

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
RECOMMENDATIONS TO THE DISTRICT BOARD OF TRUSTEES	01-0501	1 OF 1
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-1.5 District Board of Trustees – Organization and Operation	October 18, 2023	

## **Purpose**

The purpose of this procedure is to establish the process for the submission of recommendations to the District Board of Trustees (the Board) for its action. These procedures apply to all items on the agenda including those submitted for information.

## **Procedure**

- A. The College President advises and counsels the Board as required and has the responsibility to recommend to the Board actions deemed necessary for the efficient operation of the College. The Office of the College President is responsible for the collection, review and preparation of these recommendations (the agenda).
- B. The recommendations which will make up the agenda for any given meeting of the Board will be developed within the administrative unit responsible for the functional area to which the recommendation applies. These agenda items will be prepared as recommendations from the College President to the Board.
- C. Each agenda item will be prepared in accordance with the schedule outlined in Administrative Procedure 01-0502 and in the format prescribed in Administrative Procedure 01-0503.
- D. Prior to the inclusion of any recommendation as part of a Board agenda, the submission will undergo an appropriate staff review. The extent of this review and the individuals/bodies conducting the review will be determined by the nature of the item.
- E. General Board action and information items will undergo an appropriate administrative review.
- F. Additionally, agenda items which pertain to the adoption, modification or repeal of Board Rules and items which have general applicability to the College staff and/or students (Administrative Procedure Act items) will be reviewed by the Administration Support Manager within the Office of the College President for compliance with Florida Statutes, State Board of Education Rules and Board Rules and to ensure the recommendation is in the best interest of the College, its students and its staff.
- G. In the absence of a recommendation from the College President as outlined above, individual Board members may recommend actions to the entire Board. Such recommendations are subject to the Public Notice requirements presented in subsequent sections of this chapter the same as any other agenda item.

REFERENCES: FS 120.54, 1001.61, 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: June 27, 2012, December 14, 2015, October 18, 2023