

Rule 6A-14.0262 is hereby repealed.

6A-14.0262 Duties and Responsibilities of the President.

Specific Authority 229.053(1), 240.325 FS. Law Implemented

240.313, 240.319, 240.335 FS. History - Formerly 6A-8.771,

Repromulgated 12-19-74, Amended 12-9-75, 2-14-77, 12-26-77, 7-16-

79, 4-27-82, 7-26-84, Formerly 6A-14.262, Amended 6-1-86,

Repealed

6A-14.0262 Duties and Responsibilities of the President. The president shall:

(1) Advise and counsel the board of trustees and seek the advice and counsel of the board. Recommendations, nominations, proposals, and reports to the board from the president shall be recorded in the minutes or shall be made in writing, noted in the minutes, and filed in the public records of the board. In the absence of such record, the recommendations, nominations, proposals, and reports shall be presumed consistent with action by the board.

(2) Attend, but not vote at, all meetings of the board of trustees except when on authorized leave or when excused for official travel.

(3) Keep minutes of all official actions and proceedings of the board of trustees and keep such other records, including records of property held or disposed of by the board, as may be necessary to provide complete information regarding the college.

(4) Act for the board of trustees as custodian of all college property. Recommend plans for contracting, receiving, purchasing, acquiring through condemnation, leasing, selling, holding, transmitting and conveying title to real and personal property. Recommend plans for holding in trust and administering real and personal property, money, and other things of value, granted, conveyed, devised, or bequeathed for the benefit of the college.

(5) Recommend to the board of trustees a long-term program concerned with the location and development of college buildings, transportation, personnel, instruction, student development services, and other educational features involving the interest and welfare of the students and citizens of the district over a period of years. Recommend to the board an annual program concerned with the budget, sites to be purchased, buildings to be constructed, personnel, instruction, student development services, and all other phases of the college program developed in harmony and conformity

with the long-term program.

(6) Recommend to the board of trustees the establishment, organization, and operation of programs, classes, and services, including but not limited to: holidays and vacation periods, plans and procedures for cooperating with other colleges and agencies, plans for the establishment, maintenance, and operation of a food services program.

(7) Be responsible for college personnel and:

(a) Recommend to the board of trustees positions to be filled, minimum qualifications required for each position, and persons to fill the positions.

(b) Recommend to the board a salary schedule or schedules for paying employees.

(c) Recommend to the board terms of employee contracts and prepare such contracts as are approved.

(d) Recommend to the board the transfer of employees. During emergencies, transfer employees as necessary and report the transfers to the board at its next regular meeting.

(e) Recommend to the board the suspension of employees. During emergencies, suspend employees until the end of the day of the next regular or special meeting of the board. Notify the board immediately of such suspension. When authorized, notify suspended employees of the charges and the date of hearing. Dismiss employees according to law, rule, and board policy.

(f) Direct the work of and provide leadership for the improvement of employees. Provide for the supervision and improvement of instruction.

(g) Designate an administrator to act for the president during the temporary absence or incapacity of the president and during emergencies.

(8) Recommend to the board of trustees rules to account for students, including admission, classification, attendance, control, discipline, promotion, suspension, expulsion, and graduation.

(9) Provide for the development and

improvement of instructional programs.

(10) Be responsible for the college plant:

(b) Recommend to the board physical facilities alterations, repairs, plans, specifications, furnishings, and equipment.

(c) Provide for the maintenance of the plant and grounds, assuring safety and sanitation.

(d) Recommend to the board adequate insurance coverage of college property.

(e) Recommend to the board the condemnation and removal of buildings when appropriate.

(11) Be responsible for administration of financial matters and:

(a) Determine the funds necessary to operate the college.

(b) Propose to the board of trustees an annual budget. After action by the board, submit the budget to the Division of Community Colleges.

(c) Recommend to the board the borrowing of money when necessary.

(d) Maintain accurate records of all financial transactions as prescribed by the Division of Community Colleges.

(e) Submit financial reports to the Division of Community Colleges as required, with copies to the board.

(f) Bond employees as provided by law and board rules.

(g) Recommend to the board the terms, conditions, and specifications for contracts for supplies, materials, and services, including audits. See that materials, supplies, and services are provided according to contract.

(a) Recommend to the board of trustees a physical facilities acquisition and utilization program.

(12) Submit reports to the Division of Community Colleges as required.

(13) Enforce laws, rules of the State Board of Education, and rules of the board of trustees.

(14) Attend meetings of presidents called or scheduled by the Division of Community Colleges and participate in professional and general development activities.

(15) Leave with the board of trustees and make available to the successor a complete inventory of college property, together with all official records and such other records as may be needed in supervising instruction and administering the college.

(16) Have or designate custody of the college seal and authenticate true copies of decisions, acts, and documents when required by law, rules of the State Board of Education, or rules of the board of trustees.

(17) Cause complete and accurate records of absences of college personnel to be kept. Records shall include exact date(s) and the nature of the cause of absences.

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