

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
REORGANIZATION OF ADMINISTRATIVE FUNCTIONS AND OPERATIONS	02-0409	1 OF 1
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-2.2 Internal Organization	June 7, 2017	

Purpose

The purpose of this procedure is to outline the process for the reorganization of administrative functions and operations within the college.

Procedure

A. Reorganization and Structure

Proposals relative to the reorganization of any unit of the College shall be submitted to the supervising administrator, the Chief Human Resource Officer and to the appropriate Vice President. The proposal shall include the rationale for and anticipated benefits of such reorganization and provide a detailed summary of changes in roles, reporting relationships and operating costs. Proposed position descriptions shall also be provided if new or revised positions are attendant to the proposed reorganization. Finalized reorganization proposals shall be approved by the College President.

B. Change of Approval Authority

1. District Level – If a position that holds signature or approval authority is eliminated due to a reorganization, then such signature/approval authority shall be transferred to the appropriate Vice President with oversight over that applicable area of the College. All academic related approvals shall be routed through the appropriate chain of command within Academic Affairs. All business and facility related approvals shall be routed through the appropriate chain of command within Business Affairs.
2. Campus/School Level – If a position holds a minor campus level signature or approval authority that is operational in nature (i.e. facility use agreements, campus events, etc.) and that position is eliminated due to a reorganization, then such signature/approval authority shall be transferred to the highest operational administrator located on the campus with oversight of campus operations. If a position that holds a minor school related signature or approval authority that is academic in nature (i.e. affiliation or clinical agreements) and that position is eliminated, then such signature/approval authority shall be transferred to the highest academic administrator with direct oversight over the applicable school.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: April 7, 1998

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