC; and

(c) Has been recommended by the president for continuing contract based on successful performance of duties and demonstration of professional competence.

(2) The continuing contract shall be effective at the beginning of the annual college contractual periods which are commensurate with approved year-round operation, in which all requirements are completed on or before September 1.

(3) Each employee to whom a continuing contract has been issued as provided herein shall be entitled to continue in a position in the college at the salary schedule authorized by the board without the necessity for annual nomination or reappointment until such time as the employee resigns or his contractual status is changed as prescribed below.

(4) Any employee who is under continuing contract may be dismissed or may be returned to annual contract status for another three (3) years at the discretion of the board when a recommendation to that effect is submitted in writing to the board on or before April 1 of any college year giving good and sufficient reasons therefor by the president and provided the president's recommendation is approved by a majority of the board. The employee whose contract is under consideration shall be duly notified in writing at least seven (7) days prior to the filing of the written recommendation with the board and such notice shall include a copy of the charges and the recommendation to the board. Should the board determine that it will consider the charges filed against the employee, it shall direct that a petition conforming to the requirements of the model rules of procedure adopted pursuant to Section 120.54(10), Florida Statutes, and including notification to the employee of his or her hearing rights, be filed with it and a copy served upon the employee. If the employee wishes a public hearing, he or she shall notify the board in writing within ten (10) days after the date of service of the petition. Upon receiving such a request, the board shall within fifteen (15) days notify the employee of the time and place of the public hearing on the charges which shall not be less than fourteen (14) days from the service of the notice unless a different time is agreed to by all parties. The hearing shall proceed in accordance with the provisions of Chapter 120, Florida Statutes, and should be in substantial compliance with the model rules of procedure, Chapter 28, FAC, unless the parties mutually agree to an alternative hearing procedure. In the event the employee does not request a public hearing the board shall proceed to take appropriate action. Any decision adverse to the employee shall be made by a majority vote of the full membership of the board.

(10) days after the date of service of the petition. Upon receiving such a request, the board shall within fifteen (15) days notify the employee of the time and place of the public hearing on the charges which shall not be less than fourteen (14) days from the service of the notice unless a different time is agreed to by all parties. The hearing shall proceed in accordance with the provisions of Chapter 120, Florida Statutes, and should be in substantial compliance with the model rules of procedure, Chapter 28, FAC, unless the parties mutually agree to an alternative hearing procedure. In the event the employee does not request a public hearing the board shall proceed to take appropriate action. Any decision adverse to the employee shall be made by a majority vote of the full membership of the board.

(5) Should the board have to choose from among its

personnel who are on continuing contracts as to which should be retained, among the criteria to be considered shall be educational qualifications, efficiency, compatibility, character and capacity to meet the educational needs of the community. Whenever a board is required to or does consolidate or reduce its program, the board may determine on the basis of the foregoing criteria from its own personnel and any other instructional personnel, which college employees shall be employed for service at the college and any employee no longer needed may be dismissed. The decision of the board shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the board shall be final.

(6) Any employee classified under the provisions of Rule 6A-14.41(6), FAC, may be suspended or dismissed by the board upon recommendation of the president at any time during the college year, provided that no such employee may be dismissed during the college year without opportunity to be heard at a public hearing after at least fourteen (14) days notice of the charges against the employee and of the time and place of hearing; and provided further that the charges must be based on immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty, drunkenness or conviction of any crime involving moral turpitude. A petition conforming to the requirements of the model rules of procedure, Chapter 28, FAC, specifying the charges and notifying the employee of his or her hearing rights shall be filed with the board and a copy served upon the employee. Whenever such charges are made against any such employee, the board may suspend such employee without pay, pending a speedy, informal hearing, if requested by the employee. At any such informal hearing the board shall determine the necessity to suspend and withhold pay, and whether probable cause exists to support the charges. If the board determines that probable cause exists to support the charges and there exists a necessity of continuing the suspension without pay then it may do so, but if the charges are not sustained upon final hearing the employee shall be immediately reinstated and back salary shall be paid. If the board determines that there is no necessity to suspend without pay, then it shall reinstate the employee with pay and, further, it may dismiss the charges if it determines that probable cause does not exist to support same. In cases where a petition for dismissal of an employee has been filed with the board, the board shall hold a public hearing in accordance with the provisions of Section 120.57, Florida Statutes, and the model rules of procedure, Chapter 28, FAC, unless the parties mutually agree to an alternative hearing procedure. If a hearing is requested by the employee, after notice as provided above, the board shall determine upon the evidence as submitted whether the charges have been sustained and if the charges are sustained, either to dismiss said employee or fix the terms under which said employee may be reinstated. If such charges are sustained by a majority vote of the full membership of the board and such employee is discharged, the contract of employment shall be thereby canceled.

Nothing in this rule shall preclude a board from utilizing the services of a hearing examiner to conduct either formal or informal hearings.

(7) Any employee who is employed in a cooperative education program in this state may be immediately placed on continuing contract with the board wherein the cooperative education program is produced if, at the time of employment, such person is on a continuing contract in a college which is participating in support of the particular cooperative education program in which the person is

employed; provided that if at the time of reappointment of personnel, during the first three (3) years, said person is not recommended for continued employment in the cooperative education program, he or she shall automatically revert to continuing contract status in the college of immediate prior employment; and provided further that in meeting the requirements for a continuing contract prescribed herein, prior successive years of service rendered in any college participating in the support of the particular cooperative education program may be counted as years of probationary service for a continuing contract with the board wherein the cooperative education program is produced.

(8) Any employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded shall lose continuing contract status, unless said employee has been granted an administrative leave of absence pursuant to board rules that recognize the interim assignment and provide for returning to the original contractual status at the end of the annual appointment.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.339 FS. History - Formerly 6A-8.33, Repromulgated 12-19-74, Amended 12-9-75, 2-14-77, 12-26-77, 7-16-79.

6A-14.412 Annual contracts under certain conditions. Any employee who is otherwise entitled to receive a continuing contract may be issued an annual contract provided the board, upon the recommendation of the president, shall by majority vote find that such employee does not meet the required standards for a continuing contract or that the required duties and responsibilities of that position have been restricted or will be needed for a limited time. Among the criteria to be considered by the board in making this determination shall be educational qualifications, efficiency, capability, and capacity to meet the educational requirements of the community or the length of time the duties and responsibilities of this position are expected to be needed. A recommendation to issue such annual contract shall be made by the president and submitted to the board on or before April 1 preceding the college year for which the contract is to be effective, giving good and sufficient reasons for such recommendation; provided, further, that the board shall act on the president's recommendation at least sixty (60) days before the ending date of the employee's current contract.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.339 FS. History - Formerly 6A-8.34, Repromulgated 12-19-74.

6A-14.413 Form and content of contracts for instructional and administrative personnel and other personnel.

(1) Forms of contract for annual contracts, continuing contracts and multi-year administrative contracts entered into between the board and instructional and administrative personnel in accordance with Rule 6A-14.41(1), FAC, and as provided by law shall be prescribed by the Commissioner. Contents of such contract forms shall comply with all pertinent provisions of law and State Board rules. No such contract form shall indicate or be altered to show any uncertainty with reference to the amount of salary for the contract period of service or the duration of the period of service, except as contract status and qualifications of the teacher may change or where membership in a college or program is so unstable that it might be necessary to discontinue classes because of lack of students, in which

latter case the contract may be stated to be effective at the option of the board conditional on a minimum number of students. Any clause inserted in a contract form purporting to provide that the contract salary will be paid only if funds are available shall be null and void.

(2) Full-time personnel not classified under the provisions of Rule 6A-14.41(6), FAC, may be issued a contract in accordance with rules of the board. Forms for contracts for such personnel shall be prescribed by the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.339 FS. History - Formerly 6A-8.35, Repromulgated 12-19-74, Amended 12-14-77, 7-16-79.

6A-14.414 Certification of personnel. In accordance with Section 240.335, Florida Statutes, instructional and administrative personnel of community colleges, as classified under the provisions of Rule 6A-14.41(6), FAC, shall not be required to have certificates issued by the state, except as required in Section 231.3505, Florida Statutes. For those not required to have certificates, boards of trustees shall set minimum standards which shall be utilized in making personnel decisions at the college.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 231.3505, 240.335 FS. History - Formerly 6A-8.32, Repromulgated 12-19-74, Amended 10-7-75, 7-16-79, 2-4-81.

6A-14.415 Certificates for community college personnel.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.335 FS. History - Formerly 6A-8.36, Repromulgated 12-19-74, Amended 11-9-76, 12-26-77, Repealed 7-16-79.

6A-14.416 Revocation of certificates.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.37, Repromulgated 12-19-74, Repealed 7-16-79.

6A-14.417 Procedures to revoke or suspend certificates.

Specific Authority 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.38, Repromulgated 12-19-74, Repealed 7-16-79.

6A-14.42 Board to adopt rules on leaves of absence. It shall be the duty of each board to adopt and put into effect rules relating to leaves of absence for college personnel. These rules shall include the provisions and follow the definitions contained in the State Board of Education Rules relating to leaves of absence.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.72, Repromulgated 12-19-74.

6A-14.421 Definition of leave of absence. Leave of absence is defined as permission granted by a board, or allowed under its adopted rules, for an employee to be absent from his or her duties for a specified period of time with the right of returning to employment without prejudice of expiration of the leave. Leave shall be officially granted in advance and no action purporting to grant leave retroactively shall be recognized; provided that leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. Leave may be, with or without pay as provided by law and rules of the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325 FS. History - Formerly 6A-8.721, Re-

promulgated 12-19-74.

6A-14.422 Leave benefits continue to be earned. During leaves of absence with pay, an employee shall continue to earn leave credit, except while on extended professional leave, including sabbaticals, or when an employee is granted annual leave in conjunction with termination of employment.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.7211, Repromulgated 12-19-74.

6A-14.423 All proper absence from duty to be covered by leave. All absence of employees from duty for good reason shall be covered by leave duly authorized and granted and accurately reported and recorded. Records of leave shall be kept by the president. Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to discharge and forfeiture of tenure and all other rights and privileges as provided by law. If any employee granted leave fails to return to duty at the termination of the leave, employment shall be subject to cancellation by the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.722, Repromulgated 12-19-74.

6A-14.424 Other leave granted by the board. Unless otherwise specifically provided by law or rules of the State Board, the granting of leave shall be pursuant to rules adopted by the board, which rules shall be designed to protect the operation of the college against undue interruption or disturbance because of absence of personnel and to insure leave is granted or denied on a uniform basis to all personnel or all in a specified class.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.723, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.425 Leave to be used for the purposes set forth in application. Leave granted on the request of an employee shall be for particular purposes or causes which shall be set forth in a written application for leave. The board shall have the right to determine that the leave is used for the purposes or causes set forth in the application and, if not so used, the board shall have authority to cancel the leave.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.724, Repromulgated 12-19-74.

6A-14.426 Maximum extent of leave. No leave, except military leave, shall be granted at one time for a period greater than one year, but the board may adopt rules whereby a new application for leave may be filed at the expiration of leave and new leave granted at the discretion of the board. Such rules shall be based on the requirements of efficient operation of the college as well as on consideration of what is fair to the employee. Automatic renewals of leave shall not be allowed.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.725, Repromulgated 12-19-74.

6A-14.427 Administrative leave for court purposes.

(1) An employee who is summoned as a member of a jury panel shall be granted administrative leave with pay, and jury fees shall be retained by the employee. The college shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a

juror.

(2) An employee subpoenaed as a witness, not involving litigation in which he or she is a principal, shall be granted administrative leave with pay and any witness fees shall be retained by the employee. The college shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

(3) An employee subpoenaed in line of duty to represent the college as a witness or defendant shall not be granted administrative leave and his or her appearance in such cases shall be considered a part of the job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over to the college any fees received from the court.

(4) In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation in which the employee is principal; however, an employee may be granted vacation, personal or emergency leave in such cases with the approval of the president; and provided further, that an employee who is involved in litigation as a result of action related to carrying out the official college duties and responsibilities may be granted administrative leave with pay for court attendance upon the approval of the president.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 120.58(1)(c), 240.335 FS. History - New, 6-1-75.

6A-14.43 Definition of professional and extended professional leave. Professional leave is defined as leave granted to an employee to engage in activities which will result in his or her professional benefit or advancement, including earning of college credits and degrees, or that will contribute to the profession of teaching or to the benefit of the institution. Extended professional leave is such leave extending for more than thirty (30) consecutive days. Professional leave or extended professional leave ordinarily will be initiated by the employee and will be primarily for his or her benefit or that of the teaching profession, and only incidentally for the benefit of the board. Compensation during professional leave, or extended professional leave, including sabbaticals, may be allowed as provided by State Board of Education Rules or board of trustee rules.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.7251, Repealed 12-19-74.

6A-14.431 Vacation leave for personnel employed on twelve months basis. Boards may allow vacation leave, exclusive of holidays, for college personnel who are employed on a twelve-month basis not to exceed the rate of one (1) day for each month or major fraction of a calendar month of service up to five (5) years, one and one-fourth (1 1/4) days for each month or major fraction of a calendar month of service from five (5) to ten (10) years, and one and one-half (1 1/2) days for each month or major fraction of a calendar month of service over ten (10) years in any Florida public community college; provided, however, that no employee shall accumulate more than forty-four (44) days of vacation leave at the end of any calendar year. Annual leave credits earned in excess of forty-four (44) days in any calendar year shall be used that calendar year or be forfeited on December 31. Such leave credits in excess of forty-four (44) days on December 31 shall be reduced to forty-four (44) days on January 1 of each year. Such vacation time shall be so scheduled that there will be minimum disruption of the operation of the college. Such leave when granted, shall

be considered as earned and upon termination of employment with the board, the employee may be paid for unused annual leave at the employee's current rate of pay; provided however, that such payment shall not exceed an amount equal to thirty (30) days of pay. In the case of the death of the employee, payment of his or her unused annual leave at the time of death shall be made payable to the employee's beneficiary, estate, or as provided by law.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.7252, Repealed 12-19-74, Amended 6-1-75, 2-14-77.

6A-14.432 Military leave. Military leave shall be granted to employees who are required to serve in the armed forces of the United States or the State of Florida in fulfillment of obligations incurred under selective service laws or because of membership in reserves of the armed forces or the national guard. When college employees enter voluntarily into active duty in any of the armed services for temporary duty, training duty or extended periods of service, military leave may be granted at the discretion of the board and, except in unusual cases, shall not be given at a time when the employees are expected to be engaged in the work of their profession. An employee granted military leave for extended active duty shall, upon completion of the tour of duty, be returned to employment without prejudice provided an application for re-employment is filed within six (6) months following the date of discharge or release from active military duty. Following the receipt of the application for re-employment, the board shall have a reasonable time, not to exceed six (6) months, to reassign the employee to duty at the college. Compensation allowed during military leave shall be only as provided in Section 115.14, Florida Statutes. Military leave shall not be counted for allocation of community college program funds or as years of service toward a continuing contract.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 115.07, 115.09, 115.14, 240.335 FS. History - Formerly 6A-8.7253, Repealed 12-19-74.

6A-14.433 Personal leave. The board shall adopt rules prescribing conditions under which college personnel shall be granted leave of absence for personal reasons. Any such leave of absence shall be approved by the president, subject to rules of the board. Any college employee who is absent for personal reasons shall not be entitled to pay while absent.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.7254, Repealed 12-19-74.

6A-14.434 Absence without leave. Any employee of the college who is willfully absent from duty without leave shall forfeit compensation for the time of absence and shall be subject to dismissal or cancellation of contract by the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.7255, Repealed 12-19-74.

6A-14.435 Sick leave. Specific Authority 229.053(1) FS. Law Implemented 240.335, 231.40 FS. History - Formerly 6A-8.7256, Repealed 12-19-74, Amended 4-8-75, Repealed 10-23-79.

6A-14.436 Illness-in-line-of-duty leave. Any full-time employee shall be entitled to illness-in-line-of-

duty leave when he or she has to be absent from duties because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in college work. The following requirements shall be observed:

(1) Duration of leave and compensation. Leave of any such full-time employee shall be authorized for a total not to exceed twelve (12) duty days, including any holiday for which the employee would be paid if on duty, during any calendar year; provided that compensation shall be limited to the current regular rate of pay for the employee for actual duty days or fraction thereof; and provided that boards shall be authorized, when in the opinion of the board it is desirable to do so, to carry insurance to safeguard the board against excessive payments during any one year.

(2) Claims. Any full-time employee who has any claim for compensation while absent because of illness contracted or injury incurred as prescribed herein shall file a claim in the manner prescribed in Rule 6A-14.435, FAC, by the end of each pay period during which such absence has occurred. The board shall approve such claims and authorize the payment thereof; provided that the board shall satisfy itself that the claim correctly states the facts and that such claim is entitled to payment in accordance with the provisions of this rule. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.873, Repealed 12-19-74, Amended 12-9-75.

6A-14.437 Maternity leave. The board shall adopt rules prescribing conditions under which full-time college employees may be granted leave of absence for maternity reasons. Any such leave of absence shall be approved by the president or designated representative, subject to rules of the board, which shall include provisions for the employee to use accumulated leave for this purpose. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - New 10-28-75.

6A-14.44 Assignment of employees for temporary duty. A board shall have authority to adopt rules whereby, when mutually agreed upon, employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses, workshops, etc. Such assignment to temporary duty will be initiated by the president or a designee and be for the benefit of the college. Employees will receive their regular pay and may be allowed expenses as provided by law and rules of the State Board of Education and the board. Such temporary duty shall be considered equal to the regular duties of the individual and employees performing such assigned temporary duties shall not be considered to be on leave. Employees may not be assigned for temporary duty for the purpose of improving rank or renewing certificates. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.74, Repealed 12-19-74.

6A-14.441 Substitute personnel. Provisions for substitute personnel shall be as follows:

(1) Absence for ten (10) days or less. When any member of the instructional or administrative staff of any college is absent for any reason for ten (10) days or less and a substitute is deemed necessary by the president, or a college official designated by the president, to carry on the work effectively, a person properly

qualified to act as substitute shall be secured by the president, or a college official designated by the president to fill the temporary vacancy; provided, that a person who is not properly certificated may be employed as a temporary substitute only in cases of emergency as authorized under rules of the board. The amount of pay the substitute shall receive shall be determined by the rules of the board.

(2) Absence for more than ten (10) days. When any member of the instructional or administrative staff of any college shall be absent, for any reason for more than ten (10) days, the temporary absence may be filled as prescribed in subsection (1) herein, by a properly qualified and certificated person until the next meeting of the board, at which time the vacancy shall be filled in the same manner in which the regular positions are filled; provided, that the board may in accordance with the rules prescribed for the appointment of regular instructors authorize and approve employment of properly qualified persons who are to serve regularly as substitutes.

(3) Compensation of substitute personnel. The board shall adopt rules prescribing the compensation and adopt rules for compensating substitute teachers; provided, that when a member of the instructional staff is granted sick leave, illness-in-line-of-duty leave or professional leave for absence the substitute shall be paid by the board. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.742, Repealed 12-19-74.

6A-14.442 Other absences of personnel. The board shall adopt rules governing absences of personnel not covered by the State Board of Education Rules. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.743, Repealed 12-19-74, Amended 10-28-75.

6A-14.45 Provisions relating to Florida workers' compensation law. Nothing contained in the rules of State Board of Education, or the board pertaining to leaves shall supersede any of the provisions of the Florida workers' compensation law; provided, however, that where amounts payable under the provisions of the school code, for injuries, accidents or other disabilities which would entitle an employee to compensation under the provisions of said Florida workers' compensation law, exceed the amounts payable under the said compensation law, payments shall be made, as provided in the school code, for the difference between the amount paid under Florida workers' compensation law and the amount due under the provision of the school code. Specific Authority 229.053(1), 240.325, 440.02 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.744, Repealed 12-19-74.

6A-14.46 Salary schedules to be adopted for college personnel. Each board shall annually adopt and record in its minutes a salary schedule or schedules for employees of the community college. Such salary schedules shall be the sole instruments used to determine the method of computing compensation of employees, whether paid on hourly, daily, weekly, monthly, or annual rates. Individual personnel records for each employee as required in Rule 6A-14.47, FAC, shall contain evidence of each factor used in calculating that employee's compensation for each year. A copy of the official salary schedules shall be forwarded with the annual college budget document when it is submitted to the commissioner for approval.

(1) Salary schedules for instructional and adminis-

trative personnel. Salary schedules adopted for instructional and administrative personnel shall make provisions for recognition of training and experience and may include salary provisions for excellence of performance of teaching or other educational functions. The basic schedule may incorporate a rating plan as a factor. Each factor which is considered in determining the amount of salary for each classification shall be shown as a part of the salary schedule. Supplements beyond the basic salary schedule justified because of extra duties and services or special situations may be provided when approved by the board and included as a part of the official salary schedule. All instructional and administrative personnel rendering services either as a full-time or part-time employee shall be paid at the rate determined by the official salary schedule.

(2) Salary schedules for other personnel. The salary schedules for personnel other than those classified as instructional or administrative shall provide for the various classifications of employees of the community college. Salary differentials within the various classifications, if applicable, shall be based on objective factors, which shall be set forth in the official salary schedules.

(3) Incorrect salaries to be adjusted. No salary shall be paid differing from the amount to which the employee is entitled under the salary schedule. When it is determined that an incorrect amount has been paid, the differences shall be adjusted between the board and the employee to the end that each employee shall receive the amount to which he or she is entitled under the salary schedule.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.75, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.47 Responsibility of board to maintain personnel records. It shall be the duty of each board to establish and maintain adequate personnel records for all employees. Such records shall include, but are not limited to, the forms and reports prescribed in Rule 6A-14.071, FAC.

(1) Contents of personnel records. Personnel records shall show conveniently and completely all information necessary for making required reports to the director for administration of community college salary schedules and for auditing of community college funds, and should include all other information necessary for efficient personnel administration. Personnel records for all college personnel shall contain dates of appointment, nature of duties performed, periods of employment, contract or tenure status, and absences from duty on leave or for any other reason, except that granted for temporary duty elsewhere, for each college year in each community college in which employed. Such recorded and verified history shall embrace whatever prior period is needed to establish the record of continuous efficient teaching service which is recognized in the payment of minimum salaries and allocation of funds under the community college program fund.

(2) Limited access to employee performance records. All letters and documents and other material of any kind or character which relate to or are germane to employee performance, including but not limited to, all performance evaluations and records of conferences related to performance, shall be open to inspection only by the employee or by officials of the college who are responsible for supervision of the employee. Except as required for use by the president in the discharge of official responsibilities, the custodian of limited access employee records shall release information from

such records only upon authorization, in writing, from the employee or the president or upon order of a court of competent jurisdiction.

(3) Authentication of service records. Except as otherwise provided in these rules, the record of service and leave of college personnel shall be determined from the official records of the community college or by certification of evidence from the official records of the employee's previous employer. Record of leave duly authorized and granted shall be determined from one or more of the following sources:

(a) Board minutes showing granting of leave.

(b) Official board records showing leave granted by the president under rules of the board.

(c) In the absence of the board minutes or other official community college records, one or more of the following means may be used to establish that leave was duly authorized and granted:

1. Certification by the office of the teacher retirement system that its records show the person was on leave.

2. An authentic document, contemporary with the time of the leave, showing that leave was duly authorized and granted.

3. Affidavits, duly notarized, by the president and at least two other college officials or employees of the community college in positions of authority and responsibility enabling them to certify that leave was duly authorized and granted. Such affidavits shall be considered only when evidence is presented that no other proof is available and shall be used only to establish the fact that leave was duly authorized and granted. In no case shall an affidavit be employed to grant leave retroactively.

(4) Filing equipment and custody of personnel records. All filing equipment for personnel records in community college offices shall have a locking device and shall bear a certified fire protection label so as to insure preservation of records against heat and smoke damage in case of fire, for at least one hour's duration. The president or an authorized representative shall be the sole custodian of the key to the equipment containing these records, shall vouch for their authenticity, and shall use every means to make certain their safety and availability.

(5) Disposition of personnel records. Personnel records will be disposed of as outlined in Rule 6A-14.10, FAC.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335, 240.337 FS. History - Formerly 6A-8.751, Repromulgated 12-19-74, Amended 6-27-78.

6A-14.48 Employment of professional services. The board is authorized to employ or retain legal counsel, management consultants, auditors and other professional personnel when considered appropriate.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.335 FS. History - Formerly 6A-8.762, Repromulgated 12-19-74.

6A-14.49 Legal services for employees.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.375 FS. History - Formerly 6A-8.763, Repromulgated 12-19-74, Repealed 4-27-82.

6A-14.50 Requirements for Admission. Requirements for admission to and retention in a community college or any program of a community college shall be established by rules of the board. Such rules shall be designed to promote the welfare of the individual student and admission to the community college shall not include

education requirements greater than a high school diploma or its equivalent.

Specific Authority 229.053(1) FS. Law Implemented 240.325 FS. History - Formerly 6A-8.62, Repromulgated 12-19-74.

6A-14.51 Student records and reports.

(1) Board to adopt rules. Each board shall adopt rules relating to student records and reports which shall include, but not necessarily be limited to, right of access; right of waiver of access; right to challenge and hearing; right of privacy; directory information if such a category is established by the board; transfer of records; and security records.

(2) Content and classification of records. Limited access records and directory information described herein shall constitute the content of student records and reports.

(a) Limited access records include: health and medical records; disciplinary records; records of personal counseling; required student and family financial income records; transcript or student permanent academic records; student permanent records; and other personally identifiable information except for "directory information," if such a category is established by the board.

(b) Directory information shall be information related to a student and may include any and all of the following when identified as directory information in rules of the board: the student's name; address; telephone number, if it is listed; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; date of attendance; degrees and awards received and the most recent previous educational agency or institution attended by the student.

(3) Custody of records. The president or a designee shall be the official custodian of student records and reports of the college.

(4) Access to records. Except as required for use by the president in the discharge of official responsibilities as prescribed by law, rules of the State Board, and rules of the board, the custodian of limited access records may release information from those records to others only upon written consent of the student, or upon order of a court of competent jurisdiction.

(a) Limited access records shall be open to inspection only by the student, parent of a dependent student as defined in Title 26 U.S.C. s. 152 (section 152 of the Internal Revenue Code of 1954), and members of the professional staff of the college who have legitimate educational interest in the information contained in the records.

(b) Requests under the provisions of Section 228.093, Florida Statutes, for access to records and reports, for copies of lists, records, reports, or for an explanation or interpretation thereof, shall be presented in writing and maintained by the custodian as a part of the record. Access to any record or report requested under the provisions of Section 228.093(3)(a)2, Florida Statutes, shall be granted within a reasonable time but in no case more than 30 days after receipt of the request by the college. The college may charge a fee for furnishing any copies of records or reports. Such fees shall not exceed the actual cost to the college for reproduction of such copies and shall not include the costs to retrieve the records. Any explanation or interpretation requested concerning student records and reports may be performed orally or in writing as determined by the college.

(5) Notification of students. Each board shall

adopt rules for notification to students regarding the following:

(a) Student records and reports as defined in Section 228.093, Florida Statutes, which shall include, but not be necessarily limited to, provisions for an annual written notice to inform students of their rights as defined in Section 228.093(3), Florida Statutes. This notice shall include, but not be limited to, the notice of the location and availability of the community college rules regarding those items identified in subsection (1) above.

(b) Directory information, as defined in Section 228.093(2)(e), Florida Statutes, shall provide appropriate means of including public notice to, and reasonable time for, a student to notify the college to prevent the release of any or all such information that pertains to the student without his or her prior consent.

(6) Challenge and hearing process. A hearing may be requested by either party. Each party shall seek to resolve the challenge through means of informal meetings and discussions with the appropriate college officials. If agreement cannot be reached in the informal meetings, the provisions for the hearing shall include, but not be limited to, the provisions of Section 228.093(3)(c)1-5, Florida Statutes.

Specific Authority 228.093(3), 229.053(1), 240.325 FS. Law Implemented 228.093, 240.323 FS. History - Formerly 6A-8.64, Repromulgated 12-19-74, Amended 10-28-75, 12-26-77, 6-27-78.

6A-14.52 Florida student definition.

(1) For the purpose of assessing matriculation and tuition fees, a student shall be classified as a "Florida" or "non-Florida" student.

(a) A "Florida student" is a person who has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls. A student born in Florida and who resides in this state shall be entitled to admission to any community college in the same manner as a citizen and resident of this state, notwithstanding the fact that either, or both, the father or mother of such student may be an alien. In determining residency, the community college may require evidence such as voter registration, driver's license, automobile registration, location of bank account, rent receipts or any other relevant materials as evidence that the applicant has maintained continuous residency. Physical presence for the entire twelve-month period need not be required so long as the conduct of the student, taken in total, manifests an intention to make Florida his or her permanent dwelling place. If such student is a minor, it shall mean that the parent or parents, or legal guardian of the student shall have domicile in and have resided in the State of Florida for the period stated herein. "Florida student" classification shall also be construed to include students who have resident alien status confirmed by the United States Immigration and Naturalization Service and to include Cuban nationals, Vietnamese refugees, and other refugees or asylees so designated by the United States Immigration and Naturalization Service, provided such students meet the domiciliary and residency requirement stated herein and comply with Rule 6A-14.52(2), FAC. Said nationals, refugees, and asylees shall be considered resident aliens for the purpose of classification as "Florida students" under this rule. The burden of establishing facts which justify classification of a student as a resident and domiciliary entitled to "Florida student" matriculation fees is on the applicant for such classification.

(b) In applying this policy:

1. "Student" shall mean a person admitted to a public community college.

2. "Minor" shall mean a person who has not attained the age of 18 years, and whose disabilities of minority have not been removed by reason of marriage or by a court of competent jurisdiction.

3. "Domicile" for fee paying purposes shall denote a person's true, fixed and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he or she expects to return when he or she leaves, without intent to establish domicile elsewhere.

4. "Parent" shall mean a minor's father or mother, or if one parent has custody of a minor applicant, it is the parent having custody, or if there is a court appointed guardian or legal custodian of the minor applicant, it shall mean the guardian or legal custodian.

(2) In all applications for admission a Florida applicant, or, if a minor, the parent or legal guardian of the minor applicant, shall make and file with such application a written statement, under oath that the applicant is a bona fide citizen, resident, and domiciliary of the State of Florida, entitled as such to classification as a "Florida student" under the terms and conditions prescribed for citizens, residents, and domiciliaries of the State of Florida. Claims to "Florida student" classification must be supported by evidence as stated in Rule 6A-14.52(1), FAC, if requested by the registering authority.

(3) A "non-Florida student" is a person not meeting the requirements of Rule 6A-14.52(1), FAC. A "non-Florida student" or if a minor, his or her parent or guardian, after having been a resident and domiciliary of Florida for twelve (12) consecutive months, may apply for and be granted reclassification prior to the first day of classes of any subsequent terms; provided, however, that those students who are non-resident aliens or who are in the United States on a non-immigration visa will not be entitled to reclassification. An application for reclassification as a "Florida student" shall comply with the provisions of Rule 6A-14.52(2), FAC. An applicant who has been classified as a "non-Florida student" at time of original enrollment shall furnish evidence as stated in Rule 6A-14.52(1), FAC, to the satisfaction of the registering authority that the applicant has maintained continuous residency in the state for the twelve months required to establish residence for tuition purposes. In the absence of such evidence, the applicant shall not be reclassified as a "Florida student." In addition, application for reclassification must be accompanied by a certified copy of a declaration of intent to establish legal domicile in the state. If the request for reclassification and the necessary documentation is not received by the registering authority prior to the last day of registration for the term in which the student intends to be reclassified, the student will not be reclassified for that term.

(4) Unless evidence to the contrary appears, it shall be presumed by the registering authority of the community college at which a student is registering that:

(a) The spouse of any person who is classified or is eligible for classification as a "Florida student" is likewise entitled to classification as a "Florida student." This provision will not apply in the case of students who are non-resident aliens or who are in the United States on non-immigration visa.

(b) If an applicant's eligibility for classification as a "Florida student" is based on the residency of the spouse, the spouse shall make and file with the application a written statement under oath, that said

person is the spouse of the applicant and a bona fide citizen, resident and domiciliary of the State of Florida, entitled as such to classification as a "Florida student."

(c) No person over the age of 18 years shall be deemed to have gained residence while attending any educational institution in this state as a full-time student, as such status is defined by State Board of Education Rules, in the absence of a clear demonstration that he or she has established domicile and residency in the state, as provided under Rule 6A-14.52(3), FAC.

(d) Any "Florida student" who remains in the state, after his or her parent, who was previously domiciled in Florida or stationed in Florida on military orders, moves from this state, shall be entitled to remain classified as a "Florida student" so long as his or her attendance at a school or college in Florida shall be deemed "continuous." However, such student claiming continuous attendance must have been enrolled at a school or college in Florida for a normal academic year in each calendar year, or the appropriate portion or portions thereof, from the beginning of the period for which continuous attendance is claimed. Such a student need not attend summer sessions or other such intersession beyond the normal academic year in order to render his or her attendance "continuous."

(5) Appeal of a determination denying "Florida student" status to any applicant therefor may be initiated by filing of an action in court in the judicial district in which the institution is located after appropriate administrative remedies are exhausted.

(6) Any student granted status as a "Florida student," which status is based on a sworn statement which is false shall, upon determination of such falsity, be subject to such disciplinary sanctions as may be provided by rules of the board of trustees, which sanctions may include permanent expulsion or any lesser penalty including withholding of all credits for course work completed at the community college.

(7) Special categories. The following categories shall be treated as Florida residents for tuition purposes if adequate documentation is provided:

(a) A member of the armed services of the United States who is stationed in Florida on active duty pursuant to military orders, the spouse, and dependent students as defined by Section 151(e)(1), (2), (3) and (4) of the Internal Revenue Code of 1954. A copy of these provisions in the Internal Revenue Code of 1954 is incorporated in this rule by reference.

(b) A veteran of the armed forces of the United States of America with twenty (20) or more years of active military service, including the spouse, and dependent students of such veteran's immediate family as defined by Section 151(e)(1), (2), (3) and (4) of the Internal Revenue Code of 1954, which veteran is in Florida at time of retirement or moves to Florida within one year following retirement and files a declaration of Florida domicile.

(c) Full-time public elementary, secondary and university faculty members and administrators under current contracts in the State of Florida and their spouses, and dependent students as identified by Section 151(e)(1), (2), (3) and (4) of the Internal Revenue Code of 1954.

(d) Full-time faculty, administrative and professional, and career employees of the community college system and their spouses, and dependent students as defined by Section 151(e)(1), (2), (3) and (4) of the Internal Revenue Code of 1954.

(e) Florida residents who had their residency in Florida interrupted by service in the United States armed

forces, the peace corps or other similar volunteer organizations fostered by the United States government shall be deemed to have had residency in Florida during times of service in the aforementioned organizations. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.345 FS. History - Formerly 6A-8.6121, Repromulgated 12-19-74, Amended 8-12-75, 7-6-76, 12-26-77, 6-12-83. c.f. Section 151, U. S. Internal Revenue Code, 1954.

6A-14.521 Waiver of Florida residency requirement for Vietnamese refugees. Specific Authority 229.053(1) FS. Law Implemented 240.345 FS., P.L. 9-4-74; Indo-China Migration and Refugee Assistance Act of 1975. History - New 11-25-74, Repealed 12-26-77.

6A-14.53 Student fees and tuition in community colleges. Specific Authority 229.053 FS. Law Implemented 240.345, 239.671 FS. History - Formerly 6A-8.61, Repromulgated 12-19-74, Repealed 1-10-77.

6A-14.54 Student fees and tuition in community colleges. Each board shall establish fees and tuition, as provided herein; provided, however, that matriculation fees shall not be increased more than two dollars (\$2.00) per credit hour during any academic year other than 1982-83, that no fees, except those established under (4) below, shall be assessed for vocational students receiving high school level instruction as provided in Rule 6A-14.341(6), FAC, and that no fees shall be assessed for adult students receiving elementary school level instruction supported by federal funds when fees are prohibited as a condition of receiving federal funds for the instruction. For the 1983-84 academic year, the maximum increase in fees allowed is such amount as will not total more than four dollars (\$4.00) per credit hour when the increase for 1982-83 and the amount of change for 1983-84 are added together.

(1) Student fees charged for advanced and professional and postsecondary vocational courses shall be assessed as follows:

(a) The matriculation fees, including student activities fees, for bona fide residents of Florida enrolled in these courses shall be assessed at a rate of not less than thirteen dollars (\$13.00) nor more than nineteen dollars (\$19.00) per credit hour. Maximum fees for each of these program and course categories shall be not more than fifty percent (50%) greater than the established minimum fees.

(b) An additional tuition fee of not less than thirteen dollars (\$13.00) nor more than twenty-two dollars (\$22.00) per credit hour shall be assessed for students enrolled in these courses who do not qualify as residents of Florida as stipulated in Rule 6A-14.52, FAC. Effective the 1981 fall term, each college shall increase the additional tuition fee by twenty percent (20%) of the amount charged in 1980-81.

(2) Student matriculation fees charged for postsecondary adult vocational courses shall be assessed at a level of not less than one hundred forty dollars (\$140.00) nor more than five hundred forty dollars (\$540.00) per full-time equivalent student. A full-time equivalent postsecondary adult vocational student is defined as nine hundred (900) membership hours per year.

(3) Fees for non-credit courses other than postsecondary adult vocational shall be assessed on a course basis under rules established by the board; provided, however, that the total income for the fiscal year from sources other than the community college program fund for recreational and leisure time courses shall cover as a

minimum the direct instructional cost of those courses; and provided further that the board may offer citizenship instruction without fees when the enrollment for such instruction is not counted in the computation for the allocation of the community college program fund.

(4) Fees, in addition to matriculation and tuition fees authorized elsewhere in this rule, may be charged for courses incurring unusual costs, and for costs of special services rendered for individuals or for community or governmental agencies.

(5) Minimum and maximum matriculation fee amounts shall be established and reviewed annually by the State Board. This action shall be completed by January 1 each year for the subsequent fiscal year beginning July 1.

(6) Fees may be charged outside the established ranges for individual programs and courses provided the average fee collected per FTE for the total vocational program offered by a community college, with the exception of those FTEs earned through fee waiver as provided for in subsection (9) of this rule, falls within the minimum and maximum ranges established by the State Board.

(7) An "audit" fee of up to one hundred percent (100%) of the established fee for all vocational courses is permitted. Students auditing vocational courses shall be admitted on a space available basis and shall not be included in FTE counts or surveys to support funding requirements. Vocational audit students shall not earn credit for degree, certificate or other credentialing purposes, with exception of those students provided for in Section 240.349(2), Florida Statutes.

(8) Tuition and fees as required herein may be waived in accordance with rules adopted by the board setting forth the conditions under which waivers may be granted. A list of persons for whom fees are waived, documentation supporting the fee waiver and the amount of the fees waived shall be maintained. Any dependent child of a special risk member, as defined in Section 121.021(15), Florida Statutes, shall be entitled to a full waiver of undergraduate fees if the special risk member was killed in the line of duty. This waiver shall apply until the child's 25th birthday. To qualify for this waiver, the child shall be required to meet regular admission requirements.

(9) Tuition and fees as authorized herein may be deferred from date of registration up to sixty (60) days for those students receiving financial aid, other than veterans benefits, from federal or state assistance programs, where such aid is delayed in being transmitted to the student through circumstances beyond the control of the student. Failure to make timely application for such aid shall not be a reason for granting such deferral. The deferral must be in accordance with rules adopted by the board setting forth the conditions under which the deferral may be granted. A list of persons for whom fees are deferred and the amount of the fee deferred shall be maintained.

(10) The fees and tuition herein provided shall be paid to the college and included in its budget.

(11) A schedule of all fees authorized by the board under provisions of this section of the rules shall be published annually in the catalog of the community college.

(12) Veterans and other students eligible for benefits under Chapters 32, 34, or 35, Title 38, U. S. Code, upon his or her request shall receive one (1) deferment per fiscal year for the payment of registration and tuition fees. Upon his or her request, a person in this category shall receive an additional deferment each time there is a delay in receipt of his or her VA benefits. All such deferments shall be for sixty (60)

days from the first day of classes in any academic term, unless the academic term is less than sixty (60) days, wherein such deferment would be limited to ten (10) days less than the number of days in the term.

(13) Charges for tuition, fees, books and supplies may be deferred and held in accounts receivable from the last date of any registration period up to sixty (60) days unless the academic term is less than sixty (60) days wherein such deferment would be limited to ten (10) days less than the number of days in the term for those students for whom the college has received a written authorization for payment from a business, industry, governmental unit, non-profit organization, or civic organization which shall be approved by the board or its designee as an authorized organization for underwriting such an obligation.

(14) The board of trustees of each community college is authorized to seek ways to provide scholarships and loan funds to aid those students who require financial assistance for payment of matriculation and other fees so that no student is deprived unnecessarily of an opportunity for continued education to meet his or her personal and vocational needs.

Specific Authority 229.053(1), 240.325(5), 240.345(2) FS. Law Implemented 240.319, 240.325(5)(10), 240.345(2) FS. History - Formerly 6A-8.611, Repromulgated 12-19-74, Amended 4-8-75, 9-8-76, 1-10-77, 12-26-77, 9-6-78, 4-10-79, 7-2-79, 3-30-81, 7-16-81, 1-12-81, 8-16-82, 3-17-83.

6A-14.55 Adequate guidance services.

(1) Each board shall establish and maintain adequate guidance services for all students enrolled in the community college. Adequate guidance services should provide students with the opportunity to formulate goals and develop strategies for obtaining those goals.

(2) Each board shall establish and maintain organized placement services and follow-up studies to assist all students graduating from or leaving the community college. The Department shall provide supportive services; however, responsibility for providing placement services and conducting follow-up studies is assigned to individual community colleges. The experiences from placement services and the results of follow-up studies shall be used in adjusting curricula. For purposes of implementing this rule, the following definitions shall be used:

(a) Placement services are services which provide assistance to school graduates or early leavers, depending upon the desires of the individual, to obtain gainful employment, to enroll for further education, or to engage in a combination of employment and further education.

(b) Follow-up studies are a systematic examination of:

1. What, former students are doing in terms of employment or further education.

2. Former students' perceptions of the value of knowledge, skills and attitudes acquired in the educational program.

3. Former students' suggestions for program improvement.

4. Employers' perceptions of the job performance of former students in vocational programs.

(3) Placement services offered by the community college shall include at least one (1) of the following:

(a) Centralized placement services at the community college level,

(b) Decentralized placement services at the campus or program level, or

(c) Contracts with private, state and federal agencies or organizations to provide placement services.

(4) Placement services shall include the following:

(a) Coordinating the placement services efforts with community, state and federal agencies as well as other postsecondary educational institutions,

(b) Contacting prospective employers to ascertain job opportunities,

(c) Preparing lists of employers who have previously hired former students,

(d) Listing names of students using placement services,

(e) Identifying potential employers and personnel in postsecondary educational institutions for students to contact,

(f) Listing names of students desiring placement in specific career areas, and

(g) Preparing and disseminating lists of specific job opening.

(5) Follow-up studies shall be conducted as provided in Section 240.355, Florida Statutes; provided, however, that if a community college receives federal vocational education funds, follow-up studies for students enrolled in vocational programs offered by the community college shall be conducted annually by one (1) of the following methods:

(a) All students enrolled in a vocational program who graduate or leave the community college, or

(b) A statistically valid sample stratified by community college or by campus for students enrolled in vocational programs who graduate or leave the community college.

(6) Provisions shall be made for the collection of information by individual students and vocational programs which will enable the community colleges and the Department to meet their responsibilities at the local, state and federal levels for reporting, planning, and evaluating.

(7) Common forms and procedures for vocational student follow-up shall be coordinated by the division of vocational education.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.319, 240.325, 240.355 FS. History - Formerly 6A-8.581, Repromulgated 12-19-74, Amended 12-26-77, 7-9-81.

6A-14.56 Control and discipline of students. Each student enrolled in a community college shall be subject to rules of the community college. The board shall adopt such rules as are necessary for the proper control and discipline of students in a community college; provided, however, that expulsion or suspension of a student or withholding of credits may be authorized only by specific rules adopted by the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.133, 240.319, 240.325, FS. History - Formerly 6A-8.60, Repromulgated 12-19-74, Amended 12-26-77, 10-23-79.

6A-14.57 Student activities, clubs and organizations.

(1) Each community college may use a portion of the student fees authorized in Rule 6A-14.54, FAC, for student activities. The amount to be used for student activities is to be established by each local board of trustees and expended in accordance with a budget prepared jointly by students and college staff and approved by the president. All laws and rules governing the use of other monies of the college shall apply to student activity funds. A sponsor or sponsors shall be appointed for each activity financed from student activity funds. Student activity funds should be expended to benefit the student body. Activities may

include, but not be limited to, student newspapers, yearbooks, athletic programs, intramural sports, lyceum series, campus movies, and activities for students.

(2) Student organizations and clubs not funded from student activity fees or college funds. The college may permit organizations and clubs which are funded by a combination of contributions of its members, fund raising projects and sources outside the college to exist on campus; provided the organization has a faculty advisor and agrees to be governed by rules of the board of trustees. The college may require college approved organizations and clubs to deposit monies accruing to such organizations and clubs with the business officer of the college, to be accounted for as agency funds. In this case, all monies accruing to the organization shall be deposited with the college and withdrawals made upon requisition of the organization and sponsor; provided that the expenditure is in accord with the organization's approved budget.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.363 FS. History - Formerly 6A-8.19, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.58 Athletic programs. Athletic programs shall be in keeping with the basic purposes of the community college. No program of intercollegiate football shall be conducted by any community college.

Specific Authority 229.053(1) FS. Law Implemented 240.325 FS. History - Formerly 6A-8.53, Repromulgated 12-19-74.

6A-14.60 Accountability of community colleges. The standards set forth in Rule 6A-14.61, FAC, comprise a system for the exercise of local control and provide the basis for accountability to the State Board of Education. Each board of trustees is responsible for the implementation and maintenance of these standards and shall conduct periodic evaluations of college activities which relate to the standards. Status reports concerning these standards shall be made on Forms AS-1 and AS-2. (See Rule 6A-14.071, FAC.)

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.349(1), F.S. History - Formerly 6A-8.40, Repromulgated 12-19-74, Amended 10-28-75, 12-26-77, 8-25-82, 10-12-82.

6A-14.61 Standards for community colleges. To insure quality in college programs, the State Board of Education sets forth the following accountability standards.

(1) Needs assessment. Needs assessment includes the process of identifying and analyzing the needs for educational services within the district. Each college shall adopt a procedure for carrying out the needs assessment function and shall review the educational needs of its district periodically. Such review shall utilize current, accurate information and supportive data concerning the educational services needed by the people within the district which could be made available by the college pursuant to its mission, and when possible, shall be in cooperation with other institutions serving post-secondary educational needs.

(2) Student goals. Each college shall provide a system which enables students who are in need of its services to set short or long-term educational goals for themselves and to utilize programs and services of the college to attain these goals. Such a system shall recognize the fact that many students establish their goals without direct assistance from the institution. Consideration of student goals shall be an important part of the institutional planning process.

(3) Personnel decisions. Each college shall establish a process which will enable it to make personnel decisions which select and retain employees who can be successful in helping the college accomplish its mission. The process used shall involve selection, development, evaluation, and retention procedures which are related to successful performance of the responsibilities for which the personnel are employed without regard to race, color, ethnic background, handicapped status, age, religion, sex, or national origin.

(4) Equal opportunity. The college shall provide equal access and equal opportunity to its programs and services for all eligible students in its service area without regard to race, color, ethnic background, handicapped status, age, religion, sex, or national origin.

(5) Program plan and evaluation. Each college shall develop a comprehensive, long-range program plan and establish programs and service priorities which are commensurate with the plan. Statements shall be published to communicate expected outcomes and facilities shall be used efficiently to achieve such outcomes. Evaluations of programs and services, including the use of placement and follow-up data, shall be conducted periodically to determine if the expected outcomes are being achieved and to make improvements when necessary. This process assists the college in maintaining programs and services identified by the comprehensive plan as relevant to the needs of the service area.

(6) Fiscal management. The college shall establish fiscal management procedures which provide adequate and sound control of expenditures, efficiency of operations to include energy conservation, and budgetary processes directed towards producing the greatest benefits to the college service area. Efficiency relates to the economical use of resources utilized to support the programs. The emphasis of this subsection is to promote the operation of an effective program at a reasonable cost.

(7) There shall be a clear differentiation between the policy making role of the board of trustees and the management role of the president. Others who are responsible for administering the college under board policies shall perform their responsibilities under the direction of the president. The board shall have primary responsibility 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. The president shall have responsibility for the operation of the college and for implementing board rules.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.349 FS. History - Formerly 6A-8.41, Repromulgated 12-19-74, Amended 10-28-75, 12-26-77, 9-2-82.

6A-14.61 Responsibilities of the director concerning standards. The director shall keep the Commissioner and the State Board of Education informed concerning the status of each community college relative to the standards contained in Rule 6A-14.61, FAC.

(1) The director, after consultation with the community colleges, shall:

(a) Develop instruments necessary for collecting and reporting data regarding the standards;

(b) Direct special studies to be conducted as needed;

(c) Provide each college an opportunity to review and react to reports prior to presentation to the Commissioner and the State Board of Education; and

(d) Make recommendations to the Commissioner and the State Board of Education relative to financial, staffing and other resources required to meet standards of

accountability.

(2) Should the State Board of Education determine that a college is not meeting these standards, the director shall recommend to the Commissioner, the State Board of Education and the board of trustees of the college those actions needed to enable the college to meet the standards.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.349 FS. History - New 10-28-75, Amended 12-26-77, 8-25-82.

6A-14.62 Specialized accreditation of community college programs. Each board is authorized to request accreditation of specialized programs from any agency recognized by the council of postsecondary accreditation; provided, however, such specialized accreditation shall be requested only when determined necessary by the board to serve the interests of students completing these programs. A board may not request program approval or accreditation from any other agency without special approval of the director.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.319 FS. History - Formerly 6A-8.42, Repromulgated 12-19-74, Amended 10-28-75.

6A-14.63 Regional Accreditation. Colleges are authorized and encouraged to seek and maintain accreditation by the regional accrediting association of colleges and schools for the southern region. The director or a designated representative shall maintain liaison with the regional accrediting process as it relates to each college and keep the Commissioner and the State Board of Education informed concerning the status of each college relative to regional accreditation.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.349 FS. History - New 10-28-75.

6A-14.70 Preparation and certification of community college budget.

(1) Each fiscal year a budget shall be prepared for each community college in accordance with Section

240.361, Florida Statutes, on such forms and in the manner prescribed by the Commissioner as provided by Section 120.53 (1)(b), Florida Statutes. The budget shall be prepared for the general current fund, the restricted current fund and the unexpended plant fund.

(2) The budget shall be submitted to the director in duplicate on or before the sixtieth (60th) calendar day following adjournment of the Legislature as specified in the forms and instructions listed in Rule 6A-14.071, FAC. Certification that the budget has been approved by the board shall be recorded in the official minutes of the board and evidenced by the original or facsimile signature of the president on the submitted budget document.

Specific Authority 120.53(1)(b), 229.053(1), 240.325 FS. Law Implemented 116.34, 120.53(1)(b), 240.361, 240.363 FS. History - Formerly 6A-8.10, Repromulgated 12-19-74, Amended 12-26-77, 7-2-79, 12-7-82.

6A-14.71 Examination of community college budget. The director or authorized assistants shall examine each community college budget for (1) completeness, (2) correctness, (3) conformity with law and rules, and (4) preparation in accordance with commonly accepted educational and fiscal principles. The following items shall be observed in examining and reporting recommendations relating to community college budgets.

(1) No receipts shall be included in the budget unless there is reasonable evidence that the amount budgeted will be received.

(2) When it appears that too large or too small a portion of the total appropriation is budgeted for any item, the Commissioner, upon recommendation of the director, shall recommend the proportion which appears to be justified or shall request an explanation of the necessity for the amounts so appropriated.

(3) No transfer from the general current to the unexpended plant fund shall be approved if such transfer would unduly handicap the current operation of the college.

(4) The total amount of reserve for contingencies that may be included in the general current fund budget shall not be in excess of two percent (2%) of the total amount available for appropriation.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.361 FS. History - Formerly 6A-8.101, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.711 Approval of community college budget. On the basis of the budget examination, the Commissioner shall, within 30 days of the official receipt of the budget, submit a report to the chairperson of the board and to the president. This report shall either approve or disapprove the budget and point out any deficiencies in the budget, show changes to be made in accordance with the requirements of the law and make recommendations for improvements in the budget. If changes are required, the board shall authorize such changes and shall re-submit the budget with corrections within fifteen (15) days from the date of the report from the director. When the budget is determined to be correct by the director, he or she shall give it approval. No budget shall be official without the approval of the Commissioner.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 220.512(12), 240.361 FS. History - Formerly 6A-8.102, Repromulgated 12-19-74.

6A-14.712 Execution of the budget. It shall be the duty of the board, with the advice and counsel of the president, to take whatever action is necessary during

the fiscal year to keep expenditures and obligations within the budgeted income.

(1) Any accounts carried over from the previous year which are charged to the previous year's business shall be paid from the first funds available which may be used for that purpose by the board.

(2) Insofar as practicable all accounts shall be paid in the month in which they become payable. If the obligation is for salaries, the board shall either make such payments from cash on hand or shall arrange to negotiate a loan for the required amount if the cash on hand is not sufficient to pay such salary obligation. If a current loan is negotiated it shall be paid from the first funds available which may be used for that purpose. At no time, including the close of the fiscal year, shall an overdraft be created or shown in any fund or depository account.

(3) No deductions shall be made from the salaries of the employees of a community college unless such deductions are required by law or are authorized by the board and approved in writing by the employee to be affected. Deductions made from the salary of employees shall be promptly remitted to the agency for which such deductions were made.

(4) Separate project accounts or construction accounts shall be kept for all capital outlay projects in the unexpended plant fund.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.313, 240.363 FS. History - Formerly 6A-8.104, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.713 Budget amendments required. No expenditure shall be authorized or obligation incurred which is in excess of the unencumbered appropriation in any class in any fund, or that will decrease the reserve for contingencies except as and until the budget is properly amended in accordance with law and State Board of Education Rules.

(1) Each college shall be authorized to reallocate funds between organizational units of a fund and between object codes within a class of expenditures for a fund subject to rules of the board.

(2) The following types of budget amendments shall not be official until approved by the board and the Commissioner.

(a) Transfer of appropriations from one fund to another,

(b) The transfer of appropriations from one class of expenditures to another within the same fund, such as capital outlay to salaries or salaries to current expenses,

(c) The reallocation of appropriations from one project to another in the unexpended plant fund.

(3) The Commissioner shall not approve a budget amendment for a prior year received in the office after July 20 of any year.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 229.512(12), 240.361 FS. History - Formerly 6A-8.105, Repromulgated 12-19-74.

6A-14.714 Expenditures between July 1 and date budget becomes official. In the period from July 1 to the date the budget becomes official, in the event that the budget has not been approved, ordinary expenses may be paid at the same rate as for expenditures as budgeted for the preceding year, but expenditures not budgeted for such preceding year, or made at the same average monthly rate of the preceding year's budget, may be made only on approval of the Commissioner.

Specific Authority 229.053(1), 240.325 FS. Law

Implemented 229.512(12), 230.769 FS. History - Formerly 6A-8.103, Repromulgated 12-19-74.

6A-14.715 Transfer of funds. No permanent transfer of current funds shall be made to any other fund without written approval of the Commissioner unless such transfer is clearly shown in the annual operating budget. No transfer shall be made from debt service funds or from unexpended plant funds, except transfers authorized by law or rules of the State Board of Education; provided, however, funds transferred to the unexpended plant fund as a temporary advance for the purpose of encumbering construction projects authorized and budgeted to be funded from state allocations of construction funds including proceeds from the sale of bonds in accordance with Chapter XII, Article 9(d), Florida Constitution, may be transferred back to the fund from which advanced upon receipt of the state funds so allocated. Transfer of funds from the unexpended plant fund under the provisions of this section shall be made during the fiscal year in which the funds against which the advance was made are received, except that during the 1982-83 fiscal year, current funds previously transferred to the unexpended plant fund and which remain unencumbered or unspent may be returned to the fund from which they were transferred. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.363, 235.42 FS. History - Formerly 6A-8.15, Repromulgated 12-19-74, Amended 12-26-77, 3-8-83.

6A-14.72 Accurate records and reports required.

(1) Adequate and accurate records shall be maintained for each community college and the president shall file with the board and the director in correct and proper form each report prescribed by law or rules. Reports shall be filed on or before the date(s) specified in the forms and instructions listed in Rule 6A-14.071, FAC, and shall be signed by original or facsimile signature of the president.

(2) The Commissioner shall have the authority to withhold any apportionments of state funds after the prescribed dates until such reports are filed.

(3) The financial records and accounts of each community college shall be kept in accordance with the "Accounting Manual for Florida's Public Community Colleges," which is hereby incorporated by this rule and made a part of the rules of the State Board of Education. Copies of the manuals may be obtained from the Educational Products Distribution Section, Department of Education, Tallahassee, Florida, 32301 at a cost to be established by the Commissioner but which shall not exceed cost.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 116.34, 240.319, 240.325, 240.347, 240.349, 240.361, 240.363 FS. History - Formerly 6A-8.11, Repromulgated 12-19-74, Amended 12-26-77, 7-2-79.

6A-14.721 Cost analysis required. An analysis of annual costs based on full-time equivalent students in courses and fields of study shall be conducted by each community college and submitted to the division on or before November 1 of each year on forms and in the manner prescribed by the Commissioner.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.359 FS. History - Formerly 6A-8.21, Repromulgated 12-19-74.

6A-14.73 Expenditures. Expenditures shall be limited to the amount budgeted, or amended as prescribed by law, for each category of expenditures for each

fund. Loan funds, scholarship funds, current auxiliary funds, agency funds and debt service funds do not fall within this provision.

The community college shall endeavor to obtain maximum value for all expenditures and shall take such steps as are necessary to get the lowest prices for materials and services which are best adapted to the needs. The following procedure shall be observed in incurring liabilities against community college funds.

(1) Purchases.

(a) The president, or an authorized representative, shall be authorized to approve the purchase of equipment and other items not in excess of an amount adopted by the board under the provisions of Rule 6A-14.734, FAC, which are to be used in the normal operation of the institution.

(b) Before making any authorized purchase or before recommending any purchase to the board, the president or an authorized representative shall propose standards and specifications insofar as practicable which are to be prescribed for materials to be purchased. The president shall see that all materials thus purchased conform to those standards and specifications and shall take such other steps as are necessary to see that the maximum value is received for any money expended.

(c) The board shall have the option to purchase, at the unit prices stated in the current state purchasing commission contracts, state university system cooperative bid agreements and current county contracts in counties in which the county purchasing agent is authorized by law to make purchases for the benefit of other governmental agencies within the county or where the county has established contracts to purchase certain materials.

(d) Institutional memberships in professional organizations and associations may be paid from college funds.

(2) Vouchers. Each statement of an account for purchase of materials and supplies or services shall be known as a voucher and should be filed in a logical order to provide easy reference for both college personnel and the auditor. The records of the community college shall be held open, if necessary, for two weeks after June 30 of any year to permit the approving and recording of all expenditures incurred before the close of the fiscal year.

(3) Statement of accounts paid. The president at each regular meeting of the board shall present a list of warrants paid during the preceding months or accounting periods ending since the last regular meeting of the board.

(4) Purchases of petroleum and paper products.

(a) The requirements for requesting bids and making purchases as set forth in Rule 6A-14.734(1), FAC, insofar as they relate to purchases of petroleum and paper products, are hereby waived when the following conditions have been met by the board.

1. Bids have been requested in the manner prescribed by Rule 6A-14.734(1), FAC,

2. The board has made a finding that no valid or acceptable firm bid has been received within the prescribed time.

(b) When such a finding has been officially made, the board may enter into negotiations with suppliers of petroleum and paper products and shall have the authority to execute contracts for such supplies under whatever terms and conditions the board determines to be in the best interest of the college.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.363 FS. History - Formerly 6A-8.12, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.731 Minimum expenditures for occupational programs. Expenditures for the operation of occupational programs must be at least the sum of the amount received from state sources based on student enrollments in such programs and received from federal funds. The president shall file with the board and the director an accounting of expenditures for the current operations for occupational programs at such time and in the manner prescribed by the director.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.349, 233.068 FS. History - Formerly 6A-8.111, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.732 Travel and subsistence for board members, presidents, other college personnel and other authorized persons.

(1) The board shall determine policies and adopt rules providing the conditions and requirements for payment of travel and subsistence expenses to members of the board for travel within and without the district and for travel within and without the district by the president, other college employees and other authorized persons.

(2) Policies determined and rules adopted by the board relating to travel should provide for:

(a) The greatest possible economy, the avoidance of unnecessary travel, and adequate auditing procedures.

(b) Joint travel to be required by personnel in a single vehicle whenever feasible.

(c) Limitation of such expenditures to the maximum amounts currently authorized by law to be paid employees of the state, unless otherwise expressly provided by law.

(3) Rules of the board relating to methods of reimbursement may provide for:

(a) A flat monthly allowance for travel within the district by the president and for employees whose duties require a fairly uniform amount of travel each month, or

(b) Reimbursement on the basis of actual expenses not to exceed limitations authorized by Section 112.061, Florida Statutes, or

(c) Per diem and mileage at rates authorized by Section 112.061, Florida Statutes, for employees of the state.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 112.061 FS. History - Formerly 6A-8.71, Repromulgated 12-19-74.

6A-14.733 Payment of premium of group employee insurance. The board may pay all or part of the premium charges for group life, health, accident, and hospitalization insurance provided for its employees and officers pursuant to the provisions of Sections 112.08, 112.10, 112.11, 112.12, and 112.14, Florida Statutes.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 112.08, 112.10, 112.11, 112.12, 112.14 FS. History - Formerly 6A-8.82, Repromulgated 12-19-74.

6A-14.734 Bids and waiver of bid requirements for certain purchases.

(1) Bids shall be requested from three (3) or more sources by the board for any purchase of services or commodities exceeding five thousand dollars (\$5,000) except as provided in Rule 6A-14.734(2) and (3), FAC. The board may, by policy, specify an amount less than the above for the requiring of bids and shall have the authority to reject any or all bids and request new bids. In the acceptance of bids, the board shall accept the lowest or best bid. If other than the lowest bid meeting specifications is accepted, justification must be entered in the minutes of the board.

(2) The requirements for requesting bids from three (3) or more sources are waived for purchase of items

authorized to be sold by the Division of Corrections under provisions of Section 945.16(2), Florida Statutes, and for the purchase of educational tests, textbooks, printed instructional materials, films, filmstrips, video-tapes, disc or tape recordings or similar audio-visual materials and for library books, reference books, periodicals, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, and exclusive agent within the state, a governmental agency or a recognized educational institution. Purchases from the current county contracts, state purchasing commission contracts, or state university system cooperative bid agreements in accordance with the provisions of Rule 6A-14.73(1)(c), FAC, shall be an acceptable alternative procedure for bidding or purchasing; provided, however, that purchase of meats, produce, canned goods and all other items of food production shall be excepted from competitive bidding if county or college contracts are not available. Professional services, non-competitive items available from one source, items for resale and used books shall be excepted from bid requirements, provided, however, that professional services of architects, engineers, and land surveyors shall be negotiated competitively in accordance with Section 287.055, Florida Statutes. Purchases in excess of the amount authorized in Rule 6A-14.734(1), FAC, not requiring bids shall be authorized in accordance with rules adopted by the board.

(3) The Commissioner, upon recommendation of the director, shall have authority to waive bid requirements in emergency circumstances, when requested and justified by the board.

Specific Authority 229.053(1), 240.325(2) FS. Law Implemented 287.055, 240.325 FS. History - Formerly 6A-8.121, Repromulgated 12-19-74, Amended 12-26-77, 6-12-83.

6A-14.735 Petty cash fund authorized.

(1) A petty cash fund not to exceed one thousand dollars (\$1,000.00) may be established at each approved community college campus to be maintained on the imprest system. The board, upon the president's recommendation, shall determine the amount, use and accountability of each such petty cash fund.

(2) A person at the community college shall be designated by the president as custodian of the petty cash fund. A system of accounting for these funds shall provide for adequate internal controls and such petty cash fund(s) shall not be used to circumvent normal purchasing procedures.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.363 FS. History - Formerly 6A-8.16, Repromulgated 12-19-74, Amended 10-28-75.

6A-14.74 Administration and use of capital outlay and debt service funds and State Board of Education bonds for community colleges.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.359, 240.361 FS. Section 9(d), Article XII, Florida Constitution. History - Formerly 6A-8.70, Repromulgated 12-19-74, Repealed 5-29-80.

6A-14.741 Approval of capital outlay projects.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 229.512, 240.327, 240.359 FS. History - Formerly 6A-8.702, Repromulgated 12-19-74, Repealed 5-29-80.

6A-14.742 Use of community college construction

funds.
Specific Authority 229.053(1) FS. Law Implemented 240.327 FS. History - Formerly 6A-8.701, Repromulgated 12-19-74, Repealed 9-6-78. c.f. See Rule 6A-14.72, FAC, for State Board rule on method of maintaining records and reports on community college funds.

6A-14.743 Release of community college construction funds.
Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.327, 240.359 FS. History - Formerly 6A-8.703, Repromulgated 12-19-74, Repealed 9-6-78. c.f. See Chapter 6A-2, FAC, for State Board rules relating to educational facilities as provided in Chapter 235, Florida Statutes.

6A-14.75 Receipt and deposit of funds. A record shall be maintained for all funds received by a community college which will identify the payer and the purpose for which the funds were received. All funds received by a community college shall be deposited intact in a designated depository as soon as practicable. Funds received from federal sources must be separately accounted for, but may be deposited in a bank account with other college funds except where the terms of the contractual agreement with any federal agency require that a separate depository account be maintained.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.363 FS. History - Formerly 6A-8.131, Repromulgated 12-19-74.

6A-14.751 Establishing bank depositories. The rules in this section, and any amendments or additions thereto, shall apply to the securing of all money and funds of the community college boards of trustees. The rules shall also apply to the establishing of bank depositories by community college boards of trustees.

(1) Definitions. The following words, terms and phrases when used in this rule shall for the purposes hereof be defined as follows:

(a) Board "money" or "funds" shall mean gold and silver coin, United States Treasury and bank notes; legal tender and all other forms of currency and every deposit which the board is entitled to withdraw in money or demand; property of every kind and all money or funds held or administered by the board including all non-disbursed payroll accounts and savings account funds.

(b) "Depository" of community college board of trustees' money or funds shall mean any bank or savings association authorized to accept deposits in accordance with the provisions of Section 136.01, Florida Statutes.

(2) The board shall, upon recommendation of the president, establish such bank depositories as are necessary for the efficient operation of the college. All such bank accounts shall be in the name of the board of trustees of the community college.

(3) Upon the acceptance by any depository of funds for deposit by the board, such funds shall be deemed to be "funds" as defined herein and the burden of proof shall be upon said depository to show that all or any part of such funds do not constitute board money as herein defined.

Specific Authority 229.053(1), 240.325, 240.363 FS. Law Implemented 136.01, 240.363, 658.60 FS. History - Formerly 6A-8.13, Repromulgated 12-19-74, Amended 10-23-79, 4-27-82.

6A-14.752 Depository receipt, withdrawal, and transfer of public funds. All money drawn from the depository shall be upon a prenumbered check signed by two (2) authorized persons. The board shall, upon recom-

mendation of the president, designate individuals who shall be authorized to sign checks against community college funds and who shall be under adequate bonds; provided, however, a board may establish rules to authorize transfers of public funds by electronic, telephonic or other medium, for the purposes defined in Section 215.85, Florida Statutes, provided adequate internal control measures are established and maintained whereby each such transfer must be confirmed in writing and signed by the designee of the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 215.85, 240.325, 240.363 FS. History - Formerly 6A-8.132, Repromulgated 12-19-74, Amended 7-8-80, 12-7-82.

6A-14.76 Determination of full-time equivalent students for the computation of the community college program fund. The full-time equivalent students used for computing the community college program fund shall be determined on the basis of registrations in courses classified in accordance with Rule 6A-14.761, FAC, in authorized programs in community colleges. The number of full-time equivalent students for an academic year shall be computed by dividing the total annual semester hours of registration by thirty (30).

(1) The total annual semester hours of registration shall consist of the student semester hours of registration in credit courses and student semester equivalents in non-credit and postsecondary adult vocational courses offered during each term in each college, with the provision that the course registrations for which students receive any refund of fees shall not be included in the computation of student registrations for funding in the community college program fund. The following shall apply:

(a) Student semester hours of registration are determined by the number of student credit hours in credit courses and student credit hour equivalents in non-credit courses for which students are duly registered during each term; and

(b) A student is duly registered in a course upon payment of required fees, waiver of fees, or deferment of fees as required in Section 240.345(2), Florida Statutes, and the recording of such transaction in financial and student records.

(2) In computing (1) above, the following procedures shall apply:

(a) Terms are defined as semesters, quarters, and summer terms.

(b) Student semester hour equivalents in non-credit courses are computed by multiplying the course registrations as provided in (1) above by the prescribed hours of instruction and dividing by twenty-seven (27). Student semester hour equivalents in postsecondary adult vocational courses are computed by multiplying the course registrations as provided in (1) above by the prescribed hours of instruction and dividing by thirty (30).

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.345(2), 240.359 FS. History - Formerly 6A-8.172, Repromulgated 12-19-74, Amended 12-26-77, 7-9-81.

6A-14.761 Classification of instructional programs and courses. Programs or courses authorized for funding under the provisions of the community college program fund shall be classified and defined as follows:

(1) Advanced and professional. - Advanced and professional includes all courses for which credit is awarded in fields of study or disciplines designed primarily for programs of study leading to a baccalaureate degree and all courses supportive of study in these

disciplines.

(2) Vocational - Vocational education courses will be classified uniformly statewide as either postsecondary vocational or postsecondary adult vocational using the following definitions:

(a) Postsecondary vocational program: Vocational education for which credit is given toward an associate degree. Such programs shall include certificate programs which award credit that can be applied toward an associate degree.

(b) Postsecondary adult vocational program: Vocational education which cannot be used to earn credit toward an associate or higher degree.

(3) Developmental - Developmental includes all courses in compensatory programs for all fields of study designed to meet the needs of the educationally disadvantaged student including remedial, functional, literacy and high school completion courses. Compensatory education programs shall consist of a group of interdependent activities and special types of educational experiences designed to meet the specific academic and personal needs of educationally disadvantaged students whose need for such programs of special instruction results from poverty, neglect, delinquency, curriculum deficiencies, cultural attitudes, or cultural or linguistic isolation from the community at large. A compensatory education program must include attention to subject matter remediation, development of competencies, and change of attitudes. It is addressed to increasing the likelihood of success at the entry level of any certificate or degree program of the college.

(4) Community instructional services - Community instructional services includes organized non-credit instructional activities conducted within guidelines adopted by the State Board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.349, 240.355, 240.359 FS. History - Formerly 6A-8.1721, Repromulgated 12-19-74, Amended 10-7-75, 4-14-76, 12-26-77, 7-9-81.

6A-14.762 Computation for generation and allocation of the community college program fund. The director of the division shall each year compute the community college program fund as prescribed herein.

(1) For purposes of this computation, the following shall apply:

(a) Computations shall utilize the annual full-time equivalent students as determined in Rule 6A-14.76, FAC.

(b) The total statewide average weighted cost shall be the average weighted cost per full-time equivalent student for all courses or the average weighted cost for all fields of study.

(c) The cost ratio shall be the ratio of the average weighted cost for each field of study to the statewide average weighted cost for all courses.

(d) The unitary cost shall be the computed state cost per full-time equivalent student.

(e) The cost level shall be the cost ratio multiplied by the unitary cost for each field of study.

(2) On the basis of the cost analysis the state-wide average weighted cost shall be computed. In establishing the unitary cost at cost level one point zero (1.0) for purposes of determining the allocation of the state community college program fund, the statewide average weighted cost per full-time equivalent student based on the most recent analysis of cost data shall be adjusted as follows:

(a) To the year of apportionment for changes in economic conditions;

(b) For the difference between depreciation for movable equipment as used in the cost analysis and actual

expenditures for movable equipment made in the same year;

(c) For resources available for current operations from student matriculation, tuition, and federal funds; and

(d) For other factors necessary to maintain quality programs.

(3) The cost levels for all fields of study, as determined by the cost ratios, shall be classified by the Commissioner into not less than six (6) nor more than twenty (20) cost levels.

(4) The Commissioner, upon the recommendation of the director, shall assign a number of full-time equivalent student enrollments to each community college for purposes of allocating the community college program fund.

The allocation to each community college from the state community college program fund for current operation shall be the total state cost calculated by multiplying the state unitary cost by the cost ratio for each field of study as identified in (3) above, times the number of full-time equivalent students in each field of study; provided that in determining these allocations, the Commissioner, upon recommendation of the director, may make adjustments for differentials in sizes of colleges, pre-existing salary schedules, regional cost variables, diseconomies to scale or other factors which are necessary to maintain quality programs and financial stability.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.359 FS. History - Formerly 6A-8.22, Repromulgated 12-19-74.

6A-14.763 Transportation density index for community colleges.

Specific Authority 229.053(1), 240.325, 240.359 FS. Law Implemented 230.766, 240.359 FS. History - Formerly 6A-8.174, Repromulgated 12-19-74, Repealed 2-4-81.

6A-14.764 Computation and distribution of capital outlay and debt service funds. Pursuant to Section 9(d), Article XII, of the Constitution, capital outlay and debt service funds shall be computed in accordance with Section 230.765, Florida Statutes, and Rule 6A-14.76, FAC. Funds so computed shall be distributed annually to the boards of trustees of the community college district. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.353, 240.359, 240.363 FS. Section 9(d), Article XII, State Constitution. History - Formerly 6A-8.175, Repromulgated 12-19-74.

6A-14.765 Investment of surplus funds. Surplus funds, unless prohibited by law or rules, may be invested by the president in accordance with rules of the board in United States government securities, in time deposits in federally insured banks, in savings accounts of savings associations which are under state or federal supervision in accordance with Section 665.321, Florida Statutes, and in notes, bonds, and debentures issued by the federal housing administrator in accordance with Section 518.07, Florida Statutes.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.363 FS. History - Formerly 6A-8.14, Repromulgated 12-19-74, Amended 12-26-77.

6A-14.766 Current loans authorized. At any time the current funds on hand are insufficient to pay obligations created by the board in accordance with the approved budget of the community college, the board may request approval by the commissioner of a proposal to negotiate a current loan, in order to meet these obliga-

tions, with provisions for the repayment of such loan during the fiscal year in which the loan is made. Such proposals shall be submitted to the commissioner through the director.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.367 FS. History - Formerly 6A-8.141, Repromulgated 12-19-74.

6A-14.767 Special teacher units and supervisors units for occupational education programs in community colleges. Special teacher units and supervisor units for occupational education programs shall be synonymous with administrative and special instructional services units and student personnel services units as defined in Section 240.353, Florida Statutes.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.353 FS. History - Formerly 6A-8.20, Repromulgated 12-19-74.

6A-14.768 Student enrollment and related financial records. The president or a designated representative(s) shall keep and retain complete records of the students enrolled in all credit and non-credit courses and programs offered by the college and the financial transactions related to said enrollments. The custody and control of such records shall be established in such a manner as to facilitate review for verification and confirmation purposes including the capability of comparing related enrollment and financial information. The director shall prescribe the minimum data elements to be included in such enrollment records and may prescribe additional procedures for the maintenance of such records.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.351, 240.359 FS. History - New 12-9-75.

6A-14.77 Auxiliary enterprises. Community colleges shall be authorized to operate or to contract for food services, vending machines and bookstores as a service to, and incidental to, the instructional program of the college under rules of the board.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 229.053(1), 240.319 FS. History - Formerly 6A-8.18, Repromulgated 12-19-74.

6A-14.771 Funds derived from auxiliary enterprises and undesignated gifts.

(1) Funds derived from undesignated gifts and earnings realized from auxiliary enterprises shall be disbursed in accordance with rules of the board for such purposes as are deemed to be for the benefit of the college, including but not limited to funding that portion of federal student loan programs required to establish loan funds in accordance with agreements between the board and agencies of the federal government.

(2) The rules of the board may authorize the use of a portion of such funds for the purpose of promotion and public relations to be disbursed at the discretion of the president, provided that such purpose will directly benefit or be in the best interest of the college. Such funds may be expended for but not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of faculty and staff, official meetings and receptions, guest speakers and other development activities.

(3) In addition to the purposes above, an amount may be included and disbursed in accordance with rules of the board "for hospitality of business guests at the college and elsewhere" as provided by law, provided that such additional disbursements shall not exceed an amount

equal to \$1.00 times the number of full-time equivalent students enrolled at the college during the previous year up to a maximum of 5,000 full-time equivalent students and \$.25 times the number of full-time equivalent students above 5,000; and provided, further, no employee traveling on per diem from the state shall be considered a business guest.

(4) Funds used for purposes specified in subsections (2) and (3) shall be transferred to the general current fund and included in the approved budget of the college.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.181, Repromulgated 12-19-74.

6A-14.772 Auxiliary and trust funds in community colleges. Requirements of Florida Statutes and State Board of Education Rules pertaining to purchases made from tax funds by the board shall be observed when purchases are made from auxiliary funds; provided that purchases from funds handled in trust for individuals, such as, purchases of class jewelry, college annuals, cards and invitations, insignia, caps and gowns, etc., shall be exempt from such requirements; and provided further that all such funds shall be subject to the required annual audit.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 229.053, 240.319 FS. History - Formerly 6A-8.182, Repromulgated 12-19-74.

6A-14.78 Delinquent accounts.

(1) The board shall exert every effort to collect all delinquent accounts. The board is authorized to employ the services of a collection agency when deemed advisable in collecting delinquent accounts.

(2) The board is authorized to charge off delinquent accounts of ten dollars (\$10) or less after the account has been delinquent for a period of one year. Delinquent accounts of more than ten dollars (\$10) shall be analyzed after they have been delinquent for more than two years and those accounts that are determined to be uncollectible shall, upon approval of the board, be charged off. All such accounts charged off shall be reported to the director.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 229.053, 240.365 FS. History - Formerly 6A-8.191, Repromulgated 12-19-74.

6A-14.79 Educational plant. Requirements relating to funding, site selection, construction, inspection, operation, maintenance, repair, etc. of community college facilities are contained in the rules in Chapter 6A-2, FAC.

Specific Authority 229.053(1), 240.325, 235.012 FS. Law Implemented 230.327, 235.43 FS. History - New 9-6-78.

6A-14.80 Definitions.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.201, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.801 General provisions.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.202, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.802 Minimum standards for sites.

Specific Authority 240.325 FS. Law Implemented 240.319 FS. History - Formerly 6A-8.2021, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.803 Student housing.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.319 FS. History - Formerly 6A-8.2022, Repromulgated 12-19-74, Repealed 9-6-78, Transferred to 6A-2.42.

~~6A-14.804~~ Campus development plans required.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325, 240.327 FS. History - Formerly 6A-8.2023, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.805 Selecting professional services.
Specific Authority 240.325 FS. Law Implemented 240.325, 287.055 FS. History - Formerly 6A-8.2024, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.806 Preparation of documents.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.203, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.807 Responsibility, architects and engineers.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.204, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.808 Preparatory planning.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.205, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.809 Educational planning and specifications.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.206, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.81 Preliminary plans.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.207, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.811 Final plans and specifications shall include.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.208, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.812 Filing of contract amounts.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.209, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.813 Advertising and contracting for building or improvements to college property.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.210, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.814 Day labor projects.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.211, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.815 Awarding contract to other than the lowest bidder.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.212, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.816 Changes in construction after award of contract.
Specific Authority 240.325 FS. Law Implemented 230.754,

240.325 FS. History - Formerly 6A-8.213, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.817 Payments during construction.
Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.319, 240.325, 240.327 FS. History - Formerly 6A-8.214, Repromulgated 12-19-74, Amended 11-25-75, 2-14-77, Repealed 9-6-78.

6A-14.818 Inspection of new construction and release of final payment.
Specific Authority 240.325 FS. Law Implemented 230.754, 240.325, 240.327 FS. History - Formerly 6A-8.215, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.819 Exceptions for experimentation.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.216, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.82 Acquisition and use of buildings for college purposes.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.217, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.821 Returning building to college purposes.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.218, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.822 Lease-purchase contracts for grounds and buildings.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.219, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.823 Portable buildings.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.220, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.824 Mobile facilities.
Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.221, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.825 General provisions.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.226, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.826 Educational occupancies.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.227, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.827 Construction and repair operations.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.229, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.828 Classification of hazard of contents.
Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.230, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.829 Segregation and protection of hazards.
Specific Authority 240.325 FS. Law Implemented 240.755, 240.327 FS. History - Formerly 6A-8.231, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.83. Special safety provisions.
Specific Authority 240.325 FS. Law Implemented 240.755,
240.327 FS. History - Formerly 6A-8.232, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.831 Means of egress.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.233, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.832 Exit doors, fire doors and smokestop
doors.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.234, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.833 Interior stairs, outside stairs and
smokeproof towers.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.235, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.834 Places of assembly.
Specific Authority 230.755 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.236, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.835 Separation of spaces.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.237, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.836 Open plan buildings.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.238, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.837 Air conditioned buildings.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.239, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.838 Interior finishes.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.240, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.839 Exit illumination.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.241, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.84 Exit marking.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.242, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.841 Alarm and fire detection systems.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.243, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.842 Automatic sprinklers and other extin-
guishing equipment.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.244, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.843 Building service equipment.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.247, Repromulgated

12-19-74, Repealed 9-6-78.

6A-14.844 Portable buildings.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.248, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.845 Mobile facilities.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.249, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.846 General provisions.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.251, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.847 Illumination and lighting.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.252, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.848 Ventilation.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.253, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.849 Sanitation facilities serving students
and staff.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.254, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.85 Sanitation facilities serving the public.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.255, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.851 Heating and cooling.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.256, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.852 Sanitation facilities in food service
areas.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.257, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.853 Thermal insulation.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.258, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.854 Size of spaces, minimum requirements.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.261, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.855 Ceiling heights, minimum requirements.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.262, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.856 Fixed teaching aids, minimum
requirements.
Specific Authority 240.325 FS. Law Implemented 240.325,
240.327 FS. History - Formerly 6A-8.263, Repromulgated
12-19-74, Repealed 9-6-78.

6A-14.857 Floor surfaces and coverings.

Specific Authority 240.325 FS. Law Implemented 240.325, 230.756 FS. History - Formerly 6A-8.264, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.858 Acoustics.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.265, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.859 Flexibility and convertibility.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.266, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.86 General storage and custodial space.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.267, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.861 Site.

Specific Authority 240.325 FS. Law Implemented 240.325 FS. History - Formerly 6A-8.268, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.862 General provisions.

Specific Authority 240.325 FS. Law Implemented 230.319, 240.325 FS. History - Formerly 6A-8.271, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.863 Option by board to prequalify bidders on construction projects.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.319 FS. History - Formerly 6A-8.273, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.864 Exceptions to option.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.319 FS. History - Formerly 6A-8.274, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.865 Authority to prequalify.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.319 FS. History - Formerly 6A-8.275, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.866 Application for qualification.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.276, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.867 Verification of statements filed with applications for prequalification.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.277, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.868 Approval of application for the certification of bidders.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.278, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.869 Renewal of prequalification certificate.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.279, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.87 Revision of prequalification.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.280, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.871 Contractors statements.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.281, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.872 Suspension or revocation of certificates of qualification.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.282, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.873 Determination of delinquency status.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.283, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.874 Reports of prequalifications, suspensions, revocations, reinstatements and delinquents.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.284, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.875 Fees.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.285, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.876 General provisions.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325, 240.327 FS. History - Formerly 6A-8.286, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.877 Intent of rules and regulations.

Specific Authority 240.325 FS. Law Implemented 240.327 FS. History - Formerly 6A-8.286, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.878 Fire prevention and protection.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.287, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.879 Electrical.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.287, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.88 Flammables.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.287, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.881 Climate control equipment.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.287, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.882 Additional hazards.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.287, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.883 Fire control to be reasonably certain that sufficient time is available for evacuation, measures should be taken to retard the spread of fire and smoke.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.288, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.884 Extinguishing equipment.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.2881, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.885 Surface finishes and decorations.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.2882, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.886 Combustible storage.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.2883, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.887 Separation of spaces.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.2884, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.888 Fire and smoke barriers.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.2885, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.889 / Evacuation.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.289, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.890 Emergency evacuation.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.2891, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.891 Detection of fires.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.2892, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.892 Notification.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325, 240.327 FS. History - Formerly 6A-8.2893, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.893 Means of egress, exit access, exit, exit discharge.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.2894, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.894 Exit illumination, lighting, signs.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.2895, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.895 Fire escape stairs, stairs, corridors.

Specific Authority 240.325 FS. Law Implemented 240.325, 240.327 FS. History - Formerly 6A-8.2896, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.896 Relocatable buildings.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325, 240.327 FS. History - Formerly 6A-8.2897, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.897 Windowless and open plan buildings.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325 FS. History - Formerly 6A-8.2898, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.898 Places of assembly.

Specific Authority 240.325 FS. Law Implemented 240.319, 240.325, 240.327 FS. History - Formerly 6A-8.2899, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.899 College property condemned.

Specific Authority 240.325 FS. Law Implemented 240.325, 229.802 FS. History - Formerly 6A-8.2978, Repromulgated 12-19-74, Repealed 9-6-78.

6A-14.90 Guidelines for community instructional services in community colleges. Pursuant to Rule 6A-14.761(4), FAC, the following guidelines for noncredit citizenship instruction and for recreational and leisure time instruction are approved and may be issued by the director of the division in a format appropriate for use by the colleges.

Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.359 FS. History - New 11-25-75.

6A-14.91 Noncredit citizenship instruction.

(1) In order to be eligible for support from the community college program fund for citizenship instruction, an educational activity must meet each of the following criteria:

(a) The course is a planned noncredit instructional activity which is based on a significant community problem.

1. Each course must be justified on the basis of the expected contribution it will make to the identification and solution of community problems. Hence, the first concern in programming these courses is the identification of problems, which in the judgment of the board of trustees, have significance to the community and are to be categorized under the following definitions:

a. Environmental problems which relate the development, use and conservation of natural resources.

b. Problems relating to health and safety which are based on provisions for the development and maintenance of physical and emotional health of the people as well as for the protection of the people against natural and man-made hazards.

c. Human relations problems which relate to the interaction of groups of people in the community and to the need for the development or maintenance of a common set of values and aspirations.

d. Governmental problems which relate to the organization and operation of agencies needed to maintain services to the people.

e. Problems relating to education and child rearing which are based on provisions in the community for rearing children and for the education of children, youth and adults.

f. Economic problems which relate to the production, distribution and consumption of goods and services.

2. As a planned instructional activity each course is to have clearly defined expected outcomes which relate to a significant community problem in one of the above categories. The outcomes which justify a course fall within the following two categories: (1) there will be an increased understanding of the specific community problem and of alternatives for the solution of the problem, and (2) citizens will acquire knowledge and skills which they need in order to cope with and to help solve these problems.

3. Courses funded are to be evaluated in terms of their established objectives which fall in the two categories defined in paragraph 2 above.

(b) The objectives of the course are other than the development of recreational and leisure time skills. Even though educational activities designed for the development of recreational and leisure time skills may

contribute to the solution of community problems judged to be significant by the boards of trustees, courses with such objectives will not be approved for funding. Courses which are associated with recreational and leisure time activities are to be included in the self-supporting category in Rule 6A-14.911, FAC.

(c) The instructor is appointed and, if compensated, is paid by the board of trustees. The individual responsible for instruction in any course must provide services under an appointment by the board of trustees and be subject to its evaluation. Such appointment is required even though the instructor may be donating services. If an instructor receives compensation for teaching a course, it is to be paid by the board of trustees under the terms of appointment.

(d) The college is the fiscal agency responsible for the receipt, disbursement and accounting for funds generated by and used for the support of the course. Responsibility for fiscal arrangements for courses must be discharged by the college itself rather than by any organization or agency outside the college.

(e) The college maintains records on enrollments in the course in compliance with rules of the State Board of Education. This requirement provides assurance that the college maintains an auditable record which includes a record of enrollments which are included in the calculations on which the allocation of state funds is based.

(2) Procedures.

(a) The first step in operationalizing these guidelines involves the identification by the board of trustees of community problems which in its judgment are significant and which are to be addressed by noncredit citizenship courses. While the list of those problems will be subject to modification any time by the board, the list and updates of the list should be kept on file in the division.

(b) Instructional activities which will be offered must be approved by the board of trustees and meet the criteria set forth above. The appropriate form should be used to describe each such course and to request review and approval for funding by the director of the division.

(c) If a course submitted to the director of the division is not approved because it involves recreational activities or does not meet the criteria set forth in (1) above, it should be classified, if it is to be offered by the college, under Rule 6A-14.911, FAC, as recreational and leisure time instruction.

(d) If an instructional activity is disapproved for funding under Rule 6A-14.91, FAC, because it does not meet criteria in paragraph (c) or (d) in subsection (1) above, the activity, if it is held, should be considered as the use of the college facilities for instruction by an organization or agency outside the college. The college should require the sponsor to make clear in any announcement that any such activity is not being sponsored by the college.

(3) Once a course has been approved for funding under Rule 6A-14.91, FAC, the college will be notified. That approval will continue so long as the course and the need for offering it remain the same, or until such time as these guidelines or other rules governing the operation of the college nullify the approval, provided, however, the director may withdraw approval of the implementation if the course violates the intent of these guidelines.

(4) Reports. Each college will file with the division such reports as are prescribed by the director. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.359 FS. History - New 11-25-75.

6A-14.911 Recreational and leisure time instruction.
(1) Any noncredit course offered by a community college which involves recreational activities or enables adult students to develop recreational or leisure time skills or does not meet the criteria set forth in subsection (1) of Rule 6A-14.91, FAC, is to be classified as a recreational and leisure time instruction course and is to be operated under the conditions set forth in these guidelines.

(2) Responsibility for the course.

(a) The board of trustees is fully responsible for all courses offered by the college. Board approval is required for each course, prior to its initial offering, and instructors for such courses are to be appointed by the board upon recommendation of the president. The college shall exercise responsibility for the receipt, disbursement and accounting of funds. Records are to be kept on all students enrolled.

(b) Any noncredit course which involves recreational activities or which enables adult students to develop recreational or leisure time skills for which the college is not fully responsible, if it is to be held on the campus, should be under the sponsorship of the organization or agency which is responsible for it and care should be taken to make clear the fact that it is not an activity being sponsored by the college.

(3) Funding and accounting.

(a) Under rules of the State Board of Education fees for courses providing recreational and leisure time instruction are assessed under rules established by the board of trustees. The aggregate income, from sources other than the community college program fund must cover, as a minimum, the direct instructional cost of those courses. This requirement will be considered to be satisfied when the income derived from all such courses from sources outside the community college program fund is not less than one hundred twenty-five percent (125%) of the instructional salary cost for all such courses.

(b) The revenues and expenditures for these courses each year are to be identifiable in the fiscal records of the college in a separate organizational unit of the general current fund of the college.

(c) No enrollments in these courses are to be included in any of the calculations in which the allocations from the community college program fund are made to the colleges.

(4) Announcements and publicity. Any and all materials describing or announcing any recreational or leisure time instructional activity of the college shall be presented in a way which is obvious to all concerned that the activity is a part of the self-supporting program of the college.

(5) Reports. Each college will file with the division such reports as are prescribed by the director. Specific Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.359 FS. History - New 11-25-75, Amended 12-26-77.

6A-14.912 Guidelines for implementation of community college accountability standards. Specific Authority 229.053(1), 240.325 FS. Law Implemented 229.053(1), 240.319, 240.325 FS. History - New 2-24-81, Repealed 8-25-82.

6A-14.913 Guidelines for staff and program development plans and activities. Specific Authority 229.053(1), 240.325 FS. Law Implemented 120.53(1)(b), 240.349, 240.363 FS. History - New 7-2-79, Repealed 7-6-82.

RULES
OF THE
DEPARTMENT OF EDUCATION
DIVISION OF COMMUNITY COLLEGES

CHAPTER 6H-1

ORGANIZATION

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6H-1.01 Definitions. Unless the context otherwise requires, the terms used in FAC chapters designated 6H are defined as follows:

- (1) Coordinating Board. Coordinating Board shall mean the State Community College Coordinating Board.
- (2) Department. Department shall mean the Department of Education.
- (3) Local board. Local board shall mean the local community college district board of trustees.
- (4) Fiscal year. Fiscal Year shall mean the same fiscal year used by the State of Florida.
- (5) Member. Member shall mean a member of the Coordinating Board.
- (6) Executive officer. Executive officer shall mean the director of the Division of Community Colleges of the Department of Education.
- (7) Commissioner. Commissioner shall mean the Commissioner of Education.
- (8) Board of Education. Board of Education shall mean the State Board of Education.
- (9) President. President shall mean the president of a community college.
- (10) Chief administrative officer. Chief administrative officer shall mean the same as executive officer.
- (11) Director. Director shall mean the director of the Division of Community Colleges of the Department of Education.
- (12) Supervise. Supervise shall mean oversee or take charge over.
- (13) Division. Division shall mean the Division of Community Colleges of the Department of Education.
- (14) College. College shall mean a public educational institution operated by a local community college district board of trustees, is authorized and

established pursuant to Sections 240.301, 240.313, and 240.317, Florida Statutes, and is known as or referred to as a community college or a junior college.

(15) College personnel or employees. College personnel or employees shall mean any persons employed by the local board.

(a) Administrative personnel. Administrative personnel shall mean any persons who are employed in positions which have been designated by the local board as administrative.

(b) Instructional personnel. Instructional personnel shall mean any persons who are employed in positions which have been designated by the local board as instructional.

(c) Other personnel. Other personnel shall mean any persons employed or retained by the local board or assigned by other boards or agencies, other than those defined above, who service the local board. Specific Authority 240.309(1), 240.311(1) FS. Law Implemented 120.53(1), 240.309(1), 240.311(1) FS. History - New 4-28-80, Amended 8-1-83.

6H-1.02 Establishment of the Coordinating Board. The State Community College Coordinating Board was established by Section 43, Chapter 79-222, Laws of Florida (Section 240.305, Florida Statutes). The Coordinating Board's membership is prescribed in Section 240.307, Florida Statutes. Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.53(1)(a), 240.309(1) FS. History - New 4-28-80.

6H-1.03 Meetings of the Coordinating Board.

(1) Meetings are usually held on the second Friday and Saturday of the month. The Coordinating Board is not required to meet each month.

(2) The September meeting shall be the organizational meeting each year at which elections of the executive committee are held.

(3) Special or emergency meetings of the Coordinating Board may be called by the chairman, or by the executive officer at the request of three (3) members of the Coordinating Board. Whenever an emergency meeting is scheduled, notice of the purpose, date, and the time will be given to the Tallahassee Democrat and to the major wire services in the Capitol Press Corps.

(4) Notice of hearings, meetings, and workshops of the Coordinating Board and its committees shall be made in accordance with the provisions of Chapter 120, Florida Statutes, and Chapter 28-2, Florida Administrative Code.

(5) Parliamentary rules. Roberts Rules of Order, Newly Revised (c) 1970, shall be followed in conducting the meetings of the Coordinating Board. Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.53(1), 240.309(1), 240.311(1) FS.

History - New 4-28-80, Amended 1-8-81.

6H-1.04. State Community College Coordinating Board rulemaking procedures.

(1) Rulemaking proceedings are conducted in accordance with Chapter 28-3, Florida Administrative Code.

(2) The chairman of the Coordinating Board may appoint a board member or a member of the board's staff as a hearing officer for a rule hearing held pursuant to Section 120.54(3), Florida Statutes. Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.53(1), 120.54(3), 240.309(1), 240.311(1) FS. History - New 4-28-80.

6H-1.05 Committees.

(1) The executive committee of the Coordinating Board shall consist of the chairman, vice-chairman, and a member of the Coordinating Board elected by the members. The term of each member of the executive committee shall be for one (1) year with officers being eligible for re-election. The executive committee shall act for the full Coordinating Board in cases of emergency or on matters directly relating to the governance of the Coordinating Board itself. The executive committee shall be responsible for oversight of the mission of the Division of Community Colleges. Any action taken by the executive committee must be confirmed by the full Coordinating Board in its next meeting.

(2) The Coordinating Board shall have the following standing committees which shall meet to consider specific problems in separate sessions prior to the full Coordinating Board meeting. Each standing committee shall be chaired or co-chaired by a member of the Coordinating Board.

(a) Programs and Quality. This committee shall study program quality in the community college system and shall recommend ways to measure quality, including the value added concept of quality, and processes to assure quality.

(b) Accountability. This committee shall recommend the process for local board accountability compliance review; review accountability reports for transmittal to the Board of Education; and recommend modification of the accountability standards as appropriate.

(c) Finance and Capital Outlay. This committee shall be responsible for overseeing the review of individual college budgets and shall review systemwide budgets, funding procedures and any proposed facility expansion; and shall make such recommendations to the Coordinating Board as appropriate.

(d) Rules, Governance, and Policies. This committee shall review existing rules, and shall make recommendations for repeal or revision of existing rules or the adoption of new rules as appropriate.

(e) Equal Access/Equal Opportunity. This committee shall study equal access and equal opportunity in the community college system, evaluate efforts and results, help the colleges achieve the Rule 6A-14.61, FAC, accountability standards on equal access and equal opportunity, and recommend activities and strategies to achieve equal access and equal opportunity.

(3) The Coordinating Board may appoint such ad hoc committees as it shall determine from time to time to be needed.

(4) Members and chairmen of standing and ad hoc committees shall be appointed by the chairman, after consultation with the executive committee. Members of such committees may include persons who are not members of the Coordinating Board.

(5) The Council of Presidents, comprised of the

presidents of each of the twenty-eight (28) community colleges, shall be a special committee of the Coordinating Board, and shall advise the Coordinating Board on matters relating to the efficient operation of the state community colleges.

Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.53(1), 240.305, 240.309(1), 240.311(1) FS. History - New 4-28-80, Amended 2-2-81, 8-1-83.

6H-1.06 Workshops. Workshops for the Coordinating Board will be noticed in the manner prescribed in Chapter 28-2, FAC, and will be held as needed when the business at hand requires no official votes to be taken or policies to be adopted.

Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.53(1)(d), 240.309(1), 240.311(1) FS. History - New 4-28-80.

6H-1.07 Agenda.

(1) Recommendations to the Coordinating Board for agenda items shall be presented through the executive officer who shall assemble items received at least fifteen (15) days in advance of each meeting and mail a copy of the agenda to each member of the Coordinating Board so that it is received at least seven (7) days prior to the meeting.

(2) The executive officer shall receive all items for inclusion in the agenda.

(3) Agenda for all meetings and workshops shall be prepared, noticed, and made available to the public in accordance with Chapter 28-2, Florida Administrative Code.

(4) Standing agenda items for regular meetings shall include reports from standing and ad hoc committees, local boards, the Council of Presidents, the Commissioner, the Florida Junior College Student Government Association, and others as determined by the chairman.

Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.53(1)(a), 240.309(1), 240.311(1) FS. History - New 4-28-80.

6H-1.08 Notice of proceedings, public records, copies, designation of clerk, filing, and access.

(1) Notice of meetings, hearings and workshops shall be made in accordance with Chapter 28-2, Florida Administrative Code.

(2) The Coordinating Board's public documents are available for inspection and copying at no more than cost.

(3) Copies of notices, agendas, proposed rules, rules, and other public documents are available for public inspection in the Division of Community Colleges, 310 Collins Building, Tallahassee, Florida 32301, during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except on legal holidays.

(4) The director of the Division of Community Colleges is designated as the clerk of the Coordinating Board. Filing with the Coordinating Board's clerk meets the requirements of any rule requiring filing with the Coordinating Board. All petitions, requests for hearings, orders and official actions of the Coordinating Board for which the Administrative Procedures Act, other laws, or agency rules require a response within a specified time shall be filed with the clerk of the Coordinating Board.

(5) All hearings, meetings and workshops of the Coordinating Board and its committees shall be conducted at sites accessible to the handicapped and shall be open to the public.

(6) All official acts of the Coordinating Board will be taken at public meetings. Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.52(9), 120.53(1) (2), 240.309(1), 240.311(1) FS. History - New 4-28-80.

6H-1.09 Declaratory statement. The provisions of Chapter 28-4, Florida Administrative Code, shall be followed for declaratory statements. Specific Authority 120.53(1), 120.565, 240.309(1), 240.311 (1) FS. Law Implemented 120.53(1), 120.565, 240.309(1), 240.311(1) FS. History - New 4-28-80.

6H-1.10 Delegation of responsibilities - chief administrative officer.

(1) The chief administrative officer shall be responsible for the coordinating of the state community colleges under policies and rules prescribed by the Coordinating Board; shall advise the Coordinating Board on all educational problems; shall supervise the Coordinating Board's statewide studies; and shall make recommendations for plans to meet the State's obligations in community college education.

(2) The director shall serve as the executive officer and as secretary to the Coordinating Board and shall attend, but not vote, at all meetings of the Coordinating Board except when on authorized leave. The director shall be in charge of the offices of the Coordinating Board, shall be responsible for informing the colleges about legislation, and shall be responsible for the preparation of reports and the collection and

dissemination of data and other public information relating to the state community colleges.

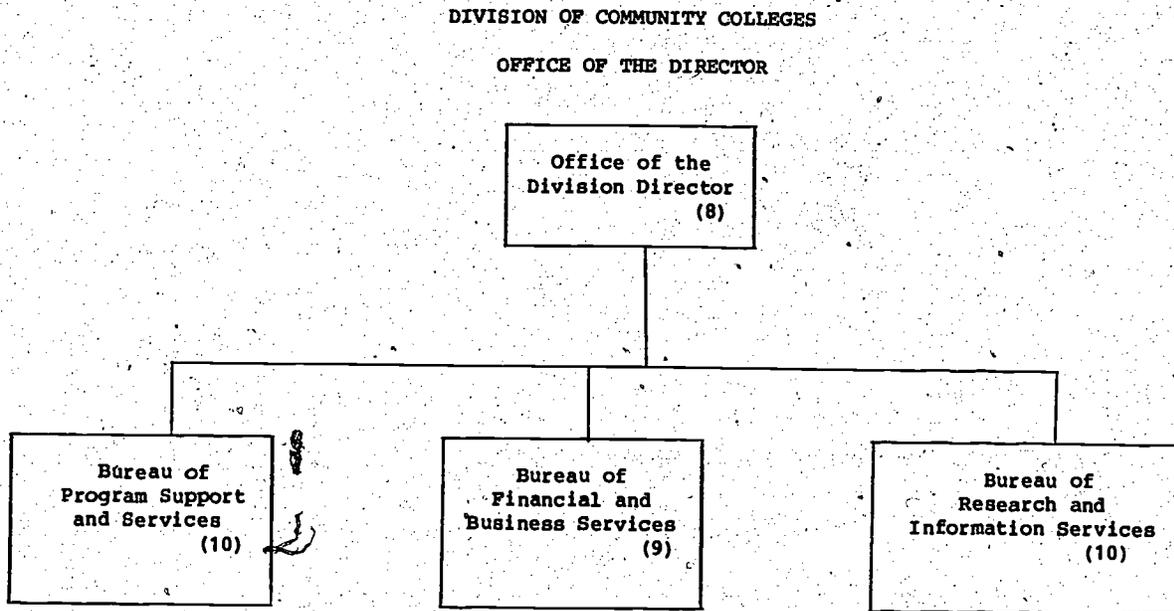
(3) Under the supervision of the Coordinating Board, the chief administrative officer shall administer the provisions of Part III, Chapter 240, Florida Statutes, and the rules established thereunder, and all other applicable laws and rules.

(4) The director is designated the clerk of the Coordinating Board for the purpose of documenting official actions of the Coordinating Board as contemplated by Section 120.52(9), Florida Statutes. Specific Authority 120.53(1), 120.565, 240.309(1), 240.311(1) (2) FS. Law Implemented 120.53(1), 120.565, 240.309(1), 240.311(1)(2) FS. History - New 4-28-80.

6H-1.11 Division of Community Colleges, organizational structure.

(1) The Division of Community Colleges, under the direction of the director, shall assist the Coordinating Board in the implementation of prescribed policies and rules; the study of educational problems, the supervisions of statewide projects and the making of recommendations for plans to meet the State's obligations in community college education. The Division of Community Colleges is a functional unit of the Department of Education and the duties and functions of the Division sub-units are described by statute and rules of the State Board of Education.

(2) The organizational chart for the Division of Community Colleges is as follows:



Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.53(1)(a) FS. History - New 4-28-80.

6H-1.12 Governance of state community colleges. Until superseding rules are adopted, the rules in Chapter 6A-14, Florida Administrative Code, relating to the governance of the state community colleges, shall be followed by community colleges and the Division of Community Colleges as if they are rules of the Coordinating Board. Any conflict between provisions contained in Chapter 6A-14, Florida Administrative Code, and a rule of the Coordinating Board shall be resolved by giving effect to the Community College Coordinating Board rule, provided such construction does not conflict with a specific statutory provision or other rules of the State Board of Education.

Specific Authority 120.53(1), 240.309(1), 240.311(1) FS. Law Implemented 120.53(1), 240.309(1), 240.311 FS. History - New 4-28-80.

6H-1.13 Procedures utilized by the Coordinating Board in making recommendations for establishing an additional community college campus or center. The Coordinating Board shall make recommendations to the Commissioner on all proposals by the local boards to establish additional campuses or centers as defined in Rule 6H-1.13(1), FAC, which will require the expenditure of Public Education Capital Outlay appropriated funds. For purposes of making such recommendations, the Coordinating Board shall consider the following definitions, conditions, exceptions, and support services.

(1) Campus and center are defined as follows:

(a) Campus. A campus is an administrative and instructional unit of a community college, consisting of owned facilities, which is staffed primarily by full-time personnel; and provides administrative services, library services, student services, and a comprehensive range of educational programs. A campus has adequate facilities and other resources to accommodate a minimum enrollment of 1,000 full-time equivalent students.

(b) Center. A center is an administrative or instructional unit, or combination thereof, which is located in permanent owned or unowned facilities, is staffed primarily by full-time personnel, and provides limited, clearly defined programs and activities.

(2) A proposal to establish an additional campus or center submitted by a local board shall meet the following conditions; provided, however, that exceptions

may be made pursuant to the provisions of Rule 6H-1.13(3), FAC:

(a) The proposed expansion is consistent with the district long-range master plan.

(b) There is documented need for expanding existing programs or developing new programs to serve the population within the district.

(c) For proposals to establish a new campus, each existing campus has attained enrollments of at least 3,000 annual full-time equivalent students, and projected enrollments are stable or increasing.

(d) The educational facilities and physical plant at the existing campuses, as identified in the district long-range master plan, are substantially complete.

(e) Enrollment projections for the period covered by the master plan anticipate at least 1,000 annual full-time equivalent students for a proposed campus, and at least 400 annual full-time equivalent students for a proposed instructional center.

(f) Plans for use of the proposed expansion shall include, to the maximum extent practical, cooperation with other educational agencies within the district or in adjacent districts which are in close proximity to the proposed location including early admission/dual enrollment for students in accelerated programs.

(g) There is documentation that the use of underutilized, abandoned, partially abandoned and potentially vacant facilities, rather than the proposed expansion or as part of the proposed expansion, was considered by the local board.

(3) Exceptions to the provisions of Rule 6H-1.13(2), FAC, may be recommended when special needs are justified for reasons relating to the nature of the programs and services to be offered, the total numbers and types of students enrolled, the population to be served, transportation and commuting problems, the availability of acceptable site and facilities, energy conservation measures, and population shifts within and among the districts. An administrative center established to provide central administrative services for a community college district shall be exempt from the enrollment criteria of Rule 6H-1.13(2) (e), FAC.

(4) The Coordinating Board may utilize the services of the Office of Educational Facilities or such other assistance as may be desired in evaluating proposals and developing recommendations.

Specific Authority 120.53(1)(a), 240.311(1)(f) FS. Law Implemented 120.53(1)(a), 240.305, 240.311(1)(f) FS. History - New 6-15-81.

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