



September 21, 2009

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Policy Manual Revision – Chapter 3

Item Description:

Policy Manual Changes

Overview:

As a continuation of the complete revision of the TCC Board Policy Manual that was described at the September 2008 Board meeting, revisions to Chapter 3 are presented for your consideration. These proposed changes have been through the appropriate College Standing Committees for review and comment. The new versions of the policies are attached. Links are provided at the end of each policy to copies of the current policies showing the edits so that you can see the details of the proposed changes. Policies with no changes are not attached.

Salient Facts:

Policy manual revision is necessary for the following reasons: to remain compliant with new state and federal laws; to update organizational/staff references; to remove procedures from policy, and to recommend changes to improve College governance and operations. Changes to Chapter 3 are summarized here:

3.0	&Statute reference updated	3.1	&Vendors added
3.2	&No change	3.3	&Statute/rule language added
3.4	&Statute reference updated; Procedure removed	3.5	&Procedure removed
3.6	No change	3.7	No change
3.8	Staff reference modified	3.9	Staff reference updated
3.10	Logo use added; Procedure removed	3.11	Language clarified; informational language removed
3.12	No change	3.13	No change
3.14	No change	3.15	Staff reference modified; informational language removed
3.16	Items not related to political speech deleted	3.18	Statute reference updated
3.19	Statute reference updated	3.20	Informational language removed; policy aligned with common workplace rules and standards
3.21	Delete; move to procedure	3.22	No change
3.24	No change	3.25	Responsible persons clarified
3.26	Delete; move to procedure	3.27	No change
3.28	No change	3.29	No change

Past Actions:

The College began the process of revising and updating the policy manual last year. The Board was presented with Chapters 1, 2, and 12 last year as well as these individual policies: 9.20; 5.14; 3.17, 3.23, and 3.30. However, this project was suspended after the January Board meeting to comply with the processes related to consideration of a faculty union.

Future Actions:

This Board item completes the review of Chapter 3. The Executive Team will continue to bring the additional chapters to the Board through the fall. All chapters should be presented no later than January 2010.

Funding/Financial Matters:

No costs related to this item.

Staff Resource:

Barbara Sloan

Recommended Action:

Approve policy revisions as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
POLICY**

TITLE: Equal Opportunity Act	NUMBER: 03-00
AUTHORITY: Florida Statute: <u>1001.64</u> , <u>1001.65</u> , <u>1012.855</u> , <u>1012.86</u> FAC: 6A – 14.0261	SEE ALSO: Procedure: <u>03-00AP</u> Policy: <u>10-13</u>
DATE ADOPTED: December 1, 1997	PAGE: 1 of 3

A. EQUAL OPPORTUNITY

No person shall, on the basis of race, age, religion, national origin, sex, disability, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any education program or activity or in any employment conditions or practices of the College.

Evaluation, recruitment, consideration, and selection of candidates for employment shall be without regard to race, age, religion, national origin, sex, disability, or marital status. Fair and equitable employment practices shall be applied for minorities, females, and persons with disabilities in the application of equal opportunity policies.

As an institution of higher education, the College reaffirms its policies of equal educational opportunity and open admissions.

The College is committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals. The College has an Equity Plan to ensure equal access/equal opportunity to all individuals.

The College will, in all solicitations and advertisements for employees placed by or on behalf of the College, state its position as an equal opportunity employer. The College will broadly publish and circulate its policy of equal employment opportunity by including the policy in correspondence, media communication, and printed matter for employment purposes. The College will engage the services of only those professional organizations, employment agencies, contracts, or agents whose policies are in alignment with the equal opportunity policy of the College.

Equity Complaint Procedures

Tallahassee Community College assures prompt and impartial consideration of complaints of discrimination on the basis of race, age, religion, national origin, sex, disability, or marital status arising from application for, participation in, or denial of access to programs or benefits of any employment condition or practice of the College.

In order to provide prompt and impartial consideration to a person having a complaint of discrimination, the College provides the following complaint procedure for employees.

1. The complainant initiates the complaint by discussing the problem with the director of the office or department where the violation is alleged to have occurred. An investigation will be conducted to ascertain the facts and determine if there are any witnesses. The respondent's position shall also be reviewed and stated. Every effort will be made to resolve the problem in a timely and just manner.

All reports and witness statements will remain confidential and are to be kept in a secure environment.

(If the director of the office or department is a party to the complaint, the complainant is encouraged to discuss the problem with either the next level supervisor or the College Equity Coordinator.)

2. If a mutually satisfactory adjustment is not reached between the director and the complainant, the complaint may be forwarded to the College Equity Coordinator.

The College Equity Coordinator shall discuss the complaint with all parties and review all reports and statements received during the investigation in an attempt to reach a mutually satisfactory resolution.

3. If a mutually satisfactory resolution is not reached, the complaint may be forwarded, in writing, to the President for consideration by an *ad hoc* Equity Complaint Committee. The President, upon receipt of a formal request for a hearing, shall appoint an *ad hoc* Equity Complaint Committee composed of one member of College-wide Equity Committee, one administrator, one Classified Staff employee, one full-time faculty member, and one TCC student, if appropriate.

The Equity Complaint Committee will collect and study the facts about the case and render a decision. The complainant and other individuals will be called to give testimony to the Committee as needed. Legal counsel for the complainant and the College will not be present at the hearings of the Equity Complaint Committee.

4. If the decision of the Equity Complaint Committee is not satisfactory for the complainant, it may be appealed to the President. The complainant must file a written appeal to the President within ten days after the decision of the Equity Complaint Committee. The President may adjudicate the complaint based on the records or may call witnesses or examine other documents as deemed necessary.

5. If the President's decision is not satisfactory for the complainant, it may be appealed to the District Board of Trustees. The complainant must file a written appeal to the President within ten days after receipt of the President's decision. The President shall transmit to the Board members the request for appeal and a copy of the record for their consideration at a regular or special meeting. The decision of the District Board of Trustees shall be made on the record and shall be final.

Policy 03-00 Markup

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Discrimination and Unlawful Harassment	NUMBER: 03-01
AUTHORITY: Title VII, Civil Rights Act of 1964, Amended 1972; Title IX, Civil Rights Act of 1964 State Board of Education Rule 6A-14.060, 6A-19.008 Florida Statutes 1001.64, Chapter 760	SEE ALSO:
DATE ADOPTED:	PAGE: 1 of 5

I. POLICY STATEMENT

- A. Tallahassee Community College is committed to having a learning and working environment that is free of discrimination and unlawful harassment. Accordingly, members of the college community, including students, faculty, administrators, staff, vendors and the public can expect professional and courteous treatment at all times.
- B. This policy prohibits discrimination and unlawful harassment on the basis of race, color, religion, sex, age, national origin, marital status, disability, and sexual orientation, or other legally protected classification.
- C. The College will not tolerate discrimination or harassment of students and employees in the learning and work environment on campus, nor when they are participating in programs, conferences, or other activities at offsite locations.
- D. It shall be a violation of this policy for a student, faculty member, administrator, or staff member of the college to discriminate against or harass another student, faculty member, administrator or staff member of the college.
- E. Discrimination and unlawful harassment on the part of the vendors toward any member of the college community will not be tolerated. Vendors will be required to promptly investigate claims of discrimination or harassment reported against their employees or subcontractors.

II. DEFINITIONS

- A. Discrimination is defined as treating any member of the college community differently than others on the basis of race, color, religion, sex, age, national origin, disability, marital status, sexual orientation or other legally protected classification.

Conduct which falls under the definition of discrimination and which is prohibited by this policy includes, but is not limited to:

1. Disparate treatment in employment, job placement, promotions, demotions, salaries, or wages, benefits, terms and conditions of employment, on the basis of one of the protected categories outlined above in II (A).
2. Limiting a person's access to athletic, social, cultural or other activities of the college on the basis of one of the protected categories outlined above in II (A).
3. Retaliation against employees or witnesses for filing complaints or protesting practices which are prohibited under this policy.

Terms and conditions of employment based on a bona fide occupational requirement or distinction (i.e. gender specific restrooms, athletic activities, or other areas) is not a violation of this policy.

- B. Unlawful harassment is defined as conduct that is a) unwelcome and b) unreasonably interferes with an individual's ability to learn or work through the creation of an intimidating, hostile, or offensive environment.

1. Unlawful harassment may include offensive treatment or demeaning language, where such treatment or language is based on prejudicial stereotypes of the group to which an individual may belong.
2. Unlawful harassment may include, but is not limited to objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against an individual.
3. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to or rejection of such conduct is used explicitly or implicitly as a basis for any decision affecting terms or conditions of an individual's employment, academic status, participation in any program or activity, receipt of College services; or
 - b. Such conduct has the purpose or effect of interfering with an individual's work performance or academic experience by creating an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment can occur between any persons associated with the College, students, faculty, administrators, staff, vendors, or visitors.

Conduct which falls within the definition of sexual harassment may include, but is not limited to:

- Unwelcome physical contact of a sexual nature, such as patting, pinching, or nonconsensual touching of another's body.
- Verbal innuendoes or jokes of a sexual nature including graphic or degrading comments about an individual or his/her appearance.
- Sexual assaults or batteries
- Overt or implied requests for sexual favors as a condition of employment or for continued employment or preferences in the workplace.
- Use of suggestive gestures or remarks to describe a person's body, clothing or sexual activity.
- Display or posting of sexually explicit or suggestive photographs or materials in the workplace.

III. REPORTING, INVESTIGATION, AND RESOLUTION

The College strongly encourages persons to promptly report violations of this policy as outlined below and commits that a thorough review will be undertaken with the ultimate goal of resolution.

A. Duty to Report

1. Complaints of discrimination or unlawful harassment by and against students should be filed promptly or at least within 90 days with the Student Judicial Advisor. Complaints of discrimination or unlawful harassment involving faculty or staff should be filed promptly or at least within 90 days with the Director of Human Resources/Equity Officer.
2. Administrators and supervisors who become aware of an alleged conduct of discrimination or unlawful harassment, or retaliation must immediately report this information to the appropriate intake persons named above.
3. The Student Judicial Advisor or College Equity Officer shall notify the complaining student or employee of their option to resolve this matter informally through mutual agreement. Informal complaints may be registered orally or in writing. If informal measures fail to resolve the matter to the complainant's satisfaction, the complainant may file a formal complaint with the designated College official.

B. Investigation

1. Upon receipt of a complaint, the Student Judicial Advisor or College Equity Officer will conduct a prompt and confidential investigation. The registering of a complaint will not be used or held against the student or employee, nor will it have an adverse impact on the complainant's educational or employment status.

2. The investigating official for matters involving employees will submit a written report to the appropriate Vice President as soon as possible, not to exceed 30 working days of receiving the written complaint. The report will include findings, a conclusion as to whether this policy has been violated, and a recommendation as to whether disciplinary action should be initiated or the complaint should be dismissed.
3. For matters involving students, the Student Judicial Advisor will follow the guidelines of the Student Code of Conduct in reviewing the complaint and will keep the Vice President for Student Affairs apprised of the review process.
4. The complainant will be advised of the results of the investigation after the appropriate administrator reviews the investigatory report and determines what action, if any, is appropriate.

IV. RETALIATION

- A. It is a violation of this policy for any individual to engage, in retaliatory action against a person who files a harassment or discrimination complaint.
- B. It is a violation of this policy to retaliate against any person involved in the investigation, (including witnesses) of a complaint.

Retaliatory acts include adverse actions taken against the person who makes or supports a complaint of discrimination or harassment including, but not limited to:

- disciplinary actions
 - denial of promotions
 - denial of job benefits
 - negative performance evaluations
 - failing grades
 - changes in the terms and conditions of employment
 - changes in job responsibilities (increase or decrease in duties)
 - job or class transfers
 - suspensions or dismissals
 - adverse impact on wages or salary
 - restricted access to participating in athletic recreational programs
- C. Students and employees who believe that retaliatory actions have been taken against them for having filed a complaint of discrimination or harassment or having provided testimony in an investigation should notify the Student Judicial Advisor or College Equity Officer appropriate named college official. Any such reports will be investigated by the appropriate college office. Findings of retaliatory conduct will be dealt with through appropriate disciplinary action.

V. CONFIDENTIALITY/PUBLIC RECORDS

- A. All information regarding discrimination, harassment, and retaliation will remain confidential to the extent possible to provide for an effective investigation, and as allowed by law.
- B. Only those individuals necessary for the investigation and resolution of the complaint shall be involved. All parties to the complaint, including witnesses, should treat the matter under investigation with discretion and have respect for the reputation of everyone involved. Violations of these confidentiality requirements may result in disciplinary action.
- C. Written records developed through the use of this internal complaint process are confidential in accordance with state law until a final determination is made.

VI. FALSE COMPLAINTS

Any person who knowingly files a false complaint of discrimination, harassment, or retaliation against another shall be subject to disciplinary action, up to and including dismissal.

VII. DISCIPLINE

Violation of this policy shall result in appropriate corrective and/or disciplinary action, up to and including termination of employment.

Policy 03-01 Markup

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> College Calendar	<u>NUMBER:</u> 03-03
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-10.019, 6A-14.004	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

Prior to the beginning of the fiscal year, the Board shall adopt an annual calendar that meets all requirements of Florida statute. An official copy of the calendar shall be filed with the Department of Education as prescribed by the Commissioner.

Deviation from the calendar adopted by the Board of Trustees may be made only by approval of the President.

The President or appropriate Executive Committee member is authorized to approve starting and ending dates for all continuing professional education courses and other courses with starting and ending dates different from regular sessions as established in the College calendar.

Policy 03-03 Markup

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Contracts	NUMBER: 03-04
AUTHORITY: Florida Statute: <u>1001.64, 1001.65</u> Florida Administrative Code: <u>6A-14.0247, 6A-14.0262</u>	SEE ALSO:
DATE ADOPTED: December 1, 1997	PAGE: 1 of 1

The President is authorized to sign on behalf of the District Board of Trustees all agreements, contracts, and other documents reflecting action previously approved or authorized by the Board specifically or pursuant to College policy.

The President may delegate the authority to sign agreements, contracts, and other such documents.

Policy 03-04 Markup

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
POLICY

<u>TITLE:</u> Committees	<u>NUMBER:</u> 03-05
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; Rev. 10/15/98; Rev. 1/22/01; Rev. 11/21/05	<u>PAGE:</u> 1 of 9

The President is authorized to establish standing and ad hoc committees to advise the college on various operations of the college. The President shall establish a Coordinating Committee with representatives from faculty and staff to provide oversight of the college committee structure.

Policy 03-05 Markup

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Faculty and Staff Meetings	<u>NUMBER:</u> 03-08
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; Rev. 1/22/01; Rev. 1/26/09	<u>PAGE:</u> 1 of 1

The President or any Executive Committee member may call general faculty meetings or special meetings of faculty and staff as needed and will specify the time and place of such meetings.

Policy 03-08 Markup

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Advertising/Promotional Materials	<u>NUMBER:</u> 03-09
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; Rev. 1/22/01	<u>PAGE:</u> 1 of 1

Non-indigenous organizations and individuals shall not use the College as a medium for distributing advertising and other promotional materials; however, distribution in special instances may be permitted with prior approval of the President, Director of Communications and Public Information, or appropriate Executive Committee member.

This does not preclude faculty from using free instructional materials containing limited or incidental advertising. Such free materials should be curriculum related.

Policy 03-09 Markup

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> College Publications	<u>NUMBER:</u> 03-10
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

The following policies pertain to all publications or printed materials which are considered official College publications, bear the name or seal of the College, or are financed by College accounts.

1. Tallahassee Community College is recognized as the publisher of all College publications. The President is therefore responsible for and has authority over all publications even though certain responsibilities and duties may be delegated to individuals or committees.
2. All materials contained in College publications shall be factually accurate and shall reflect taste and judgment appropriate to a community college publication.
3. All materials should contain the official TCC logo. The athletics logo with the College mascot should only be used for athletics materials.
4. All TCC students publications should have the following disclaimer: The facts or opinions expressed or implied in this publication are those of the student editors, staff, and contributors and may not reflect the standards of Tallahassee Community College. The College supports the rights of students to express and publish their own viewpoints.

The primary responsibility of the College with regard to student publications is to provide the instruction and leadership to assist students in learning responsible journalism. Ultimately, however, all opinions expressed or implied are those of the student editors, staff and contributors.

5. All business and financial affairs of the College publications must be in accordance with state and local laws, regulations, and policies.

6. All publications of an informational or curricular nature such as programs, courses, bulletins, and brochures shall be approved by the appropriate College official.

Policy 03-10 Markup

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Public Relations	<u>NUMBER:</u> 03-11
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

Responsibility for internal and external public relations and distribution of information is vested in the Board and the President of the College. The President or designee is the person authorized to release articles to newspapers, radio, television, and other media.

Policy 03-11 Markup

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Agents, Sales Persons, and Solicitors	<u>NUMBER:</u> 03-15
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

Agents, sales persons, and solicitors shall not be permitted on campus to distribute literature, solicit funds, or sell merchandise or services to faculty, staff, students, or campus organizations without specific prior approval by the President or appropriate Executive Committee Team member. Charitable, tax-exempt organizations will be considered on an individual basis.

All employees should be aware that no sales person, agent, or company in any way represents the College or has permission to use the name of the College when selling or soliciting, whether on or off campus.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<p><u>TITLE:</u> Political Speech on Campus</p>	<p><u>NUMBER:</u> 03-16</p>
<p><u>AUTHORITY:</u> Florida Statute: 1001.44 Florida Administrative Code: 6A-14.0247</p>	<p><u>SEE ALSO:</u></p>
<p><u>DATE ADOPTED:</u> 12/1/97; Rev. 03/17/03</p>	<p><u>PAGE:</u> 1 of 2</p>

Tallahassee Community College is dedicated to creating a learning environment that promotes excellence, respect for others, the free exchange of ideas, and responsibility to our community. By registering at TCC, each student assumes responsibility to become familiar with and abide by College regulations and acceptable standards of conduct.

Students are entitled to the following freedoms and/or rights provided that their exercise is accomplished responsibly, in accordance with College procedures, and does not result in disruption or disturbance:

- Right to freedom of expression. The right of all students to seek knowledge, debate ideas, form opinions, and freely express their views is recognized. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by the College, or their lawful use of College facilities. Freedom of expression carries with it the responsibility for seeing that the essential order of the College is preserved.
- Right to hold public forums. The College desires to create a spirit of free inquiry and to promote the discussion of a wide variety of issues, provided the views expressed are stated openly and subject to critical evaluation. Restraints on free inquiry will be held to a minimum and will be consistent with preserving an organized society in which peaceful democratic means for change are available. This right carries with it the responsibility for seeing that the essential order of the College is preserved. By definition, the area around the flagpole is presumed non-disruptive to essential order of the campus. The President or designee may designate alternate location(s) as may be appropriate.
- Right to peacefully assemble. Students are responsible for observing the existing laws, statutes and policies. Student gatherings must not disrupt or interfere with the

orderly operation of the College.

- Right to participate in the College's educational process and learn in a safe and non-threatening environment. Participation carries with it the responsibility for helping to maintain a safe environment on the College campus.

Policy 03-16 Markup

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Employee and Student Exchanges	<u>NUMBER:</u> 03-18
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

The President or designee is authorized to arrange employee and student exchange programs with cooperating institutions in the United States and in other countries.

Policy 03-18 Markup

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<p><u>TITLE:</u> Student, Faculty, and Staff Child Care Services Children on Campus</p>	<p><u>NUMBER:</u> 03-19</p>
<p><u>AUTHORITY:</u> Florida Statute: <u>1001.64</u>, <u>1001.65</u> Florida Administrative Code: 6A-14.0261</p>	<p><u>SEE ALSO:</u></p>
<p><u>DATE ADOPTED:</u> December 1, 1997</p>	<p><u>PAGE:</u> 1 of 1</p>

The College does not provide child care services. Unsupervised children are not allowed on College campuses, centers, or instructional sites. Students, faculty, and staff are expected to arrange for their personal child care in such a manner as to prevent the involvement of the College. The College assumes no responsibility for supervision of the children of students, faculty, or staff.

Students, faculty, and staff of the College may not bring children to class or leave children unattended on campus. College employees may not bring children to their work stations.

Students failing to comply with this policy will not be admitted to classes and may be asked to leave campus until off-campus child care arrangements can be made.

Children may be allowed on campus when the best interest of the College is served (i.e., to meet requirements of instructional programs, to attend College-scheduled events open to the public, and as approved by the immediate supervisor).

Policy 03-19 Markup

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Communicable Diseases	<u>NUMBER:</u> 03-20
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1006.68 Florida Administrative Code: 6A-14. 0261	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; Rev. 1/22/01	<u>PAGE:</u> 1 of 2

Tallahassee Community College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to persons with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), MRSA, leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. Tallahassee Community College may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Tallahassee Community College will not discriminate against any job applicant, employee or student based on the individual having a communicable disease. Applicants, employees and students shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Tallahassee Community College reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the organization.

Tallahassee Community College will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<u>TITLE:</u> Food and Beverages in Classrooms	<u>NUMBER:</u> 03-21
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

Recommend for deletion.

Policy 03-21 Markup

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
POLICY

<u>TITLE:</u> Computer Security and Access, Software Licensing, and Electronic Correspondence	<u>NUMBER:</u> 03-26
<u>AUTHORITY:</u> Florida Statute: 775, 815, 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247 Title 18, United States Code Electronic Communications Privacy Act of 1985	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 11/30/99	<u>PAGE:</u> 1 of 5

Delete; move to procedure.

Policy 03-26 Markup