

**Manatee Technical College
Board of Governors
January 26, 2017, 4:00 am
MTC Main Campus**

AGENDA

4:00-4:05	<ul style="list-style-type: none"> • Call to Order • Welcome • Introductions • Minutes of the October 14, 2016, Meeting 	John Ziemnicki
4:05-4:55	<ul style="list-style-type: none"> • Member Questions on Reports Emailed with Agenda <ul style="list-style-type: none"> ○ Grants Update ○ Enrollment Reports • Budget Update <ul style="list-style-type: none"> ○ FLDOE Draft Workforce Funding Allocation • Reports from MTC Administration <ul style="list-style-type: none"> ○ Update on COE Accreditation Process and Visit ○ Date change for April 20 meeting – proposed change to March 6 at 5 pm due to COE visit • Council on Occupational Education (COE) <ul style="list-style-type: none"> ○ Approval of COE Plans <ul style="list-style-type: none"> Standard 3 – Placement & Follow-Up Plan Standard 5 – Instructional Equipment & Supplies Standard 5 – Media Services Plan Standard 6 – Health & Safety Plan Standard 6 – Physical Facilities Plan Standard 6 – Technical Infrastructure Data Privacy, Safety, and Security Standard 7 – Refund Policy • Group Discussion on Postsecondary Educational Requirements in the Workplace • Roundtable Input from Each Member 	Members/Doug Wagner Doug Wagner Valerie Viands Jeanette Eddy Members Members
4:55-5:00	Other Business	John Ziemnicki
5:00	Adjourn	

Upcoming Events:

- **February 2, 2017, HOSA Regional Conference and Competition, MTC East Campus**
- **February 23, 2017, Florida SkillsUSA Region 6 Skill and Leadership Conference, MTC Main and East Campuses**
- **March 6, 2017, 6 pm, Advisory Committee/COE Dinner, Cantrell Hall**

Future BOG Meetings for 2016-17:

April 20, 2017, 5 pm (proposing to change this meeting to March 6 at 5 pm)

GRANTS UPDATE

for MTC Board of Governors

January 10, 2016
Management

Maura Howl, APR, Supervisor, Communications & Grants

Grants approved for funding for 2016-17 as of 1/10/17:

- \$ 230,545 *Perkins Postsecondary Career and Technical Education:* to provide equipment for Carpentry, Surgical Technology and other adult career preparation programs, as well as partial salary of Career Pathways Specialist and travel for CTSO (SkillsUSA) competitions (\$18,438 decrease --\$ dependent on # financial aid recipients)
- \$ 25,000 *Schmidt Foundation:* to provide scholarships to health occupations students at the East Campus
- \$ 514,893 *Adult General Education—Adult Education and Family Literacy (New):* to provide adult basic education, GED test preparation, and English as a second language at the West and North campuses and satellite locations throughout Manatee School District
- \$ 96,506 *English Literacy/Civics Education (New):* to provide English as a second language and civics education at the West and North campuses and satellite locations throughout Manatee School District
- \$ 347,989 *Farmworker Jobs and Education:* Career development and support of area farmworkers and their families (continuation year) (\$5,875 increase in project award from last year)
- \$ 4,900 *Gulfcoast South Area Health Education Center (GSAHEC):* to run a school-year Health Careers/Community Health Education Camp at MTC East in 2016-17 for high school students.
- \$ 1,000 *Collision Repair Education Foundation grant:* tools for the Auto Collision program.
- \$ 5,000 *GEICO (as a result of being selected to receive a Collision Repair Education Foundation grant):* more tools for the Auto Collision program.
- \$ 7,537 *Perkins Postsecondary Roll-Forward:* to provide equipment for adult career preparation programs (addition brings total allocation to \$238,082)

Applications written, award letter pending:

Mosaic Company Foundation: to offer a pilot Medical Interpreter Certification class at MTC East in 2016-17 for bilingual dental assisting students.

Knight Foundation, Cities Challenge grant: to market Virtual Field Trip idea to business and industry and middle school teachers, students and parents to keep and attract talent, expand economic opportunity and create a culture of civic engagement.

Nuts, Bolts & Thingamajigs, The Foundation of the Fabricators & Manufacturers Association: to offer a manufacturing summer camp for 12-16 year olds in June 2017 to inspire the next generation of manufacturers, inventors and entrepreneurs.

In process:

Lakewood Ranch Rotary Club: to support our Culinary Arts and Baking & Pastry Arts programs

History of grant dollars received since 1996:

1996-1997: \$ 155,016	2003-2004: \$2,528,095	2010-2011: \$1,862,194
1997-1998: \$ 268,410	2004-2005: \$3,319,498	2011-2012: \$1,549,495
1998-1999: \$ 662,997	2005-2006: \$2,377,404	2012-2013: \$1,310,305
1999-2000: \$1,152,242	2006-2007: \$1,674,883	2013-2014: \$1,228,113
2000-2001: \$1,212,891	2007-2008: \$4,944,951	2014-2015: \$1,283,567
2001-2002: \$3,683,429	2008-2009: \$6,289,015	2015-2016: \$1,283,585
2002-2003: \$ 882,856	2009-2010: \$1,871,000	

2016-2017 to date: \$1,233,370

Running total: \$40,773,316

MH, 1/10/17

MEDICAL ADMINISTRATIVE SPECIALIST	23	18	27	17
MEDICAL CODER/BILLER - ATD	14	29	36	20
NAILS SPECIALTY	11	14	35	7
NETWORK SUPPORT SERVICES	16	23	35	11
CHILD CARE CENTER OPERATIONS	2	0	4	0
APPLIED CYBER SECURITY	0	0	11	18
PLUMBING	10	0	15	6
SPORT; REC.; & ENTERTAINMENT MARKETING	5	0	0	0
WEB DESIGN	3	0	0	0
WEB DEVELOPMENT	8	11	23	10
NURSING ASSISTANT (ARTICULATED)	20	23	23	
OPTOMETRIC ASSISTING	11	11	11	11
ORTHOPEDIC TECHNOLOGY	17	8	8	0
PARAMEDIC	36	38	38	20
PATIENT CARE TECHNICIAN	11	9	42	18
PHARMACY TECHNICIAN	24	16	15	19
PHLEBOTOMY	28	30	30	0
PRACTICAL NURSING	180	149	149	119
SURGICAL TECHNOLOGY	34	27	27	38
Total	1285	1120	1566	1233

AGE Enrollment at Manatee Technical College

	Full Year	Full year	July-Jan 2016	
ABE, ESOL, GED	1188	1556	1284	1183



Standard 3

Placement and Follow-up Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



Placement and Follow-up Plan

At MTC, follow-up is systematic and continuous and includes the following elements:

- a. Completion & Placement is coordinated by four components;
 1. Instructors and Program Secretaries
 2. CareerSource Suncoast
 3. Business and Industry Services Specialist
 4. FOCUS student data software program

- b. All activities related to follow-up and placement are combined to measure and track student placement and follow up.
 1. Each instructor follows student progress for their program. This progress measures work habits, safety habits, workmanship and knowledge of each task. This progress is documented by movement from one OCP to the next, through the FOCUS database management software.
 2. Each instructor/ secretary or student, reports follow-up and placement data through their FOCUS account.
 3. The record of placement services is maintained on the FOCUS database with placement information. Employer feedback is given to the instructors through the self-reporting by students as well as at the Program Advisory meetings and CareerSource Suncoast's EmployFlorida.com.

- c. All students are highly encouraged to visit the CareerSource Suncoast branch on the MTC main campus to explore job placement opportunities as well as enroll in EmployFlorida.com. The staff at this branch monitor MTC program completion dates and coordinate with instructors and the Business and Industry Services Specialist to visit classrooms to explain and offer their services. Students are requested to enroll in EmployFlorida.com prior to graduation and are given that information and an information release form at registration by their counselor. A copy of the release is maintained in the student file as well as the original going to CareerSource Suncoast. This is documented on the students FOCUS account by the program secretary. CareerSource is able to monitor the student's initial placement by their enrollment on EmployeeFlorida.com.

- d. Secretaries are responsible for updating student information every quarter on their FOCUS account. This information includes student's personal information, student progress and employment information (self-reported). Upon a student exiting a program, instructors must follow-up until the student is employed in field. Instructors are aided in this by CareerSource Suncoast which maintains a satellite office on our campus. Leads for employment are also provided by the Business and Industry Services Specialist. If the student is employed in field or in a related field, the employer relates the performance, as well as the value and relevance of the student's training to the instructor at the Advisory Board meeting. This information can be reflected in the minutes of the Advisory Meeting. The information can also be obtained through CareerSource Suncoast for students enrolled in EmployFlorida.com.

- e. An *Exit Interview* survey is given to students upon their completion of the program as a condition of graduation. This form allows students the opportunity to evaluate the program and explain how it has prepared them for the workforce. This form also evaluates the services that students receive from MTC. The results of this survey allows MTC to review programs and services from the student's perspective. The Advisory Board meetings is another tool used to monitor MTC's progress in service delivery. Upon completion, all placement and follow-up information is made available to all instructional personnel and administrative staff through reports initiated through the FOCUS student database software. Students are given information for enrollment in EmployFlorida.com by CareerSource Suncoast along with a release form authorizing information to be released to MTC. This employment verification information is entered in to the Focus student records database by the program secretaries, and employer surveys are generated and distributed to the employers for follow up on the student.



Standard 5

INSTRUCTIONAL EQUIPMENT AND SUPPLIES PLAN

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



Manatee Technical College

Instructional Equipment and Supplies

Plan

Equipment Maintenance, Repair, and Replacement
Equipment Disposal
Purchasing Instructional Equipment and Supplies
Emergency Purchases
Safety Standards

Introduction

Manatee Technical College is committed to providing necessary equipment and learning resources that are relevant, current, and in working order to assure a quality education to its students. All policies and procedures developed for the purchase of new supplies and equipment and in the maintenance, repair, and replacement of equipment are in alignment with the protocols established by the Manatee County Board.

General Information

Each instructor is responsible for assuring adequate supplies and properly working equipment are maintained in their program area. Most program-specific supplies are acquired using the program's lab fees reported in the programs internal lab account. MTC also provides for a discretionary budget from a percentage of student lab fees for each assistant director. This budget, in part, is used for purchasing and storing general consumable instructional and office supplies that may be utilized by all staff as needed. These general supplies are stored in the administrative area of each campus.

Equipment Maintenance, Repair, and Replacement

Some of the MTC's equipment is routinely serviced through the Manatee School District and its contracted vendors. Specialized equipment repair and maintenance may need to be outsourced by the Institution depending on the nature of the equipment. The head custodian of the campus will know which equipment is under contract and will supervise all specialized maintenance.

Each Program Manager and instructor is charged with assuring the instructional equipment in their program area is properly maintained and repaired if necessary. All purchasing procedures must be followed in scheduling required maintenance and repairs. *Contracts* for services or supplies cannot be approved by MTC and must be authorized by the Superintendent of Schools or his/her designee.

Vendors, individuals or entities under contract with the School Board who are permitted access on school grounds when students are present, must meet Level 2 screening requirements as described in Section 1012.32 FS. Subsection (3 of Section

1012.465) states “If it is found that a person who is employed or under contract in a capacity described in subsection (1) does not meet the Level 2 requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until the final resolution of any appeals.” Vendors, individuals or entities under contract with the School Board required to go on school grounds when students are present, in doing business with the School Board, agree to comply with the requirements of the law and agree to indemnify and hold harmless the School Board for any claims made against the School Board related to the failure to comply with Section 1012.465.

Equipment Replacement

Instructors, in consultation with the Program Advisory Committee, determines when a piece of instructional equipment becomes obsolete and should be replaced. All purchasing procedures must be followed in requisitioning new or replacement equipment.

Equipment Disposal

Protocols for the disposal of obsolete equipment is determined by its status in the Manatee School District’s capital equipment inventory system through the Property Records Department. Prior to disposal, any capital item must be removed from inventory by completion of the appropriate form provided by the School District’s Property Records Department. Once the obsolete item is removed from inventory it is relinquished to the School District for disposal. Non-capital items to be disposed are removed by the Institution’s custodian and proper disposal of the item is assured.

How to Surplus District Property

Items that are obsolete, damaged, or no longer have an educational value must be surplus via Central Distribution by submitting a Warehouse Service Request Work Order. Personnel in the schools or departments shall not dispose of School Board property. The custodian or senior school secretary shall generate MTC work orders. All items should be collected in one room or area and a work order is submitted to pick up the surplus. The work order should include:

- Contact name and phone number
- Building and room items located
- Brief description of items (Computers, Printers, etc.) and quantity of each
- Property Record Asset Numbers (if barcode is missing record serial number) - If there is a large quantity, a faxed or emailed list may be provided.

School or department personnel should be available to ensure the items requested for pick-up are checked from the list. Please make a notation on the work order if the items are in good working condition. The district may be able to donate or sell these items. The MTC Director and Assistant Directors are responsible for all property assigned to the Institution. Do not allow any property to be removed without documentation.

Contact Information:

Mike Vincent - Central Distribution/Warehouse – 708-8800 ext. 1040

Nancy Thomas – Property Records/Records Management – 708-8800 ext. 1051

Printers

Bob Daymon – Purchasing 751-6550 ext. 2179

Please call or email prior to surplus to determine if it is Tonertype printer and for final read.

Purchasing Instructional Equipment and Supplies

MTC Internal Accounts Purchasing Policies and Procedures

Instructors must requisition all purchases for program-specific instructional supplies in writing to their program manager. Program managers may submit requests via the program secretary to their assistant director for all necessary purchases including any expenditures for equipment requiring maintenance, repair, or replacement. Program managers must designate the appropriate internal account number/name for fund allocation for each request. Approved expenditures are then forwarded to the MTC Business office and then routed to the MTC Director for approval.

Expenditures from any department budget shall not exceed the amount of funds available. In the event expenditures are to be paid from funds other than those specifically allocated to the department (i.e. from tuition funds or other internal or district allocations,) a prioritized list is developed by the assistant director and brought to a senior administrative staff meeting in which a final determination of priority is made.

- District purchasing policies must be followed at all times.
- Vendors with a district-awarded bid on file must first be considered prior to seeking outside vendors to service, repair, or replace any equipment. The accounting office will review the approved district list to assure compliance with district policies prior to authorizing any purchase.
- Specific steps must be followed for the following dollar thresholds before requesting purchases.
 - Purchases for single or multiple like-kind purchases from \$500-\$999 requires documented telephone quotation from at least three (3) vendors.
 - Purchases for single or multiple like-kind purchases from \$1,000-\$9,999 requires written vendor quotes from at least three (3) vendors.
 - Purchases for single or multiple like-kind purchases from \$10,000-\$49,999 requires written vendor quotes from at least three (3) vendors with approval from the MTC Board of Governors.
 - Any purchase that exceed \$50,000 requires a sealed formal written bid and must be processed through the District Purchasing Department.
- No purchase, including work orders, shall be made without written signed approval in advance from the MTC Director or their designee. (Verbal requests and authorizations are invalid.)
- All requests for approval for purchases must include the following information:
 - Name of payment recipient
 - Date of request
 - Description of purchase: items and or services
 - Dollar amount requested to spend
 - Department/account to be charged
 - Signature of requestor
- Approval for purchases must be documented by the Director/Assistant Director and the Business Manager. Depending on the nature of the purchase, one (1) of three (3) following signed documents must be used.
 1. **Requisition Request:** Used to initiate action from MTC to acquire items or services from a specific vendor. Requisition requests are submitted to the department secretary for processing.
 2. **Purchase Order:** A purchase order is a document issued by MTC to a qualified vendor and is an official written order to the vendor to provide services or items in advance of payment. The vendor agrees to accept the

purchase order and will invoice MTC at a later date for the cost of the provided services or items. Purchase orders shall be acquired by department secretaries who shall then have the authority to make the purchase.

3. **Preauthorization Form:** Used to authorize an individual to make a purchase on behalf of MTC that will be subsequently reimbursed to the purchaser or directly submitted to a vendor at the time of purchase. The check requisition form attached to the pre-authorization form will be used to request reimbursement or direct payment for the purchase that was preauthorized.

NOTE: State sales tax will not be reimbursed at any time. Receipts are required for reimbursement.

- a. Purchases made with *request for reimbursement* must be approved by the MTC Director prior to making the purchase in order to receive reimbursement.
- No personal purchases should be made through MTC or the School District in order to take advantage of any discounts, tax exemptions or for purchasing privileges.
 - *Contracts* for services or supplies cannot be approved by MTC and must be authorized by the Superintendent of Schools or his/her designee.
 - School District employees cannot be paid directly for services from MTC and pay checks must be processed through the District payroll department.

Receipt of Merchandise/Services

- A receiving statement signed and dated by the sponsor or responsible party certifying receipt of merchandise or services described in proper condition is required to make payment to the vendor.
- If a receiving report is not available, signatures and dates should be written on the original invoice.
- The full signature is required as initials and rubber stamp signatures are not accepted.
- Each item of merchandise or service should be checked off on the receiving report or invoice to show receipt of all merchandise or services as opposed to a partial delivery.
- Receipts presented for reimbursement by employees who made the purchase should also reflect a signature to show receipt of merchandise.

Disbursements

In order to process payment for purchase, the following forms must be present and are the responsibility of the requestor to ensure payment is made timely. If these forms are not present or completed correctly, the requestor will be notified to make necessary corrections.

- A preauthorization in the form of a requisition, purchase order, or preauthorization form.
- A receiving report with signature verifying receipt of merchandise.
- An original itemized invoice with vendor name, date of purchase, items purchased, quantity, and the amount of each item. A vendor statement is not acceptable.
- A check request form authorizing payment to the vendor. The check request must be signed by the originator.

Internal Account Purchases of Fixed Assets

Items that are purchased from Internal Account funds at a cost of \$1,000.00 or more, per individual item, may require a district barcode label and be capitalized as a fixed asset.

This would include items that you would normally purchase out of the following object accounts:

- 4621 - Audio Visual Equipment
- 4641 – Furniture, Fixtures & Equipment
- 4643 - Computer Equipment * (4644)
- 4691 - Software

Items that are defined above and purchased with Internal Accounts funds must be made on a District Purchase Order using project #0851 (designated for Internal Accounts). Items will be shipped to Central Distribution/Warehouse (5310) for receipt and processing through Property Records. All computers (desktops, laptops, iPads and e-readers) will be tagged regardless of cost. Please follow the same procedures outlined above.

Fixed Asset Contacts:

Property Records/Records Management
Nancy Thomas
708-8800 ext 1051
thomasn@manateeschools.net

Finance
Janet Clausi
708-8770 ext 22109
clausij@manateeschools.net

Emergency Purchases

Emergency purchases are exempt from bidding when the Superintendent/designee determines in writing that an immediate danger to the health, safety, or welfare of students, staff or projects, or other potential loss to the District requires emergency action. After the Superintendent makes such a written determination, the District may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without competition. However, such emergency procurements shall be made with such competition as is practical under the circumstances. All emergency purchases exceeding the bid threshold shall be tabulated and submitted to the School Board as soon as practical but not later than 30 days after the purchase. The School Board minutes shall show the justification for the emergency and that regular bid procedures would have caused a delay and would be contrary to the public interest.

All vendor contracts for services must be authorized by the Superintendent of Schools for the Manatee County School District per district’s policies for meeting the criteria of the Jessica Lunsford Act (Section 1012.465, Florida Statutes.) As this can be a lengthy process, all staff members must assure that any vendor they anticipate may come on campus at any time to provide emergency installation or emergency repair services has successfully completed the district-required pre-screening background check and submitted the required certificate of liability insurance.

Safety Standards

All instructional items shall meet the safety standards set forth by the Manatee School District’s Risk Management Department in section 7 of the SDMC Employee Safety Manual. A copy of manual can be found at this link: [SDMC Employee Safety Manual](#)

- Vendors must submit Material Safety Data Sheets with shipments for substances found on the current Florida Toxic Substances List.
- Sexual Predators-Jessica Lunsford Act: Beginning September 1, 2005, vendors, individuals or entities under contract with the School Board who are permitted access on school grounds when students are present, must meet Level 2 screening requirements as described in Section 1012.32 FS. Subsection (3 of Section 1012.465) states “If it is found that a person who is employed or under contract in a capacity described in subsection (1) does not meet the Level 2 requirements, the person shall be

immediately suspended from working in that capacity and shall remain suspended until the final resolution of any appeals.” Vendors, individuals or entities under contract with the School Board required to go on school grounds when students are present, in doing business with the School Board, agree to comply with the requirements of the law and agree to indemnify and hold harmless the School Board for any claims made against the School Board related to the failure to comply with Section 1012.465.

- First aid supplies are readily available to staff and students. Each instructional area has an adequately stocked emergency first-aid kit. The kit is easily accessible in both the shops/labs and the classrooms. The updating of obsolete safety supplies and the replacement of used supplies is a duty of each program instructor. Each campus has a designated individual who maintains a supply of first aid materials designated to replenish the first aid kits as necessary. Instructors shall submit a requisition form and supplies are immediately distributed.



Standard 5

Media Services Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



Manatee Technical College Media Services Plan

**Scope and Availability
Educational Materials
Coordination of Media Services, Roles and Responsibilities
Orientation and Training
Facilities, Technology, and Infrastructure
Budgetary Support
Evaluation for Improvement
Inventory of Equipment
Repair, Maintenance, and Replacement**

Manatee Technical College Media Services

Introduction:

To meet the ever-changing needs of the local community and its workforce, Manatee Technical College maintains high standards in its mission to produce highly skilled individuals and resourceful leaders through collaborative education. MTC believes that quality learning resources and ultramodern facilities are essential components for an effective education that prepares students for today's workplace. Learning resources must include both academic and program-specific materials and equipment that provide the learner the ability to demonstrate knowledge while mastering the skills necessary to be successful in a chosen program of study. To address the learning needs of its students, MTC is committed to providing educational experiences using state-of-the-art industry-specific equipment, program-specific learning resources and information technology that is current and relevant for each individual program of study.

Scope and Availability

Instructional Media

All instructors shall have access to the Internet and maintain in their program areas the necessary computers, software, projectors, printers, and other audio/video equipment necessary to support their efforts to produce quality instructional media that supports the educational content of the program's curriculum. Instructional media shall be allocated to each program that includes (but is not limited to): relevant reference materials such as alternate texts, current industrial and occupational information, technical manuals, professional journals, digital references, and audio-visual materials.

Each program shall maintain a current inventory list of its current instructional media resources and equipment housed in each program area. The master list shall be updated annually and when any additions/deletions occur. A copy of each program's inventory shall be maintained electronically on the MTC Global Shared Drive.

Student Learning Resources

Program-based learning resources are available to students during the instructional period as determined by the program's published instructional hours. This includes any relevant instructional media such as alternate texts, current industrial and occupational information, technical manuals, professional journals, audio-visual materials, and program-specific equipment and simulators. After-hours access to the program's media may be granted to students by instructors when appropriate supervision is available and safety can be assured.

Students shall have wireless access to the Internet on their own devices anywhere on campus through the MTC-Guest portal. Additional networked computers with Internet access outside the program areas are available to students Monday through Thursday 7:30 am -7pm and Fridays 7:30 am – 3pm on a first-come-first-served basis in the following areas:

Main Campus: Media Center located in Cantrell Hall

East Campus: Rooms 1-127 and 2-202

The Main Campus Media Center has several areas arranged for study purposes, computer usage, and leisure reading. The Center's computer access consists of 24 desktop

computers with printing capabilities at designated networked printers. There is a modest holding of general printed resources for leisure reading on site.

The East Campus Reference Room 1-127 contains an archive of alternate texts, occupational information, reference books, and professional journals for some of the health programs served at the East Campus. There is also one networked desktop computer station with printing capabilities at a designated networked printer. Building 1 programs maintain their own holdings in a designated area of this reference room and may be used by students with supervision and authority from the program instructor.

The East Campus Building 2 Computer Library located in Room 2-201 contains 5 desktop computers at individual study stations with printing capabilities at a designated networked printer. There is also an archive of alternate tests and reference books for some of the allied health programs served at the East Campus. Building 2 programs maintain their own holdings in a designated area of this reference room and may be used by students with supervision and authority from the program instructor.

System for Applied Individual Learning (SAIL)

In alignment with the Institution's commitment to prepare students for the community's workforce needs, each campus shall maintain and staff a S.A.I. L. Lab (System for Applied Individualized Learning). The S.A.I.L. lab shall administer all Tests of Adult Basic Education (TABE) and provide strengthening of a student's basic skills related to math, reading, and language using courseware, tutoring, and homework assignments. The S.A.I.L. lab shall also serve students with disabilities and provides basic skills remediation to special needs students.

Main Campus: The TABE is offered by appointment with various schedules available Monday-Friday. Remediation is available online 24/7 and accessible by any computer in the world with internet access. Teacher facilitated remediation is available by appointment. The Main Campus S.A.I.L lab is located in room 2101.

East Campus: The TABE is offered four times a week by appointment Monday-Thursday. Remediation is available online 24/7 and accessible by any computer in the world with internet access. Remediation sessions with teacher assistance is available Monday-Thursday by the posted hours. The East Campus S.A.I.L. lab is in room 1-204.

Educational Materials

Manatee Technical College provides that all physical library holdings relevant to each program of study be maintained in and by the individual programs. A list of program-specific resources is administered by each program and this list can be accessed on the MTC Global Shared Drive. These resources are available and circulated to students by the program instructors. Each program sets its own policy regarding student access to these holdings. Instructors shall update the list annually and again as holdings are added or removed.

Students and staff also have the ability to access a wide variety of web-based resources from school or on personal devices via renewal of subscriptions. This includes general district-provided resources as well as program-specific electronic media, publisher-hosted learning management systems (LMS), and databases for research and preparation for licensing or credentialing.

Electronic Holdings

The MTC Media Plan provides for individual electronic holdings that are program-specific and are maintained by the individual programs. In addition, the Media Plan offers a variety of current and relevant web-based educational materials for both students and teachers offered through the Manatee County School District. Access to any of the restricted district holdings is available to all MTC staff and registered students. The following district-provided web-based resources are available at any time from home or school via a link on the Manatee School District Web Site:

- Discovery Education
- Edmoto
- Film Rush Manatee
- Florida Electronic Library through Cengage Learning
- Florida Students: SAT Practice Website
- GALE Cengage Learning Media Database
- GALE Cengage Learning Academic OneFile for Journals/Magazines and Articles
- GALE Career Transitions
- GALE LitFinder
- GALE Health Reference Center Academic
- GALE PowerSearch
- ¡Informe!
- Info Trac: Florida Newspaper Database
- Manatee County Public Library System
- The Big 6
- WebPath Express
- World Book Online
- World Book Timelines
- World Book Discover
- World Book Dramatic Learning
- World Book Advanced
- World Book Enciclopedia Estudiantil Hallazgos
- Manatee County Public Library System

System for Applied Individual Learning (SAIL)

The S.A.I.L. lab provides strengthening of a student's basic skills related to math, reading, and language using courseware, tutoring, and homework assignments:

- ITTS (Instruction Targeted for TABE Success - online instruction - McGraw-Hill/ Contemporary; mheonline.com
- One-on-one teacher instruction as needed by students: **East Campus** from 10:30 AM to 4:00 PM on Monday, Tuesday, Wednesday; 11:00 AM to 3:00 PM on Thursday. **Main Campus:** By appointment.
- PACE Learning Systems Reading practice materials; Pace Learning Systems, Inc. 370 Resource Drive, Tuscaloosa, AL 35401; www.pacelearning.com
- Contemporary's TABE Practice Books: Achieving TABE Success in Mathematics; Achieving TABE Success in Reading; Achieving TABE Success in Language; McGraw-Hill Wright Group,
- 8787 Orion Place, Columbus, OH 43240

- McGraw-Hill/ Contemporary's Language Builder and Reading texts; Wright Group/McGraw Hill
- One Prudential Plaza, 130 East Randolph Street, Suite 400, Chicago, IL 60601
- Steck-Vaughn TABE Fundamentals/Harcourt Achievement texts for Reading, Language, Mathematics;www.Steck-Vaughn.com
- McDougal, Littell Basics in English Practice Books Levels Orange, Blue, and Yellow; McDougal-Littell & Company, Evanston, Illinois
- Contemporary's NUMBER POWER Series for mathematics: Number Power #1 –through # 9 (from basic addition, subtraction, multiplication, division to geometry, algebra, and word problems)
- Essential Idioms in English, Prentiss Hall Regents Englewood Cliffs, NJ 07632
- The American Heritage Desk Dictionary, Houghton Mifflin Company, Boston, MA
- Roget's Thesaurus, Random House, www.randomhouse.com
- The Little, Brown Handbook, Pearson Education, <http://www.awl.com/littlebrown>
- A Survey of Mathematics, Pearson Addison Wesley, www.aw.com
- khanacademy.org, free website for math study
- fldoe.org, free website for TABE Practice Tests

All Program Areas: Audio-visual Materials and Equipment

- Projectors and Screens
- Document Cameras
- DVD/VCR
- Audio Systems
- Integrated Television Tuners
- Instructional DVDs and VHS tapes

Teacher Resources

The Media Plan offers a variety of current and relevant resources for teachers offered through the Manatee County School District. The following web-based resources are available to all MTC staff 24 hours a day, 7 days a week from home or school:

- Focus School Software
- Microsoft Office 365
- GALE Professional Development and Database
- TrueNorthLogic: Professional Development Courses

Other electronic teacher resources include:

- ExamView
- Microsoft Mathematics
- Microsoft Research AutoCollage
- Microsoft Silverlight

Printed Media Services

Manatee Technical College maintains its own print shop on-site housed at the main campus and is available for routine black-and-white and color copying needs. These printing services are available to all MTC personnel as necessary. Print jobs can be emailed in pdf format with instructions or routed to the print shop via hard copy using an order form.

There is a full service Instructional Media Center print shop operated by the School District and its advanced services are available to MTC as well. Programs that use the district's print shop will be invoiced by the district with payment to the print shop from the program's internal lab fee account. The District's print shop is located at the Professional Support Center (PSC) and it completes print requests in-house with high-speed digital and wet ink equipment. Services include, black ink printing, full color printing, and posters, laminating, and various bindery tools and finishing. Printing may be ordered straight from a computer by going to the ACCOLADE WEB CRD web site at: <http://accolade.manatee.k12.fl.us/> or may be routed via hard-copy through the courier in the designated red courier envelopes.

Coordination of Media Services, Roles and Responsibilities

The MTC Media Services Plan provides that individual instructors are responsible for the coordination and implementation of media services within their respective programs with guidance and support from the program advisory committees and oversight from the appropriate Assistant Director. The Junior Site Support Engineer (JSSE) has been designated the role of maintaining all media equipment, computers, printers, and network connections at all MTC campuses. The JSSE also serves as a resource and advises instructors and administrators as necessary regarding the availability of technology upgrades.

Roles and Responsibilities

Program Instructors:

- Maintain and oversee the use program support materials (technical books, manuals, periodicals, and e-resources)
- Select and order program-specific books, multimedia items and any specialty media equipment
- Retire outdated or damaged materials
- Monitor and assist students with the use of computers
- Submit purchase requests for the renewal of subscriptions
- Orient students of the program to appropriate media resources
- Provide students technical assistance with digital databases and other references for researching information
- Maintain all assigned learning resources and equipment in accordance with the Manatee Technical College Media Services Plan
- Create instructional media (both print and non-print)
- Maintain a bibliography of program reference materials and other resources housed by the program for use in the delivery of instruction

Junior Site Support Engineer:

- Maintain over 900 computers, printers, and network connections at all campuses.
- Respond to issues submitted by phone, email, district work orders or tickets, and in person in a timely manner.
- Troubleshoot and repair computer and network hardware.
- Troubleshoot problems with LCD projectors, document cameras, and classroom audio systems.
- Install and update a wide range of computer software.
- Troubleshoot software and operating systems.
- Remove viruses and malware causing user problems.
- Reimaging and upgrading computers.

- Restore lost files.
- Keeping computers and users organized in Active Directory.
- Reset network passwords.
- Submit requisitions for new computers and related technology.
- Determine when hardware and software is outdated and remove from service.
- Instruct and advise staff and students on the use of available technology.
- Supervise any work study students working to assist in technology support
- Maintain all assigned learning resources and equipment in accordance with the Manatee Technical College Media Services Plan

S.A.I.L. Lab Teachers:

- Administer the Test of Adult Basic Education (TABE) to current and prospective students
- Report TABE results to the appropriate Career Counselor for all TABE candidates
- Maintain a database of TABE results for all TABE candidates
- Structure a plan for remediation for students who fall below the required TABE scores for their program of study
- Supervise students in their plan of remediation and provide academic instruction as necessary
- Supervise the use of the S.A.I.L. lab for testing and remediation activities
- Maintain all learning resources and equipment associated with the S.A.I.L. lab in accordance with the Manatee Technical College Media Services Plan.

MTC Technology Committee

A Technology Committee may be appointed by the MTC Director to meet as necessary to assist in the Institution's efforts to assure that that quality learning resources and facilities continue to exist at each MTC campus. The committee shall consist of volunteer faculty and staff members as follows:

- At least one but no more three faculty/staff representatives from each of the MTC Campuses; no more than one person shall be from the same program.
- The Junior Site Support Engineer
- Ex-Officio: MTC Director and Assistant Directors, MTC Grants Specialist
- The committee may include other ex-officio members as required to serve as consultants to the committee
- One of the faculty representatives shall be designated chair by the MTC Director

Duties of the MTC Technology Committee may include

- Review and propose updates for the MTC Media Services Plan
- As needed, make recommendations to the Board of Governors and Administration for prioritizing program requests for the expenditure of budgeted funds for media resources and equipment
- Review student exit surveys, and faculty/staff surveys, and program advisory committee recommendations to provide input regarding the adequacy of MTC Media and Technology Services
- Report committee activity to MTC Faculty and Administration by posting minutes and other appropriate materials to the Committee's Folder on the MTC Global Shared Drive.

Orientation and Training

Staff Orientation

Staff orientation and training on media services occurs upon initial employment. The administration may designate a seasoned “peer teacher” to assist new instructional staff members in their orientation to the media services and technology provided by MTC. The Junior Site Support Engineer shall also assist new staff members in accessing a new institutional email account, share computer drives, and assist in the orientation on the use of the available technology.

Continuing education in the form of in-service sessions occurs for all staff as new technology is added or may be scheduled as requested by staff. Specialized staff training sessions for some of the district-provided resources may also be found on-demand in the TrueNorthLogic professional development portal.

Student Orientation

Instructors shall orient their students to all available media services and resources during their initial program orientation and again as required as each resource is implemented during instruction. If necessary, the Junior Site Support Engineer may assist in the orientation of specialized computer technology provided by MTC and the District.

Facilities, Technology, and Infrastructure

Manatee Technical College has adopted a model for media services that permanently places standard media equipment and all program-specific resources physically in each program area. Programs shall be allocated the necessary fixtures and furnishings (such as AV Carts, bookshelves, cabinets, computer stations) to provide storage and access to an inventory of appropriate books, manuals, periodicals, audiovisual media resources and equipment.

MTC recognizes that there are many web-based computer resources, text-book provided instructional DVDs, and various Learning Management Systems that are employed by the programs to enhance the educational experiences of students. MTC shall provide its programs adequate computer stations or mobile computer carts to serve the students in their classroom areas during instructional hours. MTC shall maintain additional common areas for students to attain computer and Internet access when classroom computers may not be available.

MTC’s network services are provided by the School District of Manatee County. Each campus is provided hard-wired and wireless access to the networked servers and the Internet. A guest wireless network is also installed at all MTC campuses allowing non-district devices access to the Internet only.

The School District’s Network Operations Center (NOC) team budgets for and installs all equipment necessary for the successful connection of educational devices to the district-wide network system. This includes hubs, switches, routers and copper / fiber cabling. Setup, monitoring, maintenance and replacement of this equipment also falls under the direction of the NOC team. If network changes are needed at MTC, the MTC Junior Site Support Engineer will need to submit a work order to Network Operations Center team detailing the needs. The network team will evaluate the request and if needed, supply the requested solution or request additional information for further evaluation.

The School District has contracted with an external provider to provide a hardware / software filtering solution that blocks unwanted web sites. This filter system meets the federal Child Internet Protection Act (CIPA) compliance requirements. A block list is maintained and updated nightly by the company responsible for providing the service. While the Network Operations Center staff makes every attempt to ensure that

access to undesired materials does not happen, no solution will provide 100% protection and there is the possibility that some users may gain access to material that is not consistent with the educational mission, goals and policies of the School District. The Student and Employee Acceptable Use Guideline Policies govern such incidents or activities of the user. Occasionally the software does blocks sites that are appropriate and relevant for educational use. Requests to have a site unblocked can be emailed to the District at filterrequests@manateeschools.net.

Budgetary Support

Manatee Technical College prepares an annual budget that encompasses revenues earned from Workforce Development Funding, Tuition Funds, Dual Enrollment Funds, Student Lab Fees, and CAPE (Career and Professional Education Act) Industry Certification Funds. Funding is specifically allocated for computers, software technology, printing services, equipment repairs and other related FF&E from the Tuition Funds budget.

Each program's lab fee budget represents 80% of the lab fees to be collected based on projected program enrollment for the budget year. Programs have full control of that budget and shall use the funds to provide the specialized program supplies and services necessary to meet the educational needs of the students in the program. Twenty percent (20%) of the lab fees collected are set aside as discretionary funds and are allocated to the Assistant Director assigned to the campus from which they were collected. The discretionary funds may be expended to benefit all students of that campus as deemed necessary by the Assistant Director.

Programs that earn Industry Certification Funds through CAPE are allocated all funding received on behalf of the program. Programs may use the funds to benefit the program as they see fit. Programs are encouraged to use Industry Certification Funds on specialized equipment, additional program supplies and services, and professional development activities for program instructors.

The MTC Grants Specialist is also available to assist programs in locating and submitting grant requests in their efforts to fund special, unbudgeted purchases.

Evaluation for Improvement

The evaluation of media services is conducted annually by faculty via the Program Advisory Committees and by students via their exit surveys. The results of these evaluations are used by MTC and its Board of Governors to assist in the modification and improvement of the Institution's media services. The MTC Technology committee may also assist in the evaluation process with a periodic survey of faculty regarding technology and media services.

Inventory of Equipment

All property which is purchased from any funding source for use in the school system, as well as items of property built by the District, become School Board property. Items valued above the statutory amount (\$1000 or higher) must be reported for assignment of a property record number and inclusion in the Manatee County School District's property inventory, however all computers, iPads and e-readers are tagged regardless of cost. Property purchased with Internal Account funds must be made on a District Purchase Order using project #0851, designated for Internal Accounts. Items will

be shipped to Central Distribution (5310) for receipt and processing through Property Records.

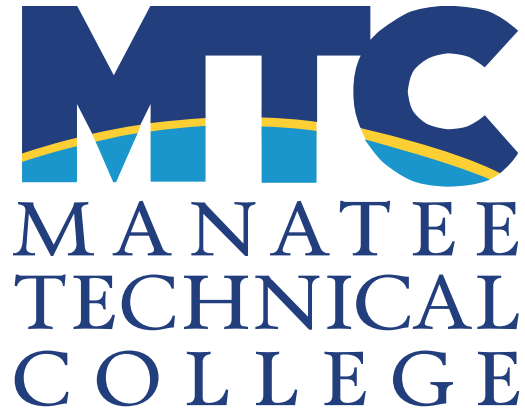
Donations of tangible personal property valued over \$1,000 must be School Board approved prior to acceptance. Donated items must be in compliance with all health and safety requirements. Consider the appropriateness or feasibility of providing District support for the operation and maintenance of such property. Donation Form - 41-00986 must be used for all donations.

All tangible personal property shall be inventoried annually at each school and district site by the Property Records Department. Site administrators are responsible for all property at their site.

Lost or Stolen property: All losses involving theft or vandalism shall be reported to local law enforcement agencies. The School District's Risk Management Department & Property Records Department should be notified immediately. To report lost or stolen property, use form 41-00988 and include the case number for the police report.

Repair, Maintenance, and Replacement

Manatee Technical College is committed to providing sufficient media equipment, supplies, and learning resources that are relevant, current, and in working order. It is expected that it will be necessary to repair, maintain, and/or replace existing media equipment, supplies, and learning resources. The MTC Instructional Equipment and Supplies Plan should be consulted for protocols involved in their repair, maintenance, disposal, and replacement of media equipment and learning resources. Tuition Funds are routinely allocated to assist in repairs, maintenance and replacement of media resources.



Standard 6

Physical Facilities Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



Table of Contents

Adequacy &	
Improvement.....	3
Physical	
Facilities.....	3
Technical	
Infrastructure.....	4
Evaluation &	
Revision.....	5

Adequacy & Improvement

Physical Facilities

Manatee Technical College has developed this plan to address and maintain the adequacy and improvement of all physical facilities for our campuses.

MTC delivers services and instruction at the following locations:

- MTC (main campus)
6305 State Road 70 East, Bradenton, FL 34203
- MTC East Campus (Branch campus)
5520 Lakewood Ranch Blvd., Bradenton, FL 34211

The maintenance of facilities at the above locations is managed through the Manatee Facilities and Maintenance Department. The Facilities Department is dedicated to maintaining educational facilities which support student learning through a safe, clean, and healthy environment utilizing a team of professionals dedicated to continuous improvement and service excellence. Their mission is to provide proactive, high quality custodial, building maintenance and grounds services to customers in a timely and cost effective manner. They accomplish this through an emphasis on; professionalism, quality control, highly trained staff, safety, effective communication, and preventative maintenance.

The District Maintenance Department helps Plant Managers cover specific schools. They also allocate custodial staff to each school based on specific data elements including physical facility size. MTC custodians provide routine maintenance, such as grounds maintenance, cleaning buildings, delivery of packages, waxing floors, carpet cleaning, etc. Maintenance beyond those mentioned are met by the school district tradespeople staff and/or vendors.

The MTC custodial staff utilize an online service request system to track, manage, and prioritize facility needs. MTC custodians work with the District Facilities Department to complete service requests that are beyond their scope of practice.

Regular inspections are conducted at all school district facilities to ensure federal, state, and local codes are met. If recommendations or deficiencies result from inspections, MTC staff works closely with MTC custodians and the district Facilities Department to meet the requirements.

An assigned MTC administrator meets weekly in person or by email with the Plant Manager, the MTC day, and MTC night head custodians to review outstanding service requests, prioritize, and establish completion timelines. Even though the MTC custodians do not report directly to MTC administrators, they work closely together to ensure an adequate, safe, health physical environment for students, staff, and visitors.

Technical Infrastructure

Manatee Technical College has developed this plan to addresses and maintain the adequacy and improvement of the school's technical infrastructure. In order to maintain adequate technical infrastructure, MTC employs one technology specialist to manage and maintain MTC's computer hardware and network. He mainly sets up computers and printers on MTC's network. He orders hardware, software, and accessories. He helps staff

problem solve and reports issues to the Manatee County Information Technology department.

The Manatee County School District Information Technology department is in control of all other aspects of the technical infrastructure. They maintain the security and backup for all network information and data. They support, order, repair the technology for the entire county including MTC.

Evaluation & Revision

MTC's method for evaluation and revision of adequacy of the technology infrastructure is accomplished through regular system diagnostic report analysis, technology request review and analysis, and assistance through the district information technology department.

This plan is reviewed annually by MTC's School Advisory Council (SAC).



Standard 6

Health and Safety Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



Table of Contents

Overview	3
Accident Recording System	5
Employees.....	6
Emergency Care	7
Students	8
Public	8
Accident Investigating System	9
Site Emergency Plan	9
Crisis Response Plan	10
Safety Data Sheets	11
Photo Identification - Employee Badges	12
Jessica Lundsford Act	12
School Resource Officer – Campus Security.....	13
Evaluation – Revision	13

Overview

Manatee Technical College (MTC) is part of the School District of Manatee County (SDMC), located in Bradenton, Florida. Our administrators, instructors, and support staff members are dedicated to providing a safe learning environment for our students. MTC maintains a learning environment which motivates students to acquire marketable skills in safe, structured, positive, and orderly classrooms and laboratories. Safety Policies and Compliancy can be accessed via the internet at:

http://www.manateeschools.net/pages/SDMC/Departments/District_Support_Services/HR/Risk_Management/Safety_and_Compliance.

The written plan is implemented at all MTC locations. To fulfill the goal of maintaining a safe and healthy environment on a daily basis, the School District of Manatee County, overseeing all public schools including MTC implements policies, processes, and procedures relating to health and safety issues. These safety policies are in place, implemented, and regularly evaluated and revised through thorough reviews of accident reports, Safety Meetings, as well as soliciting input from employees and students through a suggestion box at the front desk and encouragement to express any safety concerns to their instructors or staff members. There is a system for reporting and investigating accidents that is followed by all staff as evidenced in the employee safety manual on the SDMC website.

The School District of Manatee County has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Goals of preventing or at least minimizing injuries to employees, coworkers, students, as well as patrons and visitors are developed, and maintained to protect everyone.

All employees must comply with the following requirements:

- Observe all safety rules
- Familiarize yourself with School District critical incident plans/procedures and emergency preparedness protocols
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines they have been trained and authorized on
- All employees must wear their employee ID card while on school district property per rules of the School District of Manatee County.

Employees with questions or concerns relating to safety programs and issues should read the Employee Safety Manual, contact their immediate supervisors or the Safety Committee at MTC. In addition, the School District of Manatee County has a Risk Management Department to address issues. The Risk Management Department is charged with the responsibility of health and safety, but everyone is involved in the process. Anyone who becomes aware of an unsafe condition or practice, or witnessed a near miss accident, it is important that they report the circumstances to the Risk Management Department and to your campus facility maintenance personnel. This action may prevent a future accident.

We are a diverse and dispersed organization, and the staff at our various locations are more aware of their environment than anyone. If you become aware of an unsafe

condition or practice, or witness a near miss accident, it is important that you report the circumstances to the Risk Management Department and to your campus facility maintenance personnel. Your action may prevent a future accident.

Accident Reporting System

The accident reporting procedure is performed online through the School District of Manatee County website. All accidents or “near misses” must be reported immediately and an accident investigation is conducted. The purpose is to evaluate the accident, review how it happened, and determine if a potential hazard exists which can be reduced or eliminated so future incidents are not repeated.

All of our employees are expected to complete basic safety training, follow all safety policies, and use common sense in their daily activities.

Employees

As an employee, you are responsible to:

- Immediately report any injury received on the job to your supervisor or manager.
- Contact, or have your supervisor contact, the case manager prior to seeking medical care for an occupational injury that does not require emergency treatment.
- Obtain all medical care from providers authorized by the claims administrator.
- Follow your provider’s instructions regarding your treatment.
- Keep all scheduled appointments.
- Return to active employment when released by your physician.

Claim Reporting System in the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify his/her Supervisor who, in turn, will receive authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the Triage Nurse Case Manager. **ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.**

Emergency Care

- If it is a true emergency, have someone call 911 or take you to the nearest emergency room
- A MTC supervisor will call the School District of Manatee County to report the incident
- Any additional medical care that is needed will be coordinated through them.

After-hours medical care is available 24 hours a day, seven (7) days a week (including holidays). If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employee must notify supervisor no later than the next business day. Traveling employees except in emergency situations, who are injured outside of the service area must report injury immediately to the School District of Manatee County and Florida Blue to obtain prior authorization for the treatment. Unless prior authorization is received for non-emergency care outside of the service area, the employee could be held responsible for payment.

Students

If a student suffers work related injury/illness, a Student Accident Report should be completed on the same day of the incident and submitted that day to the Director’s Secretary. The Director’s Secretary will retain a copy for MTC’s files and submit the form to the School District of Manatee County’s Risk Management department for filing and/or action.

Public

If a non-district employee or student suffers work related injury/illness, a Public Incident Report should be completed on the same day of the incident and submitted that day to the Director's secretary. The Director's Secretary will retain a copy for MTC's files and submit the form to the School District of Manatee County Risk Management department for filing and/or action.

Accident Investigation System

The MTC Director completes a Supervisor Investigation Report as necessary and submits the report to the School District of Manatee County Risk Management office before the end of the working day on which the incident is reported. A Public Incident Report or Student Accident Report submitted to the district Risk Management office is investigated through their department procedures.

Site Emergency Plan

Each MTC Campus site has a specific Site Emergency Plan. Emergency procedures are in every program including administrative and common areas.

Every MTC classroom and lab area has a copy of the Manatee County Schools Emergency Plan (red flip book). Every year at the first staff meeting of the school year, the plan is reviewed with staff. The plan is designed as a quick reference resource for the classroom and is part of the School District of Manatee County's Emergency Operations Plan. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. The school district's Emergency Operations Plan considers lessons learned from prior school incidents to highlight the importance of preparing for any hazard or emergency. The school district's Emergency Operations Plan is aligned with the emergency planning practices incorporating national, state, and local level safety practices and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery.

Part of the School District of Manatee County's Emergency Operations Plan requires each school site to conduct regular drills for various scenarios (fire drills are required monthly implementing primary and secondary means of egress, severe weather such as tornado drills, lockdowns, shelter-in-place etc.) in order for staff, students, and visitors to be prepared during critical incidents. Each MTC Site's Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident.

Drills are announced on the intercom system and conducted so that students and personnel can react quickly and appropriately to an actual incident. All occupants of the school must participate. During the drills, administrators and selected staff members check students and staff leaving the buildings according to the plan. The plan is reviewed and revised annually or more frequently if needed.

Crisis Response Plan

The MTC Crisis Response Plan is aligned with the School District of Manatee County's Emergency Operations Plan, providing MTC school sites with a guide for effective response to a critical incident. The plan is divided into five sections including Hazard Analysis, Method of Operations, Emergency Management Goals and Objectives, Appendices and Annexes. The plan utilizes the National Incident Management System (NIMS) and establishes the Incident Command System (ICS) in crisis response to ensure School District of Manatee County sites will be adequately prepared to deal with an

emergency. Roles and responsibilities will be outlined to aid in the organization of preparation, response and recovery from a threatened or actual emergency.

This emergency response plan is developed according to the School District of Manatee County's policy. All district schools have developed and implemented a school security program meeting the Florida State Statute 100.7 district school board duties relating to student school safety, including section (4) (a) which states that "the district board shall establish model emergency management and preparedness procedures."

A Crisis Response Team (CRT) is the group of individuals who work together to manage the emergency response of a critical incident at the school site. The CRT is comprised of both on site staff and administration. There will be one CRT at each school site. CRT members are made aware of the responsibilities entailed in being a member of the CRT. A CRT is established every August for each school site, and is posted for the School District of Manatee County's review.

The Crisis Response Plan is distributed to each school site. Local law enforcement, fire, and emergency management agencies will receive updated copies each August. Up-to-date USB devices will be forwarded to local first responders for emergency planning/response purposes through the school district's Safety and Security/Emergency Management office.

Safety Data Sheets

All school site Safety Data Sheets (SDS) are maintained and available in each laboratory in a visible "Right to Know" station, as well as the warehouse, and all areas where chemical storage is located. In addition, MTC has posted the National Fire Protection Association (NFPA) diamond shaped Chemical Hazard Sign on the outside of labs. Access to MTC's SDS is also accessible through the School District of Manatee County's intranet. The SDS sheets contain information on the composition of chemical substances and provide guidance on the use, storage, spill clean-up and first aid requirements, as well as the proper disposal of substances.

Photo Identification – Badges

To properly identify those persons who are authorized to be on campus, MTC has developed a system of color coded photo identification badges that are issued to secondary and postsecondary students in technical programs, students in ESOL and GED classes upon registration, and to staff each year. Students enrolled in short-term or continuing education classes are issued a temporary student identification badge. All visitors must visit the front desk upon entry on the campus to receive a visitor's identification name tag. Students, staff, and guests must wear their badge in a visible location at all times, above the waist to ensure campus safety. Employee badges also provide access into the campus at most doors.

Jessica Lunsford Act

On June 20, 2007, Governor Charlie Crist signed into law Senate Bill 988, Relating to High Risk Offenders. The bill, effective on July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts. All persons who will have direct contact with

students must have completed level 2 screening requirements as described in Florida Statute 1012.32.

This pertains to school district employees, volunteers, interns, mentors, contractors, vendors, coaches, and sports officials. Guests to the campus must report to the front desk upon arrival and present a valid driver's license to be registered and are issued a temporary visitor's badge after being checked through RAPTOR, a rapid check system that identifies sex offenders listed in the State of Florida database.

School Resource Officer – Campus Security

Clearly visible on campus on foot or in a Manatee Sheriff's patrol car is a School Resource Officer (SRO) and there are multiple security monitoring cameras used to enhance security and record events. The extension campuses also have a security measures in place.

They have contact via radio, cell phones and land lines to administrators at all times. SROs are fully certified law enforcement officers working as an extension of the school principal's office. SRO's wear uniforms in order to be visible to staff, students, parents, and the community. In situations where security aides are hired by the school district, a different identifiable uniform may be worn.

School district personnel monitor campus security 24 hours a day, 7 days a week. Intruder alarm systems are maintained and inspected for all buildings by a contracted security company. Maintenance of all fire extinguishers and the fire alarm system is contracted to a licensed service company.

Evaluation – Revision

MTC's health and safety written plan is reviewed annually by MTC's Advisory Committee as well as the Board of Governors. The School District of Manatee County also oversees all requirements for each school, to ensure that mandates concerning health and safety policies and procedures are adhered to.

Revised 11/22/2016



Standard 6

MTC PRIVACY, SAFETY, & SECURITY OF DATA WITH THE TECHNICAL INFRASTRUCTURE PLAN

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



SECTIONS

1 Data Storage & NetworkAccess

2 Privacy, Safety, & Security

1. Data Storage & Network Access

The School District of Manatee County's IT Department manages all staff and student access to our domain and networks. They work closely with the Manatee Technical College IT staff to ensure MTC is operating with a safe and adequate infrastructure. Further, the School District of Manatee County's IT staff holds Microsoft Certified Solutions Expert (MCSE) credentials in the following areas: server infrastructure, desktop infrastructure, private cloud, enterprise devices and apps, data platform, business intelligence, messaging, communication, and SharePoint. This allows direct knowledge regarding Microsoft's best practices in technology infrastructure.

MTC employees and students are provided with credentials to access the MTC network and provided server space to store digital materials. When an employee is no longer a staff member or when a student is no longer enrolled, their access to the server and network is revoked.

2. Privacy, Safety, & Security

Application and User Security

User Authentication: User data on our database is logically segregated by account based access rules. User accounts have unique usernames and passwords that must be entered each time a user logs on.

User Passwords: User application passwords have minimum complexity requirements.

Data Encryption: Certain sensitive user data, such as account passwords, are stored in encrypted format.

Physical Security

Data Centers: MTC's information systems infrastructure (servers, networking equipment, etc.) is located in a district controlled restricted access only area at the remote district facility. Some limited use servers are secured in a locked MDF at the MTC Main Campus. The School District of Manatee County owns and manages all equipment located in our data center.

Data Center Security: The School District of Manatee County's data center is surveilled 24 hours a day, 7 days a week. Access is fully secured with district security entry requirements.

Environmental Controls: All district and MTC IT facilities are maintained at controlled temperatures and humidity ranges which are continuously monitored for variations. Smoke and fire detection and response systems are in place.

Back-Ups: Back-Ups are performed on a daily basis. All back-ups have storage on and off-site.

Standard 7

Refund Policy

Manatee Technical College has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges. Refunds will not be processed until all financial obligations have been cleared.

Books and uniforms purchased at the MTC Bookstore may be refunded within 10 days of the date of purchase. To return books, they must be unused with no marks. If the book was purchased in shrink wrap, the shrink wrap must still be intact.

Uniforms must be undamaged and not washed or worn. IF the uniform was special ordered, there are no refunds. Students need to see bookstore personnel for refunds. Uniforms or books purchased from an outside vendor must adhere to that vendor's refund policy.

Books and uniforms purchased from the Criminal Justice Academy are non-refundable.

Tuition and fees refunds are as follows:

1. If, before the first class meets, MTC cancels a class, denies a students' enrollment, or a student withdraws:
 - a. TUITION – 100% refund
 - b. FEES – All fees refunded except application fee/parking fees (if issued)
2. If a student is enrolled or enrolls during a quarter, but withdraws within the first 2 weeks of enrollment (including no-shows):
 - a. TUITION – 100% refund
 - b. FEES – Any amount over \$100 refunded, excluding registration, application, and parking fees (if issued).
3. If a student is enrolled and withdraws on or after the 15th calendar day of the programs start date or students' official enrollment date:
 - a. TUITION – No refunds
 - b. FEES – No refunds

*There is no refund for any class of less than 32 hours. There is no refund for personal enrichment classes if the student attends one class. There is no refund for the TABE test.

Refunds for students who are in the military and are called to active duty will be approved on an individual basis by an Assistant Director and/or Director.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 3 days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Students may request a refund through a counselor at the time they complete their withdrawal form. However, MTC will refund tuition and fees without a request from the student. All refunds will be distributed within 45 days of the completed refund request or once a students' unofficial withdrawal has been ascertained. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days). An official or unofficial withdrawal is determined by the next class meeting after the last date of attendance. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

Please note that MTC does not require up-front payment for an entire program. Actual refunds will be made based on actual payments received at the time a refund is deemed necessary.