

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
ADMINISTRATIVE POLICIES AND PROCEDURES – DEVELOPMENT AND MAINTENANCE	02-0206	1 OF 3
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-2.2 Internal Organization	February 22, 2016	

Purpose

The purpose of this procedure is to establish responsibility and the process for the development of District Board of Trustees (DBOT) rules and policies as well as for the establishment of administrative procedures for the efficient, effective and proper management of College functional areas.

Procedure

A. The College President has the authority and responsibility to develop, recommend and implement rules, policies and procedures. This responsibility is hereby delegated to the administrative units of the College as follows:

Title	Volume Number
District Board of Trustees	I
Administration	II
Human Resources	III
Finance and Accounting	IV
Purchasing	V
Business Services	VI
Information Technology	VII
Facilities Planning and Construction	VIII
Instruction	IX
Education Support Services	X
Student Services	XI
Staff and Program Development	XII
Other Key Administrative Areas (including Public Affairs, Foundation)	XIII

B. Board rules, policies and administrative procedures, under this assigned responsibility, shall be developed, maintained and periodically reviewed at the direction of the College President. The DBOT is responsible for approving all local policies and rules which govern the College in accordance with Federal regulations, Florida statute, and State Board of Education Rules. Administrative procedures, when approved by the College President, have the full force and effect of the Board rules and policies which they implement.

1. Development and Maintenance

- a. The College President shall designate a process by which all DBOT rules and College procedures are developed, maintained and revised on a continuous cycle.
- b. In accordance with the process designated by the College President, the Cabinet member who has assigned responsibility for the affected functional area shall draft new/amended DBOT



ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
ADMINISTRATIVE POLICIES AND PROCEDURES – DEVELOPMENT AND MAINTENANCE	02-0206	2 OF 3
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-2.2 Internal Organization	February 22, 2016	

policy or College procedure in coordination with other interested and/or affected offices, as appropriate. Any affected or interested party may recommend new or revised policies and procedures to the responsible administrator. Responsibility for assuring adequate stakeholder review rests with the Cabinet member responsible for the proposed policy or the proposed procedure.

- c. All existing/approved College administrative procedures shall be reviewed on a continuous cycle for routine updating, however, updates due to changes in DBOT policy, or State or Federal law, rules, and regulations shall occur as appropriate and necessary.
- d. Each section of administrative policy and procedure shall begin with a **Purpose** statement; i.e., "To describe the result or intended aim of the administrative rule or operational procedure."
- e. For Administrative Procedures, this shall be followed by a section titled **Procedure**. The procedure described in the section will follow this heading. Procedure will be in outline format A. 1. a. i. Subheadings may be used as required.
- f. When modifying an existing rule, policy or procedure, changes shall be [~~struck through~~] to indicate deletions and words added shall be [underscored] to indicate additions. Totally new procedures shall have all words underscored.
- g. The responsible Cabinet member shall forward all proposed new and updated College policies and procedures, using the standard template, to the College President, or designee, for adding to the Cabinet agenda for review and consideration, as necessary.
- h. The College President's Cabinet shall consider input submitted and serve as the final review point for rules, policies and administrative procedures, prior to forwarding to the College President with a recommendation for approval/disapproval.
- i. The College President will review the proposed College procedure or policy submitted by the Cabinet and may:
 - i. request additional review;
 - ii. direct changes;
 - iii. approve as submitted; or
 - iv. disapprove.
- j. Administrative procedures become effective upon the College President's approval or date designated, whereas DBOT action is required for the adoption of rules and policies. Upon the Cabinet's recommendation and following approval by the College President, a rule or policy that is being established or revised, will be recommended to the DBOT for approval following statutory authority set forth in §1004.64 F.S. and §1004.65 F.S.
- k. New or revised College procedures approved by the College President, as well as all rules and policies newly approved by the DBOT, shall be forwarded by administrative staff designated/assigned by the College President, for processing, posting to the College website, and distribution to employees via email, within one month of adoption.

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
ADMINISTRATIVE POLICIES AND PROCEDURES – DEVELOPMENT AND MAINTENANCE	02-0206	3 OF 3
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-2.2 Internal Organization		February 22, 2016



2. Routine Changes to Procedures

- a. Routine changes to procedures (editorial changes, title changes, changes which reflect prior actions or direction of the College President) may be approved and processed directly by the College President or by the individuals assigned responsibility for the Administrative Procedures, however all routine changes shall be shared for information purposes with the Cabinet, prior to processing and distribution via email and/or posting to the College website.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: February 19, 2013, February 22, 2016