G. The alleged Code violator shall have the right to testify in his/her own behalf, or to refuse to testify without such refusal being construed against him/her.

H. The violations of the Code may be presented by either the appropriate Dean of Student Services or another agent of the College appointed by the Dean of Student Services.

I. A record of the proceedings shall be made and preserved for not less than sixty (60) days.

J. Order of Business:
   1. Call to order—Chairperson
   2. Statement of case to be heard—Chairperson
   3. Opening Statement—Complainant or College Delegate
   4. Opening Statement—Alleged Violator of Code
   5. Presentation and question of evidence and witnesses for the Complainant or College
   6. Presentation and question of evidence and witnesses for the Alleged Violator
   7. Closing Statement from the Complainant or College Delegate
   8. Closing Statement from the Alleged Violator
   9. Closing comments and announcements regarding the calendar—Chairperson
   10. Adjournment—Chairperson

K. Deliberations of the Committee shall be conducted out of the presence of the student who allegedly committed the Code violation and with no other persons or spectators present.

L. No record or transcript of the Committee’s deliberations shall be made except a formal record of the Committee’s action.

( SS Operations Procedure 3/5/14)

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

Hillsborough Community College (HCC) will only use your social security number (SSN) as needed for lawful purposes within the business of HCC and for those specific purposes identified by the Social Security Administration, the Internal Revenue Service and other state and federal regulatory agencies. The SSN will not be used in any information system as the primary identification of individuals unless required by law. HCC is committed to provide security for our students, faculty and staff; and recognizes that the threat of identity theft is a growing problem. HCC departments that are authorized and required to collect, transmit, store or use a SSN will do so in a secure manner. Violations of this policy may result in disciplinary action up to and including discharge or dismissal in accordance with HCC rules and procedures.

In compliance with Section 119.071(5), Florida Statutes, this document serves to notify you of the purpose for the collection and usage of your SSN.

HCC collects and uses your SSN only for the following purposes in performance of the College’s duties and responsibilities. To protect your identity, HCC will protect
your SSN from unauthorized access, never release your SSN to unauthorized parties, and assign you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at HCC.

For the student information system (Hawknet), the primary identifier for a student will be the student identification number, which will be used to access student education records, and for electronic and paper data systems that identify, track and service students. Faculty and staff will require students to provide their student identification number for all transactions and not SSNs for any transactions requiring access to student records.

**Human Resources Department**
Providing your SSN is a condition of employment at HCC. Your SSN is used for legitimate employment business purposes in compliance with:

- Completing an Employment Application/Packet
- Completing and processing background checks
- Completing and processing the Federal I-9 (Dept. of Homeland Security)
• Completing and processing Federal W4,W2, 1099 (Internal Revenue Service)
• Completing and processing Federal Social Security taxes (FICA)
• Processing and distributing Federal W2 (Internal Revenue Service)
• Completing and processing quarterly unemployment reports (FL Dept. of Revenue)
• Completing and processing Florida retirement contribution reports (FL Dept. of Revenue)
• Processing workers compensation claims Florida Community College Risk Management Consortium (FCCRMCC) and Dept. of Labor
• Completing and processing direct deposit files
• Completing and processing 403b and 457b contribution and similar reports
• Completing and processing group health, life and dental coverage enrollment
• Completing and processing various supplemental insurance deduction reports

Financial Aid
The HCC Office of Financial Aid requires students to submit their SSN on various financial aid forms to coordinate institutional, state and federal financial aid programs.

Admissions
The HCC Admissions Department will collect student SSNs, which are needed for federal reporting requirements. However, students are assigned a student number which will be used for all college business of identification. All SSNs are protected by FERPA and are never released to unauthorized parties.

Financial Services
The HCC Financial Services Office uses student SSN's to report information to the Internal Revenue Service (IRS) via 1098T, the Florida Prepaid Tuition Plan, to third parties paying for tuition and fees on behalf of the student, for reporting information to collection agencies, and for reports required by the state and federal government.

Library
Student, faculty and staff SSNs will be used in the libraries' patron database (LINCC) for online login authentication, patron verification and the elimination of duplicate records.

Outreach Programs
The Upward Bound College Reach Out Program is a youth outreach (intervention) project funded by discretionary grants from the United States or Florida Department of Education (FDOE). As such, the project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or, are permanent residents of the United States. In order to verify a participant's project eligibility, SSNs are required and also later used when submitting information for the annual performance reports due to the United States or FDOE.
**Workforce Programs**

These programs, funded through the Agency for Workforce Innovation (AWI), use your SSN as an identifier for program enrollment and completion. Also, it is used for entering placement information into the statewide data collection and reporting system. Because these are performance-based contract programs, AWI requires that all participants and their program-related activities be recorded in the Florida state system.

**SEXUAL ASSAULT**

**HCC Policy and Procedures**

Sexual assault and any attempt to commit sexual assault are serious criminal offenses that will not be tolerated by HCC. The term “sexual assault,” is commonly used to include such criminal offenses as sexual battery, sexual abuse, sexual misconduct, severe types of sexual harassment and other offenses of this nature, including instances of assault and battery.

A sexual assault incident or attempted sexual assault either on College property, on adjacent property, or at a College-sponsored or related event, should be immediately reported to a Public Safety Officer. Immediate reporting is necessary to preserve evidence for the proof of a criminal offense. If the student wishes, HCC personnel may be contacted to assist in notifying the authorities. In turn, the incident will be immediately reported to a local law enforcement agency. An internal investigation will be conducted and it will in no way obstruct the investigation being conducted by local law enforcement. If requested by the student and reasonably available, HCC will change a victim’s academic schedule after an alleged sex offense.

College staff will assist and cooperate with local law enforcement with the investigation. Sexual assault incidents will be uniformly handled by the College in a confidential manner to the extent allowed by law and in accordance with administrative procedure.

**Crisis Management Committee**

HCC maintains a Crisis Management Committee that will respond to crises including sexual assaults that may occur. The committee will work directly with local law enforcement to assist with the investigation solely on an as needed basis and/or if requested by the agency. The Committee will also establish a cooperative environment for the local law enforcement agency to provide the agency assistance dealing with students, parents and staff regarding the incident and any concerns that may surface.