

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2040

TITLE: DEVELOPMENT AND ADOPTION OF POLICIES

BASED ON POLICY: 2.04 ADOPTION OF SOUTH FLORIDA STATE COLLEGE
POLICIES AND PROCEDURES

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

I. Purpose:

To establish a procedure for the development and adoption of a South Florida State College (SFSC) policy

II. Procedure:

- A. A "policy" is a statement of general applicability that implements, interprets, or describes law or administrative role, or describes the organization or practice, and includes the amendment or repeal of a rule that applies to an agency of the state or a unit of local government. The term does not include internal management memoranda which do not affect either the private interests of any person or any plan or procedure important to the public, legal memoranda, or opinions issued to an agency prior to their use in connection with the agency action, or the preparation or modification of agency budgets. (Florida Administrative Procedures Act, F.S. 120.52(15) and F.S. 120.81(1)).
- B. The Office of the President shall determine whether any proposed action relates to policy development as defined above and facilitate the proper development of policy by the SFSC District Board of Trustees (DBOT).
- C. Public Notice for District Board of Trustees Meetings, Workshops, and Hearings

The District Board of Trustees will schedule a public hearing or hearings prior to adoption, repeal, or amendment of College policies if requested by a member of the public. The hearings may be held in conjunction with any meeting of the Board as long as proper notice of the meeting and of policy development has been made in accordance with these guidelines.

A public workshop for policy development may be held when deemed necessary by the District Board of Trustees. The workshop may be held separately or in conjunction with any meeting of the Board as long as proper

notice of the meeting and of policy development has been made in accordance with these guidelines.

Notice of the meeting, hearing, or workshop will include the date, time, meeting location, general purpose of the meeting, the name of a contact person, and instructions for obtaining the agenda and additional information about the issues under consideration by the Board of Trustees. The notice will be published in a newspaper of general circulation in the College district and on the College website not less than seven days prior to the meeting date. In addition, the meeting agenda will be posted where affected persons may be duly notified. Copies of the agenda will be mailed or emailed to persons and organizations who request advance notice at least 14 days prior to the meeting. Once approved by the Board, minutes of the meeting will be posted on the College website and made available to interested persons.

D. Process for Policy Development

Policy development shall commence when recommendations for adoption, repeal, or amendment of District Board of Trustees policies are made public by inclusion on the agenda of a meeting of the Board.

A Notice of Policy Development shall be published in a newspaper of general circulation in the College district and on the College website not less than seven days prior to a meeting, workshop, or a public hearing is held to consider a policy or policies. The notice will be posted where affected persons may be duly notified. Copies of the Notice of Policy Development will be mailed or emailed to persons and organizations who request advance notice at least 14 days prior to a hearing in which the policy or policies are to be considered for adoption, repeal, or amendment. The Notice of Policy Development will include the name and policy number of each policy under consideration as well as instructions for obtaining additional information such as the purpose, effect, and legal authority for each policy adoption, repeal, and amendment under consideration by the Board of Trustees. Records will be maintained for each policy including copies of notices for the proposed policy and records of comments and responses heard or received pertaining to the policy adoption, repeal, or amendment.

E. Process for Policy Adoption, Repeal, or Amendment

A Notice of Policy Adoption, Repeal, or Amendment will be published in a newspaper of general circulation in the College district and also on the College website not less than 14 days prior to a meeting at which action on the policies may occur. In addition, the notice will be posted where affected persons may be duly notified. Copies of the notice will be mailed or emailed to persons and organizations who request advance notice at least 14 days prior to the meeting.

- F. Format for the Notice of Policy Development, Adoption, Repeal, or Amendment:

NOTICE OF POLICY DEVELOPMENT, ADOPTION, REPEAL, OR AMENDMENT	
The District Board of Trustees of South Florida State College announces scheduled policy development, adoption, repeal, or amendment as follows:	
DATE OF NOTICE:	<i>Date of notice of policy development</i>
NAME AND NUMBER OF POLICY:	<i>Official name and number of the Policy</i>
For additional information, interested parties may visit the College website at www.southflorida.edu/trustees , or contact the Office of the President of the College and secretary to the District Board of Trustees, South Florida State College, 600 West College Drive, Avon Park, Florida 33825	

- G. Format for the Notice of Policy Development Workshop:

NOTICE OF BOARD OF TRUSTEES WORKSHOP	
The District Board of Trustees of South Florida State College announces the following policy development workshop to which the public is invited:	
DATE AND TIME:	<i>Weekday, date, and time</i>
PLACE:	<i>Specific location including building, room, and address</i>
SUBJECT:	<i>The specific subject to be addressed at the workshop</i>
For additional information, interested parties may visit the College website at www.southflorida.edu/trustees , or contact the Office of the President of the College and secretary to the District Board of Trustees, South Florida State College, 600 West College Drive, Avon Park, Florida 33825	

- H. After DBOT action, the custodian for SFSC policies and procedures will file the action and update the electronic file(s).
- I. Biennially, the College will report the College's review of the policies in accordance with Florida Statute 120.74.

HISTORY: Last Revised: 2/25/20
Adopted: 5/17/85
Reviewed: 1/13/05
Revised: 1/21/02, 7/01/04, 4/29/08, 7/10/12, 2/25/20