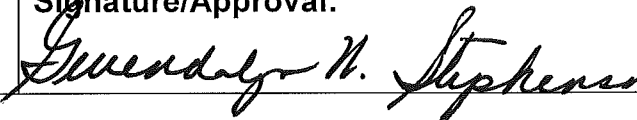


## ADMINISTRATIVE RULES

<b>Title: DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION OF THE ADMINISTRATIVE RULES AND ADMINISTRATIVE PROCEDURES</b>	<b>Identification:</b> 6HX-10-2.02
	<b>Page:</b> 1 of 1
	<b>Effective Date:</b> 2/1/06
<b>Authority:</b> SBE 6A-14.0261; 6A-14.0271 FS 120.53; 1001.64; 1001.65	<b>Signature/Approval:</b> 

### PURPOSE

This rule establishes policy regarding the development and implementation of policies, rules and procedures.

### RULE

The District Board of Trustees is the legal governing body for the operations of the College and is vested with the responsibility to operate the community college and with such necessary authority as is needed in accordance with the provisions of state laws and rules of the Florida Department of Education. The Board of Trustees will focus primarily on policy-making responsibilities rather than on day-to-day management responsibilities of the President. The Board may adopt rules, procedures and policies as permitted by state statutes and rules of the Florida Department of Education, after considering recommendations submitted by the President, as are necessary to operate the College in such a manner as to assure fulfillment of the responsibilities assigned to the District Board of Trustees.

The President is responsible for the effective administration and supervision of the College, which includes the implementation of Board approved policies, rules and procedures. These policies, rules and procedures may supplement those prescribed by the Florida Board of Education if they will contribute to the more orderly and efficient operation of the state community college system.

The President will recommend to the Board all new and amended administrative rules, as well as deletion of rules in accordance with the provisions of the Florida Administrative Procedures Act for the advertisement and approval of administrative rules. Any change in state statute or the Florida Department of Education regulations that directly impacts on an administrative rule, will amend the specific rule accordingly until such time as the rule is amended.

The Board of Trustees delegates to the President the authority to implement administrative procedures to enhance the efficient, effective and proper management of the College to allow for flexibility in decision-making at each level of operation.

College personnel are responsible for adhering to the Board's policies, rules and procedures. An employee may be subject to disciplinary action for violating a policy, rule or procedure.

The President will ensure that copies of the administrative rules, administrative procedures and forms are available at each campus and the District Administrative Offices.

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### History:

Revised: 10/19/94, 5/15/02, 4/20/05; Formerly: 6HX-10-1.001 and 6HX-10-1.002