

Policy Manual



Title: General Powers, Duties, and Responsibilities of the President	Number: 6Hx2-2.01
Legal Authority: <i>Fla. Statutes</i> 1001.65; 1012.855 <i>Fla. St. Bd. of Ed. Admin. Rules</i> 6A-14.0261; 6A-14.0262	Page: Page 1 of 4

General Powers. In accordance with *Florida Administrative Code*, Chapter 6A-14.0261, the President shall:

1. Exercise general oversight of the College to determine needs and recommended improvements.
2. Advise and counsel the Board of Trustees and recommend Board action.
3. Recommend and enforce rules of the Board of Trustees.
4. Recommend and enforce minimum standards for the operation of College programs and for student completion of instructional programs.
5. Perform duties and exercise responsibilities assigned by law, by rules of the State Board of Education, and by the Board of Trustees.
6. Delegate authority necessary to insure that laws and rules are executed efficiently.

Duties and Responsibilities. In accordance with *Florida Administrative Code*, Chapter 6A-14.0262, the President shall:

1. Advise and counsel the Board of Trustees and seek the advice and counsel of the Board. Recommendations, nominations, proposals, and reports to the Board from the President shall be recorded in the minutes or shall be made in writing, noted in the minutes, and filed in the public records of the Board. In the absence of such record, the recommendations, nominations, proposals, and reports shall be presumed consistent with action by the Board.
2. Attend, but not vote at, all meetings of the Board of Trustees except when on authorized leave or when excused for official travel.
3. Keep minutes of all official actions and proceedings of the Board of Trustees and keep such other records, including records of property held or disposed of by the Board, as may be necessary to provide complete information regarding the College.
4. Act for the Board of Trustees as custodian of all College property. Recommend plans for contracting, receiving, purchasing, acquiring through condemnation, leasing, selling, holding, transmitting, and conveying title to real and personal property. Recommend plans for holding in trust and administering real and personal property, money, and other things of value, granted, conveyed, devised, or bequeathed for the benefit of the College.
5. Recommend to the Board of Trustees a long-term program concerned with the location and development of College buildings, transportation, personnel, instruction, and other educational

History: Revised on March 19, 1991; revised, combined with Policy 2.18 (Legislation), and re-numbered on May 21, 1997; revised February 26, 2013

Approved by the Board of Trustees	Date 2/26/2013	President's Signature 	Date 2/26/2013
--	--------------------------	----------------------------------	--------------------------

Policy Manual



Title: General Powers, Duties, and Responsibilities of the President	Number: 6Hx2-2.01
Legal Authority: <i>Fla. Statutes</i> 1001.65; 1012.855 <i>Fla. St. Bd. of Ed. Admin. Rules</i> 6A-14.0261; 6A-14.0262	Page: Page 2 of 4

features involving the interest and welfare of the students and citizens of the district over a period of years. Recommend to the Board an annual program concerned with the budget, sites to be purchased, buildings to be constructed, personnel, instruction, and all other phases of the College program developed in harmony and conformity with the long-term program.

6. Recommend to the Board of Trustees the establishment, organization, and operation of programs, classes, and services, including but not limited to: holidays and vacation periods; plans and procedures for cooperating with other colleges and agencies; and plans for the establishment, maintenance, and operation of a food service program.

7. Be responsible for College personnel and:
 - Recommend to the Board of Trustees positions to be filled, minimum qualifications required for each position, and persons to fill the positions.
 - Recommend to the Board a salary schedule or schedules for paying employees.
 - Recommend to the Board terms of employee contracts and prepare such contracts as are approved.
 - Recommend to the Board the transfer of employees. During emergencies, transfer employees as necessary and report the transfers to the Board at its next regular meeting.
 - Recommend to the Board the suspension of employees. During emergencies, suspend employees until the end of the day of the next regular or special meeting of the Board. Notify the Board immediately of such suspension. When authorized, notify suspended employees of the charges and the date of hearing. Dismiss employees according to law, rule, and Board policy.
 - Direct the work of and provide leadership for the improvement of employees.
 - Provide for the supervision and improvement of instruction.
 - Designate an administrator to act for the President during the temporary absence or incapacity of the President and during emergencies.

8. Recommend to the Board of Trustees rules to account for students, including admission, classification, attendance, control, discipline, promotion, suspension, expulsion, and graduation.

9. Provide for the development and improvement of instructional programs.

10. Be responsible for the College plant:
 - Recommend to the Board of Trustees a physical facilities acquisition and utilization program.

History: Revised on March 19, 1991; revised, combined with Policy 2.18 (Legislation), and re-numbered on May 21, 1997; revised February 26, 2013

Approved by the Board of Trustees	Date 2/26/2013	President's Signature 	Date 2/26/2013
--	--------------------------	--	--------------------------

Policy Manual



Title: General Powers, Duties, and Responsibilities of the President	Number: 6Hx2-2.01
Legal Authority: <i>Fla. Statutes</i> 1001.65; 1012.855 <i>Fla. St. Bd. of Ed. Admin. Rules</i> 6A-14.0261; 6A-14.0262	Page: Page 3 of 4

- Recommend to the Board physical facilities alterations, repairs, plans, specifications, furnishings, and equipment.
 - Provide for the maintenance of the plant and grounds, assuring safety and sanitation.
 - Recommend to the Board adequate insurance coverage of College property.
 - Recommend to the Board the condemnation and removal of buildings when appropriate.
11. Be responsible for administration of financial matters and:
- Determine the funds necessary to operate the College;
 - Propose to the Board of Trustees an annual budget. After action by the Board, submit the budget to the Division of Community Colleges.
 - Recommend to the Board the borrowing of money when necessary.
 - Maintain accurate records of all financial transactions as prescribed by the Division of Community Colleges.
 - Submit financial reports to the Division of Community Colleges as required with copies to the Board.
 - Bond employees as provided by law and Board rules.
 - Recommend to the Board the terms, conditions, and specifications for contracts for supplies, materials, and services, including audits. See that materials, supplies, and services are provided according to contract.
12. Submit reports to the Division of Community Colleges as required.
13. Enforce laws, rules of the State Board of Education, and policies of the Board of Trustees.
14. Attend meetings of presidents called or scheduled by the Division of Community Colleges and participate in professional and general development activities.
15. Leave with the Board of Trustees and make available to the successor a complete inventory of College property, together with all official records and such other records as may be needed in supervising instruction and administering the College.
16. Have or designate custody of the College seal and authenticate true copies of decisions, acts, and documents when required by law, rules of the State Board of Education, or policies of the Board of Trustees.
17. Cause complete and accurate records of absences of College personnel to be kept. Records shall include exact date(s) and the nature of the cause of absences.

History: Revised on March 19, 1991; revised, combined with Policy 2.18 (Legislation), and re-numbered on May 21, 1997; revised February 26, 2013

Approved by the Board of Trustees	Date 2/26/2013	President's Signature 	Date 2/26/2013
--	--------------------------	--	--------------------------

Policy Manual



Title: General Powers, Duties, and Responsibilities of the President	Number: 6Hx2-2.01
Legal Authority: <i>Fla. Statutes</i> 1001.65; 1012.855 <i>Fla. St. Bd. of Ed. Admin. Rules</i> 6A-14.0261; 6A-14.0262	Page: Page 4 of 4

Legislation. The President shall recommend to the Board of Trustees an annual legislative program which will identify areas of concern to the College. Upon adoption by the Board, the legislative program will be the primary guide for the legislative efforts of the Board, the President, and his/her representatives. The President and his/her representative(s) are authorized to deal directly with various legislative bodies and individual legislators in areas of concern to the College. The office of the President will coordinate the legislative efforts of the College and confer with appropriate staff regarding local political issues that pertain to the welfare of the College.

History: Revised on March 19, 1991; revised, combined with Policy 2.18 (Legislation), and re-numbered on May 21, 1997; revised February 26, 2013

Approved by the Board of Trustees	Date 2/26/2013	President's Signature 	Date 2/26/2013
--	--------------------------	--	--------------------------