



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DUTIES AND POWERS OF THE DISTRICT BOARD	Number: 2.00	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.61, 1001.63, 1001.64, 1004.726	Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 8/19/98, 12/2/98, 10/22/02	

The college district of Citrus, Levy and Marion Counties, authorized by law and the Department of Education, is an independent, separate, legal entity created for the operation of the College of Central Florida and governed by the District Board of Trustees.

The Board is constituted a body corporate by the name of "District Board of Trustees of the College of Central Florida, Florida."

All the components of the institution and all aspects of its operation are responsible to the District Board through the College President. The District Board is charged by Florida Statutes and Florida Board of Education Rules with responsibility for establishing, upon advice and recommendation of the College President, the policies which determine the quality and direction of the development of the College, which establish an effective management of the College, and which assist the institution in carrying out the approved mission and objectives.

The District Board supervises the implementation of these established rules and delegates to an appointed president the responsibility for administration of the College in accordance with its rules.

- A) **DUTIES AND POWERS:** The duties and powers of the District Board are enumerated in Florida Statutes and the Florida Board of Education Rules as referenced above. The statutes and rules cited are incorporated herein, by reference, as policies of the District Board of Trustees.

- B) **OPERATION OF THE BOARD:** The operation of the Board, including information about meetings, notification of the meetings, agendas, appearance of interested parties before the Board, adoption of rules, telephone polling of the Board, and general rules of operation are described in F.S. Chapter 120, Chapters 28-101 et. seq., of the rules of the Florida Administration Commission, Florida Board of Education Rules, Florida Department of Administration Rules and the Board's Governance Handbook.



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POLICY MANUAL

Title: DISTRICT BOARD OF TRUSTEES OPERATIONS	Number: 2.01	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.61-65, 120.525, 286.011, 286.0114	Board Adoption/Revision Approval Dates: 10/22/02, 2/25/03, 10/25/05, 4/29/15	

The college is governed at the local level by an appointed District Board of Trustees composed of seven members representing Citrus, Levy and Marion Counties who work directly with the college President in all policy matters pertaining to governance and operation of the institution. A Chair and a Vice Chair are elected on an annual basis at the organizational meeting of the Board.

- A. The District Board of Trustees shall approve an annual calendar as recommended by the President with regular meeting dates that will generally be the fourth Wednesday of each month. However, monthly meetings will generally not be held in July or November. Further, the December meeting will generally be held on the first Wednesday of the month. The annual organizational meeting shall be held in June, unless need arises to hold it on a later date upon determination of the Board. Special meetings of the Board may be called by the Chair or by the college President.
- B. Notice of regular and special meetings of the Board shall be given not less than 7 days before the meeting by: 1) publication in a newspaper of general circulation in the tri-county area; and 2) mail to all persons who have made requests of the Board for advance notice of Board meetings and to organizations representing persons affected by any rule proposed for adoption at the meeting.
- C. An agenda shall be prepared by the office of the President and advertised and distributed in accordance with Florida Statutes, Chapter 120, at least 7 days prior to each meeting of the Board.
 - 1. The agenda shall contain the items to be considered in the order of presentation.
 - 2. After the agenda has been made available, change shall be made only for good cause in accordance with law. Notification of said change shall be made at the earliest practicable time.



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3. The board will allow time at each meeting for public comment and a form will be available at each meeting for members of the public to request to speak at the meeting.
- D. When an official decision or other official act is taken or adopted, board members may not abstain from voting, except when there is, or appears to be, a possible conflict of interest under the provisions of Chapter 112, Florida Statutes.
- E. Emergency meetings of the Board shall be held only in compliance with procedures established by the Florida Statutes and State Board of Education Rules.
- F. The college shall notify the public of any proposed new rules, revisions to existing rules, or elimination of rules, at least 21 days before the Board meeting at which the intended action will be taken. Notice will be given in accordance with procedures set forth in Section B of this rule and will comply with Chapter 120, Florida Statutes.

An individual may discuss concerns about rule changes with the administrator designated by the President prior to the public meeting. That administrator or the President will then take any modifications to the Board as a result of this discussion and the Board in turn may modify or reject the proposed rule at the public meeting. The final version adopted by the Board at the public meeting will then become the adopted rule.

Any substantially affected person may seek an administrative declaration of the invalidity of any proposed rule by following the procedures set forth in Chapter 120, Florida Statutes.

- G. Those employees who have business to come before the Board relating to their particular area of responsibility or relating to their welfare as an employee shall be expected to attend the meeting at which it will be discussed or to send a representative. Other employees are encouraged to attend Board meetings at times when they are not obligated to perform their regular duties.
- H. *Robert's Rules of Order, Newly Revised* shall govern proceedings of the District Board of Trustees except that the Chair of the Board may vote and make or second a motion.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: GENERAL POWERS OF THE COLLEGE PRESIDENT	Number: 2.02	Page: 1 of 1
Legal Authority: Florida Statutes 1001.61, 1001.64, 1001.65 FAC: 6A-14.0261	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Board Adoption/Revision Approval Dates: 9/3/80, 6/10/87, 10/19/88, 8/19/98, 10/22/02, 10/25/05	

The President of the College of Central Florida is the executive officer and corporate secretary of the District Board of Trustees as well as the chief administrative officer of the College, and all the components of the institution and all aspects of its operation are responsible to the Board through the President.

The President is selected and appointed by the District Board in accordance with qualifications prescribed in Florida Board of Education Rules and with criteria established by the Board. The President is charged by these rules and by board policy with carrying out the rules of the Board and with administering the College in the most efficient and effective manner possible. The President is responsible for the establishment of an administrative organization appropriate to the size, complexity, and objectives of the College.

The powers, duties, and responsibilities of the President are enumerated in Florida Statutes and State Board of Education Rules. The statutes and rules cited are incorporated herein as policies of the District Board of Trustees.

Rules of the District Board: It is presumed that policies, appointments, programs, and expenditures not recorded in the official minutes of the Board but made and actually in effect were made and put into effect according to rules of the Board. The President shall obtain Board approval for exceptions to rules of the Board.

Emergency Closing of the College: In the event of a weather-related or other significant emergency, the President is authorized to temporarily close the college. When doing so, the president will inform the Board of such action.

Other College Emergencies: When the safety or security of the College, its students or employees is at risk, the President shall enact such rules and take such action on behalf of the Board of Trustees as he or she deems appropriate in the circumstances to protect the College, its students and employees. Such rules or action shall be brought to the next meeting of the Board of Trustees for ratification.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DIRECT SUPPORT ORGANIZATIONS	Number: 2.03	Page: 1 of 2
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1004.70	Board Adoption/Revision Approval Dates: 9/3/80, 2/1/84, 6/13/90, 5/8/96, 6/24/97, 2/17/99, 10/22/02, 10/25/05, 1/27/09	

The District Board of Trustees, in order to have a positive working relationship with its Direct Support Organizations, and in accordance with state law, specifies the following requirements for the College of Central Florida Foundation, Inc. and the Appleton Cultural Center, Inc. (ACC, Inc.) private, non-profit organizations providing support for the College:

- A. The CF Foundation and the ACC, Inc. shall submit an annual audit, conducted by an independent Certified Public Accountant, to the Board for review. A copy of the audit will also be submitted to the Auditor General of the State of Florida and to the State Board of Education. An audit review check list will also be submitted by the college to the State Board of Education. The report will be prepared as required by F.S. 1004.70(6). Further, the College and the Auditor General shall have the authority to review any details or supplemental data relating to the operation of the Direct Support Organizations.

- B. The CF Foundation and the ACC, Inc. shall submit a copy of their federal IRS Application for Recognition or Exemption form (Form 1023) and their federal IRS Return of Organization Exemption from Income Tax form (Form 990) to the Board as required by F.S. 1004.70(5).

- C. The college shall have representation on the Board of the CF Foundation and the ACC, Inc. The Chair of the District Board of Trustees and the President shall each appoint a non-voting member to the CF Foundation Board. Those representatives will also serve as non-voting members on the Executive Committee of the CF Foundation. The Chair of the District Board of Trustees shall appoint a voting member to the Board of the ACC, Inc.



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- D. The CF Foundation and the ACC, Inc. are responsible for keeping the District Board of Trustees informed of their activities in a timely manner. The District Board of Trustees will keep the CF Foundation and the ACC, Inc. informed of college priorities for support.
- E. The ACC, Inc. must have approval from the District Board of Trustees before entering into any debt obligations. The CF Foundation must have the approval of the District Board of Trustees for all debt obligations of more than \$250,000.
- F. The District Board of Trustees authorizes the use of facilities, property, and personal services to the CF Foundation and the ACC, Inc. in accordance with state law, and authorizes the President to make such arrangements.
- G. The CF Foundation and the ACC, Inc. will provide equal employment opportunities to all persons regardless of race, color, national origin, sex, age, religion, disability or marital status.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: FINANCIAL RESPONSIBILITY/TRANSPARENCY	Number: 2.04	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1009.9991	Board Adoption/Revision Approval Dates: 10/25/05	

Consistent with the College’s guiding principle to “honor the public trust placed in us by our community”, and with the core values of responsibility and integrity, the Board is committed to the highest ethical standards in all college financial matters. To honor this commitment, the following are provided as college policy:

- All College employees shall uphold the highest possible standards in accounting for all college property and finances. In the event that an employee commits fraud, the college shall seek restitution of any funds and shall act immediately to appropriately discipline the employee, including termination of employment and prosecution, as appropriate.
- Board members who have a direct or indirect interest in any matters to come before the Board shall declare a conflict of interest and refrain from discussing or voting on those matters.
- A representative of the Board, assigned by the Board Chair, will participate in all exit interviews for financial and operational audits. That individual will recommend to the Board Chair whether or not an audit should be reviewed in a Board workshop or a regular Board meeting.
- All financial and operational audits will be reviewed by the Board at regular meetings or in workshops.
- The College shall annually perform selected internal audits, as determined by the Vice President of Administration and Finance and the President, and the results will be reported to the Board by the President.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: OPERATION OF THE APPLETON MUSEUM OF ART	Number: 2.05	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.64, 1001.65	Board Adoption/Revision Approval Dates: 6/21/11	

Purpose

Because of the uniqueness of having a major art museum as part of the college, it is necessary to establish some clear policy statements specifically related to the museum.

Code of Ethics

Board Rule 6.26 addresses employee ethics and contains a section specifically related to the Appleton Museum of Art. The Administrative Procedure referenced in that Board Rule will serve as the Code of Ethics for the museum.

Collections Management

While the collection at the museum is owned by the CF Foundation, the college will assure that the collection is maintained in a manner consistent with the highest standards of collections management. The president shall establish a “Collection Management Manual” that is consistent with the requirements of the American Association of Museums.

Development

The CF Foundation, as the primary Direct Support Organization for the college, will provide overall guidance and coordination of development for the museum. All donations to the museum will be processed through the CF Foundation, and the Foundation will be responsible for all museum endowments. The president shall establish a procedure on development for the museum.



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POLICY MANUAL

Title: POLICY DEVELOPMENT AND REVIEW	Number: 2.06	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: §1001.61, §1001.64, §1001.65, Florida Statutes (2015)	Board Adoption/Revision Approval Dates:	

1. The District Board of Trustees has the ultimate responsibility for adopting policy for the operations of the College. The formulation of policy, however, is the shared responsibility of the District Board of Trustees, the College President, and the College President’s designees, which may include faculty, administration, and staff. It is the policy of the District Board of Trustees to comply with relevant state and federal laws, rules and regulations at all times. Any policy, regulation, rule, or procedure found to be in conflict with a state or federal law, rule or regulation shall be null and void to the extent of the conflict.

2. Division of Responsibility: The governance activities of the College shall maintain a clear distinction between:
 - 2.1 strategic, governing policies, which are the responsibility of the District Board of Trustees, subject to relevant local, state and federal laws, rules and regulations, to which all other policies and procedures must conform,

 - 2.2 administrative procedures for employees to follow in implementing College governing policies and conducting College business, which are the responsibility of the president, subject to Paragraph 2.1, and

 - 2.3 specific tactical operating plans and procedures adopted by the various departments of the College, which are the responsibility of each department, operating unit, structure, or employee designated by the College President, subject to Paragraphs 2.1 and 2.2.

3. Policies adopted by The District Board of Trustees shall be subject to regular and continuous review for relevance, clarity, and appropriateness.