

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Submitting Request to the Board of Trustees	<u>Number</u> 101
Related Policy:	Board of Trustees Meetings – 6Hx20.1.002	<u>Page</u> Page 1 of 1

**I. Purpose**

To establish procedures for submitting recommendations to the Board of Trustees.

**II. Procedure**

- A. Requests for submission of action items to the Board shall be first submitted to the appropriate Vice President or other person directly reporting to the President.
- B. The following format is recommended in submitting requests for Board action:
  - 1. Subject: The subject should clearly identify the content of the proposed request.
  - 2. Rationale: A concise statement of justification should be given.
  - 3. Recommendation: The requested action by the Board should be clearly written and contain enough information for the Board members to understand the nature of the request.
  - 4. The written request must be submitted fourteen (14) days prior to the Board meeting in which action is requested.
- C. Recommended requests for Board action by the Vice Presidents or other person directly reporting to the President shall be submitted in writing to the President as Secretary for the Board ten (10) days before the Board meeting in order to be placed on the Board agenda.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 02/21/2017