

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Board Rule Development and Adoption	<u>Number</u> 6Hx20-1.009
Legal Authority:	s. 1001.64, 1001.65 Fla. Stat.	<u>Page</u>
Law Implemented:	. 120.53 (1), Fla. Stat.	Page 1 of 1

Purpose

The purpose of this procedure is to affirm that the District Board of Trustees (DBOT/ "Board") has the authority and responsibility to establish rules and standards as deemed appropriate for the efficient operation of Pensacola State College (PSC/ "College"). The Board's rules are intended to supplement Florida statutes and rules of the State Board and shall be developed in accordance with the procedures outlined herein.

Procedure

A. Rule Development

1. Rules developed for the operation of the College are contained in the Pensacola State College Board Policy Manual. The Board's policies shall be developed and indexed in accordance with the procedures presented herein.
2. The Board shall adopt rules and standards based upon the advice, counsel, and recommendation of the College President. The development of these recommendations is the responsibility of each administrative unit within the College. The administrator over each functional area will ensure that Board rules addressing their area of responsibility are current and in accordance with applicable State statutes, Federal laws and regulations, and State Board Rules.
3. Each recommendation for the adoption, modification, or deletion of a Board Rule shall be prepared and processed in accordance with the procedures presented herein.

B. Rule Adoption

1. The DBOT has the authority and duty to determine and adopt such rules and minimum standards as deemed appropriate to meet its responsibilities as defined by Florida Statute and State Board Rule. The Board's policies shall be adopted in accordance with the applicable provisions of the Administrative Procedures Act (APA) as presented in Chapter 120 of the Florida Statutes.
2. The APA requires that all rules or standards adopted by an educational unit within the State be indexed, in accordance with uniform indexing procedures developed by the Department of State. In furtherance thereof, the following procedure shall be utilized in

numbering (indexing) all Board Rules adopted for the operation of Florida State College at Jacksonville (FSCJ):

- a. All rules for the DBOT of PSC shall include the prefix "6Hx20."
 - b. The prefix number (6Hx20) will be followed by a dash (-) and a section number. The section number is utilized to subdivide the manual into logical divisions by area of operation.
 - c. The section number of a Board Rule will always be followed by a period (.) and an article number to subdivide the major section as appropriate.
 - d. The indexing format shall appear on the printed rule in accordance with the following general guidelines:
 - i. The rule, section, and article numbers, e.g., (6Hx20-1.1), a descriptive title, and page number shall precede the text of each Board Rule. This information shall be at the top of each page of the rule.
3. The Office of the Vice President, Business Affairs shall maintain the file of record for Board Policies. Further, that office has the responsibility of initiating reviews by area administrators so that policies are reviewed at least every five years to ensure currency.

History:	Adopted
President's Signature:	Date: