College Operating Procedures (COP)	FLORIDA™ SOUTHWESTERN STATE COLLEGE

Procedure Title: Process to Develop, Revise or Rescind College Operating Procedures
Procedure Number: **09-0102**
Originating Department: Office of the Vice President of Operations

Specific Authority:
Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 02/2022

Purpose Statement: To establish procedures for the development, revisions, and approval of Florida SouthWestern State College Operating Procedures.

Guidelines:

College operating procedures (COP) are developed to provide consistent application in the various areas the college serves in accordance with Board approved policies, federal, state and local laws and ensuring proper internal controls are established.

Approved College procedures will be maintained within the Office of the Vice President of Operations.

The College Operating Procedure Manual (COP) is available on the college's website and is organized by the major divisions of the college. The COP's are formatted to ensure ADA compliance.

Procedures:

Florida SouthWestern State College administrators have the ultimate responsibility for the development and revisions of COP's throughout the year. The below outlines the steps to be completed for requesting revisions and/or rescinding existing COP's.

A. **Revise Existing College Operating Procedure:**

1. The department requests the word version of the current COP from the Administrative Coordinator of Operations.
2. The department makes the necessary revisions. Track changes must be enabled.
3. The department forwards the redline changes of the COP to their respective Vice President/Provost for final review and approval.
4. The Vice President/Provost will send the Administrative Coordinator of Operations an approval email with the final redline changes of the COP.
5. The Administrative Coordinator of Operations will route to Presidents Cabinet and General Counsel for approval via workflow. (Note: revisions that do not contain substantive changes but rather content edits such as title changes or formatting edits do not require the approval of cabinet and General Counsel).
6. Once approval is obtained the revisions will be finalized and uploaded in the document manager by the Administrator Coordinator of Operations. The department will be notified once approved and uploaded.

B. Rescind a College Operating Procedure:

1. The department administrator will send the Administrative Coordinator of Operations an approval email of the COP that the department wishes to have rescinded.
2. The Administrative Coordinator of Operations will route the COP to be rescinded to the President's Cabinet and General Counsel for approval via workflow.
3. Once Cabinet members and General Counsel approval is completed, the Administrative Coordinator will request IT to remove the COP from the document manager. The department will be notified once the COP has been removed from the document manager.

The development of new COP's may become necessary throughout the year for example, new legislation or the implementation of a new business process. The below outlines the steps to be completed for requesting a new COP.

C. Development of New College Operating Procedure:

1. Department requests template and a new COP number from the Administrative Coordinator of Operations.
2. Department will develop new COP.
3. Department forwards the COP to their respective Vice President/Provost for final review.
4. Vice President/Provost will send the Administrative Coordinator of Operations an approval email of the COP.
5. The Administrative Coordinator of Operations will route to Presidents Cabinet and General Counsel for approval via workflow.
6. Once Cabinet members and General Counsel approval is obtained, the Administrative Coordinator of Operations will finalize and format the COP to be ADA compliant and request IT to upload the COP in the document manager.
7. The department will be notified once the COP has been approved and uploaded.

D. Annual Review of College Operating Procedures:

1. COP's are reviewed every twelve months based on the latest revised date posted on the website.
2. IT will prepare a list of COPs' due for review and forward to the Administrative Coordinator of Operations.
3. The Administrative Coordinator of Operations will notify the appropriate department administrator's and forward the COP's in need of review.
4. COP's must be reviewed within thirty days.
5. Any revisions will follow the procedure described above.
6. If no revisions are warranted the Departments will notify the Administrative Coordinator of Operations via e-mail. The Administrative Coordinator will update the revised date on the COP and send to IT to have it uploaded on the website.