


ADMINISTRATIVE PROCEDURE MANUAL			
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Purpose

The purpose of this procedure is to outline the process to be followed by those with assigned responsibilities to state agencies and bodies, including the Florida College Systems' council.

Procedure

- A. The College President, as the Chief Executive Officer, is the College's official representative to all state agencies and to all state appointed bodies unless the authority and responsibility are specifically delegated within this procedure or by letter of appointment. Standing assignments will appear in this procedure while letters of appointment will be used for ad hoc committee assignments.
- B. The Council of Presidents (the "Council") is comprised of each Florida College System president, and serves as the major policy recommendation body of the Florida College System institutions. The College President serves on the Council and presents the official College position on matters brought to the Council. Other College employees that serve as standing representatives or ad hoc representatives to the Florida College System's councils, committees, state agencies or bodies shall advise the College President concerning policy issues and recommendations to be considered by the Council.
- C. From time to time, the College President shall appoint the appropriate College administrator to other Florida College System's councils, committees, state agencies or bodies. As necessary, the College President, or designee, will advise the Division of Florida Colleges of the College's representatives on the respective councils and committees. The assigned College representative shall be responsible for providing all proposed agendas to appropriate offices and committees within the College to obtain input regarding the issues or matters to be considered on the respective council or committee. The representative will, based upon input from the College President and the assistance of appropriate individuals or committees, develop a recommended College position concerning these issues or matters. Further, assigned representatives have the responsibility for reporting, to all appropriate offices, including the College President, the actions taken by the council or committee on all agenda items. This report is critical in that the actions of the councils or committees go forward to the Council as recommendations.
- D. Individuals who receive special, ad hoc or recurring appointments as professionals to various statewide committees and task forces shall be considered representatives of the College as well as of their respective professions. Upon receiving the appointment invitations, the individual shall advise the College President of the invitation via administrative channels. Upon acceptance and appointment of the individual to the body by the College President, the individual shall serve as a College representative and shall have the responsibility for reporting, to all appropriate offices, including the College President, the actions taken by the council or committee on all agenda items.



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