

Rule #	Board Rule Title	APM # and Title
<b>SECTION I</b>		
1.1	Effective Date of Rules	
1.2	Compliance with Rules	10-1104 Institutional Review Board (IRB)
1.3	District Board of Trusees Self-Evaluation	
1.4	District Board of Trustees	09-0203 Curricular Program Items Requiring District Board of Trustees Action
1.5	District Board of Trustees - Organizations and Operations	01-0201 Board Rule Development and Adoption 01-0203 Keep Minutes and Records 01-0205 Educational Needs 01-0401 Location, Date and Time of Regular Board Meetings 01-0404 Board of Trustees Meeting - Public Comment 01-0405 Special Meetings 01-0501 Recommendations to the District Board of Trustees 01-0502 Submission of Board Agenda Items 01-0503 Format of Board Agenda 01-0504 Public Notice and Display
1.6	Statements of Mission, Distinctive Values and Attributes and Collegewide Goals	02-1104 SACSCOC Accreditation - Substantive Change
1.9	Standard of Excellence	02-1601 Institutional Effectiveness 10-0201 Library and Learning Commons: Request for Reconsideration of Library Materials
<b>SECTION II</b>		
2.1	Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation	02-1301 Equal Access/Equal Opportunity 02-1302 Equity Plan 02-1303 Discrimination, Harassment, Sexual Harassment or Retaliation 11-0701 Auxillary Aid Assistance for Students with Disabilities
2.2	Internal Organization	02-0206 Administrative Policies and Procedures - Development and Maintenance 02-0208 Relationships to Florida College System's Councils and Other State Bodies 02-0406 Desktop Procedures 02-0409 Reorganization of Administrative Functions and Operations 02-0704 Confidentiality of Social Security Numbers and Other Sensitive Information 02-1911 Employee Benefits Advisory Committee (EBAC) 02-1918 Articulation Agreements 02-1923 Employee Preferred First Name 09-0603 Articulation - University Parallel Studies 09-0604 Articulation - Career Educational Programs 09-0801 Official Requests of the College to Evaluate Program/Services or Obtain Information
2.3	General Powers, Duties and Responsibilities of the College President	02-0201 Honorary Title: Emeritus Status Designation 02-0205 Gifts to the College 02-1907 Career Employees' Council 02-1908 Faculty Senate 02-1919 Campus Governance Council 02-1929 Administrative and Professional Collaborative

2.4	Code of Ethics	02-0211 Standards of Business Conduct and Ethics 02-0212 Report and Investigation of Fraud 02-0411 Secondary Employment - Senior Management
2.5	Signing Authority	02-0303 Contract Signature Authority and Processing 05-0402 Review and Approval of Purchase Awards, Purchase Orders and Contracts (also w/ B.R. 5.1)
2.6	Speech, Assembly and Distribution of Information	02-0705 Public Assembly and Distribution of Information
2.7	College Seal	02-0204 College Seal
2.8	Political Activities of Employees	
2.9	Intellectual Property Subject to Copyrights, Patents and Royalties	02-0210 Intellectual Property and Copyright
2.10	College Records	02-1401 Files of Record 02-1402 Public Records 02-1403 Records Retention and Disposition 02-1404 Archival Collection 03-0401 Personnel Records 10-0601 Release of Student Information 10-0604 Transcript Requests
2.12	Trespass	
2.13	Flag Display	
2.15	College Calendars and Official College Holidays and Closings	10-1003 Development of College Calendars
2.16	Reimbursement of Relocation and Travel Expenses	04-1007 Reimbursement of Relocation and Travel Expenses
2.19	Tobacco and Smoke Free Environment	02-1803 Tobacco and Smoke Free Environment
2.21	HIV/AIDS	
2.22	Drug-Free College Environment	02-1800 Drug-Free Work Environment 02-1805 Use of Alcoholic Beverages
2.24	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act	06-0909 Incident Reporting and Clery Compliance (also w/B.R. 6.2) 11-0801 Title IX/Sexual Misconduct/Relationship Violence (also w/B.R. 11.1) 11-0802 Resolution of Sexual Misconduct Complaints (also w/B.R. 11.1)
2.25	Contracts, Grants, Agreements	02-0213 Conflict of Interest for Sponsored Projects 02-0701 Document Management - Contracts, Grants, Agreements 02-0702 Office of the General Counsel Review - Contracts, Grants, Agreements 02-0703 Written/Consortial Agreements - External Educational or Academic Program 04-0808 Cash Management Procedures for Federal Grant Awards 04-1503 Cost Principles for Federal Grants
2.29	Identity Theft Prevention Program	02-0410 Identity Theft Prevention Program

**SECTION III**

3.1	Authority to Hire	02-1701 Due Process for Administrative, Professional and Career Personnel 03-0203 Standards of Employee Conduct 03-0301 Advertisement and Recruitment of Employees 03-0304 Selection of Full-Time Administrative/Professional Personnel 03-0305 Selection of Full-Time Career Personnel 03-0309 Selection and Employment of Sponsored Project Personnel 03-0310 Qualifications for Instructional Employees 03-0311 Appointment of Personnel on an Interim or Acting Basis 03-0312 Medical Examinations 03-0314 Criminal History Record 03-0315 Selection of Summer Camp Personnel 03-0601 Credentialing of Adjunct Instructors 03-0802 Telework 03-1102 New Position Probationary Period - Career Employees 03-1201 Performance Review of Adjunct Employees 03-1202 Check-Ins for Administrative, Professional and Career Employees 03-1501 Discipline 03-1602 Exit Process
3.3	Pay Plan	03-0307 Selection of Temporary Part-Time Personnel 03-0701 Position Review, Classification and Compensation 03-0902 Compensation and Classification 03-0911 Salary Incentives for Professional Development and Earned Degrees 03-0912 Approving and Payment of Stipends 03-0913 Shift Differential Pay 04-0501 Payroll Processing 04-1604 Mobile Device Allowance
3.6	Contracts	03-0501 Contracts for Full-Time Administrative and Professional Employees 03-0504 Issuance of Other Personal Services Agreements
3.21	Work Period	03-0801 Work Schedules and Overtime
3.23	Job Classification Descriptions	
3.24	Collective Bargaining Agreement	
3.27	Leave	03-0907 Payment of Death Benefits 03-1003 Non-Instructional Vacation Leave 03-1004 Military Leave and Florida Disaster Volunteer Leave 03-1005 Sick Leave 03-1006 Sick Leave Pool 03-1009 Leave for Witness or Jury Service 03-1012 Leave Without Pay 03-1013 Absent Without Leave 03-1015 Family and Medical leave Act 03-1016 Domestic Violence Leave
3.45	Benefits Programs	03-0901 Privacy (Lactation) Rooms 03-0905 Health, Dental and Vision Insurance 03-0906 Workers' Compensation 03-0908 Long Term Disability 03-0909 Life Insurance 03-1301 Employee Assistance Program (EAP)
3.48	Employee and Dependent Tuition and Fees	03-0910 Reimbursement for Florida State College at Jacksonville Course Fees
3.55	Employee Grievance	03-1404 Complaint and Grievance Process for Administrative, Professional, Career and Adjunct Employees
3.63	Benefit Day	

SECTION IV		
4.1	Budgets	02-0403 Budget Planning and Management 04-0307 Establishment of Organizational Accounts and Disbursement Procedures
4.2	Budget Amendment	
4.3	Bank Depositories	
4.5	Collection of Funds	04-0602 Cash Collections 04-0606 Safeguarding College Assets 04-0806 Lost or Stolen College Checks, Monies and Endorsement Forgeries 04-1202 Delinquent Student Accounts 04-1303 Procedures for Payment by Check
4.6	Change Funds	04-0701 Establishment of Change Funds
4.7	Investment of Surplus Funds	
4.8	Funds Derived from Auxiliary Services and Enterprises	06-1301 Promotion, Public Relations and Hospitality Expenditures
4.10	Electronic Transfer of Funds	04-0805 Electronic Payments
4.12	Property	04-1101 Property Control and Accounting 04-1103 Stolen College Property 04-1105 Permanent Art Collection Plan 04-1502 Equipment Purchases in Externally Funded Grants and Contracts 06-1505 Property/Material Disposal
4.15	Safeguarding and Disposition of Property	04-1102 Deeds and Easements
4.16	Insurance	04-1401 Insurance
4.19	Fees, Charges and Refunds	04-0306 User Fee Changes or Additions 04-0801 Payment Deadlines and 100% Refund Date 04-0802 Schedule for Payment of Course and Programs Fees 04-0804 Refunds of Tuition, Assessments and Other Fees
4.23	Travel and Per Diem	04-1001 Travel 09-0901 Student Travel
4.25	Endowment Funds and Funds Functioning as Endowment Funds	

SECTION V		
5.1	Purchasing	05-0301 Specifications for Competitive Bidding 05-0302 Purchases Exempt From Solicitation (Non-Competitive Bid Purchases) and Sole Source Procedures 05-0401 Purchase Authority/Protest Procedures 05-0402 Review and Approval of Purchase Awards, Purchase Orders and Purchase Contracts (also w/ B.R. 2.5) 05-0501 Dollar Limits for Informal Bidding, Requisition Preparation, Funding and Processing 05-0601 Procedure for Contract Solicitation or Award Bid Protest 05-0602 Purchases from Federal Grants/Contracts 05-0701 Sales Representatives and Vendors on Campus 05-0902 Procurement and Fuel Cards 06-0502 Equipment Repair
SECTION VI		
6.1	College Facilities	06-0601 Maintenance and Repair Services 06-0702 Energy Management Program 06-0903 Key Control 06-0905 Facility Standards for People with Disabilities 08-0101 Purpose and Goals, Facilities Management and Construction Department 08-0102 Evaluation of Facilities 08-0106 Educational Specifications 08-0108 Use of College Facilities by Outside Organizations and Groups 08-0109 Facilities Utilization of Firing Range 09-0908 Center Code Assignments
6.2	Safety and Security	02-1912 College Safety Teams 06-0603 Vehicle Maintenance 06-0901 College Security 06-0904 College Issued Identification Cards 06-0909 Incident Reporting and Clery Compliance (also w/B.R. 2.24) 06-0910 Emergency Communication and Evacuation 06-0911 Presence of Children and Minors on Campus Participating in Campus Events, Activities and Programs 06-0912 Reporting Suspected Child Abuse 06-0913 Behavioral Intervention 06-1001 Parking and Traffic Control 06-1002 College Vehicle Registration and Inspection 06-1005 Operation of College Vehicles
SECTION VII		
7.1	Technology	07-0101 Strategic Technology Plan
SECTION VIII		
8.2	Change Order	
8.3	Naming of College Facilities and Facility Dedication Plaques	
8.4	Safety and Sanitation	02-1801 Recycling 06-0902 Fire Prevention Standards and Safety Inspections 08-0111 Inspection and Review of Off-Campus Instructional Sites
8.5	Construction Contract Administration Payments	08-0110 Construction Contract Administration Payments
8.7	Florida Building Code and Florida Fire Prevention Code Enforcement and Inspection	08-0107 Construction Project Inspections

8.8	Design and Construction Delivery	06-0602 Minor Remodeling, Renovation and Maintenance Projects 08-0103 Annual Facilities Improvement Funding Plan 08-0104 Facilities Five Year Educational Plant Survey and College Master Development Plans 08-0105 PECO Funding Request Process for Educational Facilities
<b>SECTION IX</b>		
9.1	Curriculum	02-1103 Specialized Program Accreditation 02-1202 Other External Reporting 09-0201 Instructional Consistency: Official Course Description, Official Course Outline, and Required Syllabus Components 09-0202 Course Enrollment and Cancellations 09-0306 Curriculum Committee and General Education Review Subcommittee 09-0307 Curriculum Process 09-0601 Business and Industry Leadership Team (BILT) 09-0701 Textbook Affordability and Instructional Material Adoption 09-0902 Student Laboratory Instructions and Safety Agreements 09-1102 Final Examination Responsibilities 10-0602 Grading System and Faculty Grading Responsibilities
9.2	Distance Education	09-0204 Distance Education Compliance
9.6	Lecturers and Speakers	09-0909 Lecturers and Guest Speakers
9.7	Avocation and Recreation Courses	
9.9	Adjunct Instructor Work Load and Instructional Responsibilities	
9.10	Global and International Education	09-0805 Study Abroad Academic Programs
9.11	Institutional Animal Care and Use Committee	
<b>SECTION X</b>		
10.1	Requirements for Admissions	10-0701 Admissions - Sexual Predators/Sexual Offenders
10.2	Intercollegiate Athletic Team Eligibility and Financial Assistance	11-0205 Financial Assistance for Intercollegiate Athletic Participants
10.3	Student Registration	10-0505 Substitution Courses & Considerations for Eligible Students with Disabilities 10-0802 Registration Restrictions 10-0809 Level Changes - College Credit
10.4	Student Employment Programs	03-0308 Employment of Student Workers
10.5	Scholarships, Grants and Loans	02-1921 Financial Aid Advisory Committee 11-0201 Talent Scholarships 11-0202 Code of Conduct; Student Loan Programs 11-0204 Honors Program Scholarships
10.6	Student Standards of Progress	10-0605 Standards of Academic Progress 10-0607 Attendance: Pre-Collegiate Studies, Adult Education and English for Speakers of Other Languages (ESOL) 10-0608 Grading and Standards of Progress: Pre-Collegiate Studies, Adult Education and English for Speakers of Other Languages (ESOL)

10.7	Awards Payments to Students	04-0901 Financial Aid Payment Methods 04-0902 Unexpended Financial Aid Awards 04-1203 Hardship Loans to Fund Tuition and Books
10.9	Deferred Payment Status	04-1201 Billings for Agency-Sponsored Courses
10.10	Requirements for Graduation and Issuance of Degrees, Diplomas and Certificates	10-0501 Graduation - Degrees, Certificates and Diplomas 01-0502 Awarding of Honorary and Posthumous Degrees 10-0504 Course Substitutions
10.11	Commencement	
10.16	Acceptance of Credit for Prior Learning	10-0603 Credit for Prior Learning 11-0105 Florida State College at Jacksonville College Course Challenge Exam Program
10.17	Compliance with Federal Definition of Credit Hours and Clock Hours	09-0206 Awarding Credit Hours 11-0606 Student Attendance (also w/ B.R. 11.1)
<b>SECTION XI</b>		
11.1	Students' Rights and Responsibilities	11-0601 Student Discipline Procedures 11-0602 Student Appeals Procedures 11-0603 Student Complaints Procedures 11-0604 Student Academic Honesty Procedures 11-0605 Institutional Withdrawal Procedure 11-0606 Student Attendance (also w/ B.R. 10.17) 11-0704 Student Assistance Program 11-0705 Student Preferred First Name and Preferred Pronoun 11-0801 Title IX/Sexual Misconduct/Relationship Violence (also w/B.R. 2.24) 11-0802 Resolution of Sexual Misconduct Complaints (also w/B.R. 2.24)
11.2	Student Activities	11-0502 Student Organization Discipline Procedures 11-0703 Student Accident Reimbursement and Payment
11.3	Student Publications and Electronic Media	11-0302 Student Publications, Electronic Media and Student Publication Board
11.5	Hazing Prohibited	
<b>SECTION XII</b>		
12.1	Professional Development	11-0301 Job Placement Program 12-1501 Graduate/Undergraduate Course and Continuing Education and Training Reimbursement Program
<b>SECTION XIII</b>		
13.1	College Publications	02-0501 Faculty Handbook 10-1002 Annual College Catalog Preparation, Production and Publication 13-0201 News Releases and Media Advisories 13-0202 Employee Response to Media Inquiry 13-0301 Marketing and Communications - Planning
13.2	Institutional Relationship, Public Service and Professional Associations	02-1001 Institutional Memberships - Recommendations 02-1002 College Support to Community Agencies and National/Regional Associations
13.3	Florida State College at Jacksonville Foundation, Inc.	
13.4	Alumni Association	
13.5	Public Trust and Confidence	