

## Florida SouthWestern State College District Board of Trustees Agenda Item Summary

Meeting Date: 11/14/2017

1. **Title:** Adoption of New District Board of Trustees Policy 6Hx6:1.10 (Emergency Operations)
2. **Action Requested/Purpose:** Approval
3. **Fiscal Impact:** ☐ Yes ☒ No ☐ N/A
4. **Funding Source:** N/A      Amount: \$
5. **Administration Recommendation:** Approval

**6. Agenda Item Type:**

- ☒ Action Item  
☐ Consent Agenda  
☐ Information Only  
☐ Board Requested Information/Report

**7. Requirement/Purpose (Include Citation)**

- ☐ Statute  
☒ Administrative Code § 6A-14.0734(3)  
☐ Other

**8. Background Information:** F.A.C. § 6A-14.0734, governs procurement practices by Florida colleges. F.A.C. § 6A-14.0734(3) provides that the college president or designee, may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance ***in accordance with rules established by the local board of trustees***. The proposed policy provides the President with authority to waive procurement in emergencies and also grants the President additional authority to respond to emergent circumstances in College operations.

**Requested by:**

  
General Counsel

**Funding Verified by:**

  
Vice President, Administrative Services

**Approved for Agenda by:**

  
President

**District Board of Trustees Policy  
(BOT)**



**Policy Title:** Emergency Operations

**Policy Number:** 6Hx6:1.10

**Specific Authority:**

Florida Statute 1001.64;  
Florida Administrative Code Section 6A-14.0734

**Policy Approved:** XX/XX/XX

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**Policy:**

1. The College President, or designee, shall establish, or cause to be established, safety and security procedures for the well-being of the College and the College community.

2. To ensure the safety and security of students, employees, and property of the College in emergency situations, the College President, or designee, is hereby authorized as follows:

- A. to close the College, a College campus and/or center or any portion thereof;
- B. to request utilization or assistance of law enforcement and other agencies as appropriate;
- C. to reschedule classes and work periods to meet requirements and policies of the College and to conform to applicable external mandates;
- D. to take any other actions reasonably deemed necessary;
- E. to approve emergency pay for employees required to work in order to maintain and/or protect the facilities of the College;

3. In emergencies, when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance:

- A. the College President or designee, is authorized to waive the solicitation requirements imposed by Florida Administrative Code, Section 6A-14.0734; and,

B. the President's authority to execute all documents, agreements, contracts and instruments of payment and conveyance on behalf of the District Board of Trustees shall increase from the amount provided in Board of Trustees Policy 6Hx6:1.02 to an amount not exceeding one million dollars (\$1,000,000).

4. The President shall inform the District Board of Trustees of any of the emergency actions taken at the next meeting following the emergency.