

College Operating Procedures (COP)



Procedure Title:	District Board of Trustees Policy, Agenda Item Due Dates and Procedures for Board Meetings
Procedure Number:	01-0103
Originating Department:	Office of the President
<u>Specific Authority:</u>	
Board Policy	6Hx6:1.04
Florida Statute	1001.65
Florida Administrative Code	n/a
Procedure Actions:	Adopted: 7/15/09; Revised: 10/11/10; 2/4/11; 9/01/11
Purpose Statement:	To provide due dates and procedures for submitting District Board of Trustees Board Policy and Agenda Items to the offices of the Vice President, Financial Services and the President in preparation for meetings of the District Board of Trustees.

Guidelines:

This procedure establishes a standardized method to efficiently prepare District Board of Trustees Board Policy and Agenda Items seeking the Vice President, Financial Services and President's signatures prior to monthly Board of Trustees Meetings.

Procedures:

An annual calendar for the submission of Board Policy and Agenda Items is created by the Office of the President and distributed in mid July. Additionally, the Office of the Vice President, Financial Services sends email reminders of the upcoming District Board of Trustees board material submission deadlines. The email includes the due date and time when Policy and Agenda Items are expected to be delivered to the Office of the Vice President, Financial Services for coordination.

Consistent with each monthly Due Date, all District Board of Trustees Policy and Agenda Items (with Cover/Analysis Page) and Supporting Documents included as attachments, must be hand-delivered and electronically sent to the Office of the Vice President, Financial Services for review and organization prior to the formal submission to the Office of the President. Your consideration and timeliness in meeting these deadlines is critical in order to meet the Florida Statute guidelines for the timely delivery of Board materials distributed to the District Board of Trustees prior to the meeting dates.

A Board Cover/Analysis Page (Form DP-01 Rev 7-2011) accompanies each Policy or Agenda Item (DP-03 Board Policy Template Rev 7-2011 – attached) submitted to the Vice President, Financial Services. The Board Cover/Analysis Page template (attached) with formatting has been designed and approved by the District Board of Trustees to establish a new line item for "direct fiscal impact" regarding the College Operating Budget for all agenda action items. The line item

was created based on the updated Board Policy 6Hx6:1.04 which states “Agenda items having a direct fiscal impact in excess of fifteen thousand dollars (\$15,000) shall include on the Agenda Cover Page a concise identification of the dollar amount of the impact and an identification of the fund from which the amount was paid.” The Vice President, Financial Services verifies and approves any dollars associated with line items and reviews all policy and agenda items submitted for each monthly Board Meeting with the President prior to each meeting.

The Recommendation portion of the agenda item itself should be succinct and written in the defined format. The Staff Analysis should contain all pertinent information, including but not limited to, Florida State Statutes, District Board of Trustees Policies, and/or a specific reference to Attachment (if any), with all pages numbered. The Staff Analysis is expected to fully reinforce the Recommendation. Prior to your submission to the Office of the Vice President, Financial Services, all items must be carefully proofed, verified for format, and signed by the requestor. The backup attachments should also have the same 1-1/2 inch left margin. If your backup materials consist of more than 20 pages, you should provide eighteen (18) separate, bound documents for Board member distribution and filing purposes.

If you have a PowerPoint presentation associated with your Agenda Item or Board Report, the item should be sent electronically directly to the President’s Administrative Assistant at least one day prior to the Board meeting. The President’s Administrative Assistant forwards the electronic file to the Technology Services Desktop Manager.

In the event an item cannot be signed before the deadline, the requestor and/or designee must contact the Office of the Vice President, Financial Services who will advise accordingly.

The Office of the Vice President, Financial Services prepares the draft Board Agenda in preparation for the review meeting with the President and submits the draft agenda and all backup materials to the Office of the President. The President’s Executive Assistant performs a final review of all Board materials prior to submission to the President. The Vice President, Financial Services and Legal Counsel (as needed) meet with the President on established due dates to review/approve the submitted Policy and Agenda Items and draft Board Agenda prior to the President’s review with the Board Chair.

The distribution process begins when the President approves all District Board of Trustees Policy and Agenda Items and any corresponding attachments. The Office of the President prepares the final Agenda packet in a hardcopy format for District Board of Trustees’ members and internal distribution. Distribution from the President and Vice President, Financial Services Offices is in accordance with the attached lists. The Office of Communications and Marketing will handle distribution to the media.

A full set of the Board Policy and Agenda Items and corresponding attachments is kept on file for review in the Office of the President and on the College website.