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BROWARD COLLEGE

Define yourself.

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: July 28, 2009

Place: Regular Meeting of the Board of Trustees
Broward College
Boardroom 1208, Building 33, Willis Holcombe Center
111 East Las Olas Boulevard
Fort Lauderdale, FL

Subject: Agenda Item VII - L - Policies

Brief Description: These items represents re-writes and revisions of College policies as requested by the Board of Trustees.

Benefit to BCC: Policy revisions are made to reflect legal review and statutory changes.

Relationship to College Master Plan: The overall review of college policies reflects Broward College's commitment to the highest ethical standards and helps ensure continued compliance with State requirements.

RECOMMEND APPROVAL.

Policy Manual



Title: Diversity and Inclusive Excellence	Number: <div style="text-align: center; font-weight: bold;">6Hx2-</div>
Legal Authority: Executive Order 11246; Title 41, Chapter 60, Office of Federal Contract Compliance; Florida Statutes 1012.86	Page: <div style="text-align: center;">1 of 3</div>

GENERAL STATEMENT.

Consistent with Broward College's vision, mission, and core values, Broward College is committed to fostering a welcoming, affirming, and empowering culture of respect and inclusion, empowering and engaging students, faculty, and staff. The College is committed to inclusive excellence, integrating diversity and quality initiatives by infusing diversity into its organizational processes, structures, and practices. The College affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that reflects the diversity of Broward County. The College recognizes its obligation to create an inclusive community in which diversity is valued and equal access to educational and employment opportunities are provided free from discrimination, unlawful harassment, and retaliation in accordance with federal, state and local laws.

THE POLICY and THE STUDENT.

The core values of Broward College reflect the importance of achieving student success and academic excellence and creating an educational environment based upon mutual respect, integrity, communication and engagement. As such, the College seeks to provide a welcoming learning environment that fosters diversity of thought and an open exchange of perspectives from individuals from differing backgrounds and cultures.

Consistent with the Policy on Unlawful Discrimination, Harassment and Retaliation for Students (6Hx2-5.22), the College affirms its commitment to ensure that every student/applicant for admission be permitted to learn in an environment free from any form of discrimination or harassment based upon race, color, religion, age, disability, sex, national origin, marital status, sexual orientation, or veteran status, or other legally protected classification.

THE POLICY and THE FACULTY AND STAFF.

The College is committed to the recruitment and retention of diverse, outstanding faculty and staff and to addressing underrepresentation of minorities, women and persons with disabilities as identified in the Annual Affirmative Action Plan and the College's Five-Year Equity Plan. Further, the College seeks to provide an inclusive, respectful, and empowering working environment that welcomes diverse perspectives. The College is also committed to providing equal employment opportunity free from discrimination, unlawful harassment, and retaliation in accordance with federal and state laws. The College is committed to ensuring that all employees and applicants are not subject to unlawful discrimination. The Vice President for Human Resources and Equity reviews all employment recommendations prior to their finalization (recruitment and selection, classification, compensation, promotion, transfer, demotion, evaluation, and termination) to ensure that the College is in compliance with federal and state law, the College's Affirmative Action plan and goals, and the goals established in the Five-Year

AGENDA ITEM VII-L

JUL 28 2009

History: Revised as Policy		_____	
Approved by the Board of Trustees	Date 00/00/00	President's Signature _____	Date 00/00/00

ENCLOSURE 1

Policy Manual



Title: Diversity and Inclusive Excellence	Number: 6Hx2-
Legal Authority: Executive Order 11246; Title 41, Chapter 60, Office of Federal Contract Compliance; Florida Statutes 1012.86	Page: 2 of 3

Equity Plan. The Vice President for Human Resources and Equity is charged with regularly reviewing employment recommendations that could have adverse impact with respect to any protected category such as gender, race, ethnicity, age, disability, service in the uniformed services, or any other classification protected by federal, state or local law. Additionally, the College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. In addition, the Vice President for Human Resources shall perform analyses to evaluate progress in organizational units to comply with Executive Order 11246 and Title 41, Chapter 60 of the Office of Federal Contract Compliance Programs.

IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue implementing procedures for this policy. The Vice President for Human Resources and Equity has responsibility for oversight of this policy as it pertains to the faculty and staff. The Equity Office in Human Resources shall investigate all complaints related to the faculty and staff as described in Policy 6Hx2-3.34 "Discrimination, Harassment, and Retaliation." The Vice President for Student Affairs has responsibility for oversight of this policy as it pertains to students. The Campus Provost/Center Director shall investigate complaints of students against students as identified in Policy 6Hx2-5.22 "Unlawful Discrimination, Harassment, and Retaliation Policy for Students." Complaints by students against faculty or staff shall be referred by the Campus Provost/Center Director to the Equity Office in Human Resources.

VIOLATION OF POLICY.

1. Any employee or student who believes that they have been subjected to discrimination, harassment or retaliation in violation of College's policies may file a complaint within (90) days of the alleged harassment, discrimination or retaliatory conduct by utilizing either an informal and or a formal complaint process as defined in Policy 6Hx2-3.34, Discrimination, Harassment and Retaliation and the corresponding Procedure A6Hx2-3.34 and/or Policy 6Hx2-5.22, Unlawful Discrimination, Harassment and Retaliation for Students and the corresponding Procedure A6Hx2-5.22.
2. The College affirms its commitment to diversity and to ensure that employees and students who complain about discrimination or harassment are protected from retaliation. It shall be a violation of this Policy for any student, or any officer, employee, or agent of the College to discriminate against or harass, as herein after defined, any other officer, employee, student, or agent of the College.
3. Violations of policy may result in consideration of discipline up to and including termination.
 - a. For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
 - b. For full-time Faculty, refer to the Collective Bargaining Agreement between The

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VII-L

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History: Revised as Policy	
Approved by the Board of Trustees	Date 00/00/00
President's Signature	Date 00/00/00
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Policy Manual



Title: Diversity and Inclusive Excellence	Number: <div style="text-align: center; font-weight: bold;">6Hx2-</div>
Legal Authority: Executive Order 11246; Title 41, Chapter 60, Office of Federal Contract Compliance; Florida Statutes 1012.86	Page: <div style="text-align: center;">3 of 3</div>

Board of Trustees of Broward Community College and United Faculty of Florida, Broward Community College Chapter, Article 2.33.

- c. For represented professional technical staff, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward Community College and Federation of Public Employees, Article 2.

DEFINITIONS

Diversity: Individual differences (e.g., personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations) that can be engaged in the service of learning (Association of American Colleges and Universities).

Inclusion: The active, intentional, and ongoing engagement with diversity—in people, in the curriculum, in the co-curriculum, and in communities (intellectual, social, cultural, geographical) with which individuals might connect—in ways that increase one’s awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions (Association of American Colleges and Universities).

History: Revised as Policy		AGENDA ITEM <u>VII-2</u>	
Approved by the Board of Trustees		President’s Signature	
Date 00/00/00	Date 00/00/00	JUL 28 2009 ENCLOSURE <u>1</u>	Date 00/00/00

Policy Manual



Title: Staff and Program Development Plan	Number: A6Hx2-2.13
Legal Authority Fla. St. Bd. Of Ed. Admin Rules 6A-14.029	Page: 1 of 2

GENERAL STATEMENT.

Consistent with Broward College's vision, mission, and core values, Broward College is committed to supporting professional development for its faculty and staff. As part of the budget preparation process, the President shall submit a plan for staff and program development for the next fiscal year to the Board of Trustees. The allocations included in this plan shall be up to two percent of the previous year's allocation based on the state college program fund. The President is authorized to implement procedures to govern the staff and program development plan. (Referred to as SPD hereafter)

THE POLICY and THE FACULTY AND STAFF.

The core values of Broward College reflect the importance of achieving student success and academic excellence. This is supported through the professional development of the College's faculty and staff. As such, the College seeks to provide funding, when available, through the SPD Plan.

Administrators are required under Policy 3.33 Professional Development for Administrative Staff to complete 90 contact hours of professional development in a seven year period. Additionally, faculty are required by the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter, Article 7.40 to complete 90 contact hours of professional development in a seven year period. The SPD fund is the primary source of funding for such professional development.

IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue implementing procedures for this policy. The Vice President for Human Resources and Equity has responsibility for oversight of this policy and final approval, as the President's designee, of SPD travel and program requests consistent with the procedures.

VIOLATION OF POLICY.

Violations and appeals to this policy will be considered by the Vice President for Human Resources and Equity and/or his/her designee. Violations of this policy may also subject the employee to appropriate disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter, Article 2.33.

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History: Revised as Policy			
Approved by the Board of Trustees	Date 00/00/00	President's Signature ENCLOSURE <u>2</u>	Date 00/00/00

Procedure Manual



Title: Staff and Program Development Plan	Number: <div style="text-align: center; font-weight: bold;">A6Hx2-2.13</div>
Policy Number: <div style="text-align: center;">6Hx2-2.13</div>	Page: <div style="text-align: center;">1 of 1</div>

Staff and Program Development Plan. Each spring, the Staff and Program Development (referred to as SPD henceforth) Committee shall review the following year's college wide goals to develop priorities for awarding staff and program development funds during the ensuing year. This document shall then be transmitted from the Vice President for Human Resources and Equity to the President for action by the District Board of Trustees on or before August 1 each year.

Subject to the review of the Vice President for Human Resources and Equity, and the approval of the President, the Staff and Program Development Committee shall circulate to the entire staff of the College operating guidelines and priorities for funding proposals for their use in preparing submissions for committee consideration. The committee is empowered to adopt its own operating procedures.

As long as SPD travel funds are available, priority will be given to those full-time regular employees who are presenting, chairing a panel, organizing a conference, serving on a professional organization board with an active role in coordinating the conference, receiving an award on behalf of the college, attending job-related certification programs, job required training or other travel deemed essential by the college. Faculty members and administrators will also be given priority when their travel proposal is being submitted to meet their professional development requirement. However, all travel proposals will be considered.

SPD travel proposals must be submitted, reviewed and approved prior to the occurrence of the travel. SPD funds cannot be used to reimburse anyone for travel that is not pre-approved by their supervisors, the SPD Committee, and/or the Vice President for Human Resources and Equity.

There is no limit to the number of travel proposals per individual employee per year; however, the committee will make recommendations based on each individual request, keeping in mind the travel limit set each year and the available SPD budget.

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JUL 28 2009

ENCLOSURE 2

Recommending Officer's Signature	Date	President's Signature	Date
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Policy Manual (DRAFT)



Title: Grants Compliance	Number: 6Hx2-6.18
Legal Authority: Fla. Statute 1001.64(4)(b)	Page: 1 of 1

GENERAL STATEMENT

This policy outlines the grants and contracts compliance framework to be utilized by all college administrators, faculty and staff. Grants and contracts awarded to the College for program support will be officially accepted or rejected by the Board of Trustees at the next regular meeting following receipt of the funder's approval of the grant. The administration of grants and contracts is required to be consistent with all related college policies and procedures, and the external funder's compliance requirements.

THE POLICY and THE STUDENT

Grants and contracts for program support will be aggressively sought by the College to enhance and supplement the College's resources to provide scholarships and programs that improve access and student learning outcomes.

THE POLICY and THE FACULTY AND STAFF

Administrators, faculty and staff will be active in the pursuit of and administration of all grants and contracts for program support. The Office of Grants Development will work with each applicable college area as needed. A College employee will be appointed by his/her Cabinet member to each grant or contract as project director. The Cabinet member will provide written acknowledgment that they are aware of the deliverables and they have adequate resources to carry out the responsibilities delineated in the grant or contract. The grant or contract project director is required to work with the College's Grant Accountant to insure that all grant/contract administrative and reporting requirements are followed. The project director's direct supervisor will provide written acknowledgement of their verification that the grant or contract has met all compliance standards. All reports must be submitted to the President in a timely manner for review and consideration.

IMPLEMENTATION and OVERSIGHT

The Chief Financial Officer, the Vice President for Development/Executive Director of the Foundation, and the appropriate level cabinet member are all responsible for the implementation and oversight of this policy; including, in consultation with the Vice President for Human Resources and Equity, the investigation of any alleged policy violations or non-compliance with grants/contract requirements. The President is authorized to establish procedures for the implementation of this policy.

VIOLATION OF POLICY

All individuals in violation of these established policies may be subject to disciplinary action, up to and including termination.

History: Revised as Policy 6.29 on November 18, 1980; reissued on September 21, 1986; revised on December 16, 1986; revised on March 19, 1991; re-numbered on June 18, 1997. **AGENDA ITEM**

Approved by the Board of Trustees	Date 00/00/00	President's Signature JUL 28 2009	Date 00/00/00
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V11-L
ENCLOSURE 3

Policy Manual (DRAFT)



Title: Fundraising and Donations of Equipment and Supplies	Number: 6Hx2-6.24
Legal Authority: Fla. Statutes 1001.63	Page: 1 of 2

GENERAL STATEMENT

The Foundation will serve as the entity responsible for coordinating the fundraising efforts of the College. Fundraising includes the solicitation of gifts of cash, securities, real estate, planned gifts/bequests, or services on behalf of the College. Fundraising activities must relate to the purpose of the College and the Foundation, must be incorporated in the planning process of the College, and must be regularly evaluated.

THE POLICY and THE STUDENT

The mission of the Foundation is to support the mission of the College by advocating on behalf of the College to raise community awareness and financial support to the college in order to support students' academic endeavors. This policy provides assurance that assets intended to be used to benefit the college's constituents are properly accounted for and protected.

THE POLICY and THE FACULTY and STAFF

The mission of the Foundation is to support the mission of the College by providing advocacy on behalf of the College to raise community awareness and financial support to the college's faculty in its academic endeavors. This policy provides assurance that assets intended to be used to benefit the college's constituents are properly accounted for and protected.

IMPLEMENTATION and OVERSIGHT

To ensure that the best interest of the College is served and that prospective research and donor cultivation efforts are coordinated, all fundraising efforts and activities conducted by the Broward College Foundation must be approved by the Vice President for Development/Executive Director of the Foundation and/or the President. All non-monetary gifts that are accepted by the Foundation for the purpose of liquidation to cash must be inventoried and reported to the Vice President for Development/Executive Director of the Foundation or his/her designee within one week of receipt, and converted to cash consistent with section VIII of the Foundation's Gift Acceptance Policies. Offers to donate tangible personal property, materials, or supplies to Broward College shall be submitted in writing by the donor to the Board of Trustees through the President. The written offer should include: (1) a clear description of the property and its fair market value as established by the donor, (2) verification that the donation is free and clear of all liens and encumbrances, and (3) an acknowledgment that Broward College will have full power and irrevocable rights to the unrestricted use, ownership, and disposition of the donation. Final acceptance of a donation is at the discretion of the Broward College Board of Trustees or the Broward College Foundation Board of Directors, whichever is appropriate.

The Foundation is not responsible for non-monetary gifts donated to the College that are not converted to cash in accordance with Section VIII of the Foundation's Gift Acceptance Policies. Non-monetary gifts received by the College will be inventoried by the Controller's office and will forward the list to both Finance's Office and the Foundation.

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JUL 28 2001

History: Issued as Policy 6.43 on December 15, 1992; revised and re-numbered on June 18, 1997	ENCLOSURE 4
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Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00
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Policy Manual (DRAFT)



Title: Fundraising and Donations of Equipment and Supplies	Number: 6Hx2-6.24
Legal Authority: Fla. Statutes 1001.63	Page: 2 of 2

Gifts of cash or securities shall be deposited and said items recorded in accordance with the Foundation's Gift Acceptance Policies. The Vice President for Development/Executive Director of the Foundation shall be notified of all gifts and securities within 24 hours. The Development Office of the Foundation shall be responsible for acknowledging all gifts that have been received by the Foundation. Monetary donations intended for the College shall be made directly to the Broward College Foundation. Contributions of cash, securities, real estate, and other items deemed to be of value to the College, if initially received by the College, shall be reviewed on a case-by-case basis, and if transfer to the Foundation is appropriate shall immediately be transferred to the Broward College Foundation for administration or liquidation. When donated assets are in the custody of the College, implementation and oversight for policy compliance is the responsibility of the Chief Financial Officer. When assets are in the custody of the Foundation, implementation and oversight for policy compliance is the responsibility of the Vice President for Development/Executive Director of the Foundation or his/her designee.

VIOLATION OF POLICY

Violations of this policy shall be investigated by either the Chief Financial Officer or the Vice President for Development/Executive Director of the Foundation, whoever is appropriate, with assistance from the Vice President for Human Resources and Equity to determine an appropriate course of action which may include termination and may result in criminal and/or civil prosecution.

AGENDA ITEM VII-2
JUL 28 2009
ENCLOSURE 4

History: Issued as Policy 6.43 on December 15, 1992; revised and re-numbered on June 18, 1997			
Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00