

	ADMINISTRATIVE PROCEDURE MANUAL		
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	ADMINISTRATIVE POLICIES AND PROCEDURES – DEVELOPMENT, MAINTENANCE AND APPROVAL	02-0206	1 OF 3
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	6Hx7-2.2 Internal Organization	October 8,2025	

Purpose

The purpose of this procedure is to establish responsibility and the process for the development of Florida State College at Jacksonville (FSCJ/College) District Board of Trustees (DBOT) rules and policies as well as for the establishment of administrative procedures (APMs) 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 APMs, 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. APMs, 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

- The College President shall designate the process to the Board Rule/Administrative Procedure (BR/APM) Committee by which all DBOT rules and College procedures are developed, maintained and revised on a continuous cycle.
- In accordance with the process, the Executive Leadership Team (ELT) member who has assigned responsibility for the affected functional area shall draft new/amended DBOT policy or College procedure in coordination with other interested and/or affected offices, as



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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 ELT member, or designee, responsible for the proposed policy or the proposed procedure.

- c. All existing/approved College APMs shall be reviewed/revised by the BR/APM Committee on a continuous cycle for routine updating, however, updates due to changes in DBOT policy, reorganization, 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 APMs , 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 ELT member, or designee, shall forward all proposed new and updated College policies and procedures, using the standard template, to the BR/APM Committee for adding to the BR/APM Committee Meeting agenda for review and consideration, as necessary.
- h. The BR/APM Committee will send out the meeting notice with the meeting agenda and Drafts of any proposed changes to polices and/or procedures one (1) week prior to the next BR/APM Committee Meeting. Information regarding the time and location of the meeting will be included in the meeting notice.
- i. The BR/APM Committee meetings are open to all employees. Any questions or concerns regarding proposed changes to the College's policies and procedures that are on the meeting's agenda should be brought up at the meeting.
- j. Once proposed changes to a policy or procedure are approved by the BR/APM Committee, the College President will review the proposed College procedure or policy submitted by the BR/APM Committee and may:
 - i. request additional review;
 - ii. direct changes;
 - iii. approve as submitted; or
 - iv. disapprove.
- k. 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 BR/APM Committee'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.
- l. 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 the designated BR/APM

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Committee member, for processing, posting to the College website, and distribution to employees via email, within one (1) month of adoption.

2. Changes to Policies and Procedures

- a. Changes to policies and procedures (editorial changes, title changes, changes which reflect prior actions or direction of the College President) will be made when the policy or procedure is brought to the BR/APM Committee during the regular cycle review unless otherwise brought to the BR/APM Committee.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: February 19, 2013, February 22, 2016, October 8,2025