

College Operating Procedures (COP)



Procedure Title: Process to Develop or Revise District Board of Trustees Policies
Procedure Number: 02-0305
Originating Department: Office of General Counsel

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1001.65
Florida Administrative Code n/a

Procedure Actions: Adopted: 7/15/09; 8/1/10; 10/11/10; 2/4/11; 3/3/11; 9/01/11

Purpose Statement: To establish procedure for the development, revision, and approval of District Board of Trustees Policies

Guidelines:

The District Board of Trustees has the ultimate responsibility for adopting policy for the operations of the College. The process of formulating policy, however, is the shared responsibility of the District Board of Trustees, the faculty, and the administration of the College. It is the policy of the District Board of Trustees to comply with relevant state and federal laws, rules and regulations at all times. Any policy, regulation, rule, or procedure found to be in conflict with a state or federal law, rule or regulation shall be null and void to the extent of the conflict. Accordingly:

I. The College shall maintain a clear distinction between Policies and Procedures.

Policies: Policies (also referred to as Board Policies) are written expressions of management philosophy and direction, established to provide guidance and assistance to administrators and other members of the Florida SouthWestern State College community in the conduct of College affairs. As governing policies, they are the responsibility of the District Board of Trustees, subject to relevant local, state and federal laws, rules and regulations. All other district or departmental procedures must be congruent with the College policies. Policies will be maintained within the Office of the President.

College Procedures: College procedures are administrative guidelines and procedures for the College community to follow in implementing College governing policies. Procedures are developed within the major units of the College, and are the responsibility of the respective head of the unit, with approval of the Cabinet, or designee. Approved College procedures will be maintained within the Office of the Vice President for Strategic Initiatives.

Departmental Procedures: These are specific internal departmental procedures that prescribe specific actions to conform to Board Policies and District Procedures, and allow for the orderly implementation of those policies and procedures. Typically, these procedures would not be used by other departments.

II. The College District Board of Trustees Policy Manual and the College Operating Procedure Manual (COP) are comprised of individual sections, each covering a specific major area that corresponds to the organizational structure of the College.

Procedures:

I. Board Policy Development/Revision:

The College President, or designee, may propose new or revised District Board of Trustees Policies. The District Board of Trustees reviews recommended policies and conducts the appropriate required public hearing process for adoption of the policies.

II. College Procedure Development/Revision:

- A. The need for a new or revised College procedure may be identified at any level of the organization. Once identified, it is communicated to the organizational unit head or vice president of the area involved to determine the need for the procedure or revision.
- B. The functional unit is responsible for developing the procedure.
- C. College Procedures must reference the appropriate Board Policy and Federal or State law or statute, as applicable.
- D. College procedures must comply with the format prescribed herein, including the procedure numbering convention.
- E. Each College Procedure is proposed by the respective functional area and submitted to the appropriate peer group for review.
- F. A copy of all College Procedures which have been approved by the constituent groups, the cognizant Vice President and by Legal Counsel will be forwarded to the President's Cabinet.

III. Departmental Procedure Development/Revision:

- A. Departmental Procedures reference the appropriate College Operating Procedure if applicable.
- B. The need for a new or revised departmental procedure may be identified at any level. The department head determines the need for the procedure or revision.
- C. The format of the procedure may be developed within the department.
- D. Departmental Procedures should be maintained in an electronic format and may be placed on the Florida SouthWestern State Document Management system.

IV. Policy and Procedure Standards

- A. The numbering and page format of Board Policy must be consistent with state requirements.
- B. The format of Departmental Procedures is standardized in accordance with this procedure. All procedures must contain the specific regulatory authority, as applicable.
- C. The numbering of Departmental Procedures follows the numbering of the Board Policies.

V. Review of Policies and Procedures

All policies and procedures will be reviewed and revised as appropriate and are the responsibility of the department head.