

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Recommendations of Appointments and Terminations by the President to the Board of Trustees	<u>Number</u> 107
Related Policy:	Employment Requirements – 6Hx20-4.001	<u>Page</u> Page 1 of 1

I. Purpose

To describe the procedure for recommendations of appointments and terminations by the President to the Board of Trustees.

II. Procedure

- A. Appointments are recommended to the President for approval. The Director, Human Resources, is responsible for preparing the personnel actions on the Human Resources agenda for Board action.
- B. Terminations are provided in the monthly personnel actions report generated in the Human Capital Management (HCM) processing and reported to the President. The Director, Human Resources, is responsible for preparing the summaries of personnel actions on the Human Resources agenda for Board action.

Responsible Official	Office of the President
President's Signature: 	Date: 05/01/2023