

# Policy Manual



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|---|-----------------------------|
| <b>Title:</b> Consent Agenda                        | <b>Number:</b><br>6Hx2-1.22 |
| <b>Legal Authority:</b> Fla. Statutes 1001.64(4)(b) | <b>Page:</b><br>Page 1 of 2 |

## GENERAL STATEMENT

It is the intent of the District Board of Trustees to allow sufficient time at regularly scheduled Board meetings for strategic discussions on academic and administrative direction of the College. Therefore, the Board directs the use of the Consent Agenda for routine items requiring Board approval in accordance with this policy. The president shall establish procedures that comply with this policy.

## THE POLICY and THE FACULTY AND STAFF

1. The consent agenda should consist of routine academic, financial, legal and administrative matters that require Board approval, including but not limited to:
  - a. Routine academic matters
  - b. Routine curriculum or program changes
  - c. Approval of grants or donations.
  - d. Articulation or affiliation agreements in support of approved academic curriculum or programs.
  - e. Disposal of surplus property.
  - f. Financial warrants.
  - g. Human resource recommendations, including employment and separation of personnel.
  - h. Contracts for goods and services, in compliance with Procurement Policy/Procedure 6Hx2-6.34, required to implement approved budgeted expenditures with annual value not to exceed \$1,000,000.
  - i. Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services, as detailed in F.S. 287.055, for approved projects whose value does not exceed \$2,000,000.
  - j. Additional items as may be deemed appropriate by the Chair.
  - k. Ministerial changes to policies.
2. Consent agenda items are expected to be routine and non-controversial.
3. The consent agenda generally is voted on in a single majority vote, but it may be divided into several, separate items.
4. Motions, resolutions and all supporting materials for the consent agenda should be sent to Board members at least one week in advance.
5. The Chair will ask if any member wishes to remove an item from the consent agenda for separate consideration. Any trustee may request that a consent agenda item be considered separately.

## IMPLEMENTATION and OVERSIGHT

The President, or designee(s), has the responsibility for the implementation and oversight of this policy.

**History:** Adopted as policy on October 23, 2012; revised January 27, 2015

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| <b>Approved by the Board of Trustees</b> | <b>Date</b><br>1/27/2015 | <b>President's Signature</b><br> | <b>Date</b><br>1/27/2015 |
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## VIOLATION OF POLICY

All individuals in violation of these established policies and procedures may be subject to disciplinary action, up to and including termination.

**History:** *Adopted as policy on October 23, 2012; revised January 27, 2015*

**Approved by the  
Board of Trustees**

**Date**  
1/27/2015

**President's Signature**

A handwritten signature in black ink that reads "J. David Anthony Jr." in a cursive script.

**Date**  
1/27/2015