

## Polk State College Procedure

Subject	Reference	Date	Number
Equal Access, Equal Opportunity, and Equity	Rule 1.05	9/1/2020	6052

### I. Purpose

Polk State College has the responsibility of providing equal access, equal opportunity, and equity. Notification to stakeholders is carried out as follows:

- A. The College notifies the College community and the College's service area regarding its commitment to equal access, equal opportunity, and equity through its equity statement and various publications. Additionally, the identity of the College's Chief Diversity Officer/Title IX Coordinator and the location of the Office of Equity, Diversity, and Inclusion are widely published. Publications include a statement that Polk State College is committed to and encourages equal access, equal opportunity, and equity in its programs, services, and employment opportunities.
- B. The College produces an annual report for the State Board of Education describing the College's compliance with both federal and state guidelines on providing equal access and equal opportunity. Periodic meetings with the President's Staff membership allow for discussion and feedback related to progress made toward noted outcomes within the *Florida Educational Equity Act* report and update. Discussions also include the College's *Institutional Employment Accountability Plan*.

### II. Responsibilities

- A. All major College promotional materials intended for external distribution must include the College's *Equal Access/Equal Opportunity (EA/EO) Statement* (also known as the non-discrimination statement). All College job postings and advertisements must contain language that indicates that Polk State College is an equal access/equal opportunity employer.
- B. The following administrators are responsible for providing information necessary to complete official reports regarding equity and access to the Chief Diversity Officer/Title IX Coordinator for the Office of Equity, Diversity, and Inclusion:
  - Vice President of Business Administration and Financer
  - Vice President of Academic Affairs
  - Vice President of Institutional Effectiveness, Accreditation, and Research
  - Vice President of Student Services
  - Vice President of Workforce Education and Economic Development
  - District Vice President of Institutional Advancement/Executive Director of the Foundation
  - Chief Information Officer
  - Associate Vice President of Communications and Public Affairs

III. The Polk State College Equal Access/Equal Opportunity (EA/EO) Statement

The following are to be printed in College literature to inform stakeholders of the College's policies.

A. The following is Polk State's EA/EO Statement:

*Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College.*



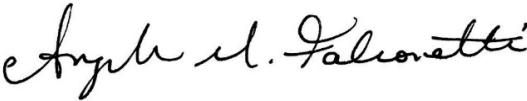
B. The following is the College's non-discrimination statement:

*Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding non-discrimination policies:*

<Name>  
 Chief Diversity Officer/Title IX Coordinator  
 Office of Equity, Diversity, and Inclusion  
 <College Address>  
 <Phone and Extension>  
 <Email>  
 <website>

**History**

Adopted: March 1989  
 Revised: January 15, 1997; May 23, 2006; June 17, 2008; March 15, 2016;  
 December 4, 2018; and September 1, 2020

	9/8/2020		9/8/2020
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
			9/8/2020
<b>President's Approval</b>			<b>Date</b>