

ADMINISTRATIVE RULES

Title: DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION OF THE ADMINISTRATIVE RULES AND ADMINISTRATIVE PROCEDURES	Identification: 6HX-10-2.02
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Authority: SBE 6A-14.0261 FS 120.53; 1001.64; 1001.65	Effective Date: March 25, 2015
	Signature/Approval: Dr. Ken Atwater

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 College and with such necessary authority as is needed in accordance with the provisions of state laws and rules of the State Board 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 State Board 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 State Board of Education if they will contribute to the more orderly and efficient operation of the Florida 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 State Board 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 and students are responsible for adhering to the Board's policies, rules and procedures. An employee or student may be subject to disciplinary action for violating a College policy, rule or procedure.

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

History:

Revised: 10/19/94, 5/15/02, 4/20/05, 2/1/06; Formerly: 6HX-10-1.001 and 6HX-10-1.002