

## ADMINISTRATIVE PROCEDURES

<b>Title:</b> <b>SUBMISSION OF ITEMS FOR INCLUSION ON THE COLLEGE'S DISTRICT BOARD OF TRUSTEES' AGENDA</b>	<b>Identification:</b> 1.00
	<b>Page:</b> 1 of 1
	<b>Effective Date:</b> June 11, 2013
<b>Authority:</b> SBE 6A-14.0261 FS 1001.64; 1001.65; Chapter 120	<b>Signature/Approval:</b> Dr. Ken Atwater

### PURPOSE

This procedure establishes guidelines for the submission of items for inclusion on the College's District Board of Trustees' agenda.

### PROCEDURE

The President is responsible for preparing the agenda for meeting of the District Board of Trustees, which includes submitting recommendations to the Board that promote the efficient operation of the College.

Board items will be developed within the appropriate administrative unit and prepared as recommendations from the President to the Board on the approved Board agenda form.

The President's Office will distribute a monthly timetable regarding the submission of Board items and the meeting schedule for the Board meeting(s).

The Board meeting schedule will also be posted on the College's webpage.

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### History:

Adopted: 2/23/78; Revised: 8/1/85; 9/24/91; 5/19/95; Formerly: 1.002