

ADMINISTRATIVE PROCEDURES MANUAL

Introduction

Administrative procedures define day-to-day management practices of Lake-Sumter State College and are based on rules created by the District Board of Trustees, State Board of Education rules, Florida statute, and other sources of authority governing practices of the College. Administrative procedures that impact students are included in the *LSSC Catalog and Student Handbook* to ensure easy access for students. Faculty and staff are responsible for being familiar with the College's administrative procedures.

Administrative procedures must remain current, and as circumstances change will need to be created, modified, or repealed. The final authority to approve the creation, modification, or repeal of an administrative procedure is the LSSC President.

Modifications to the Administrative Procedure Manual

The process is consistent for each type of change to an Administrative Procedure including creating, modifying, or repealing an Administrative Procedure.

- A. Changes of any type must be proposed by a recognized College Committee or by the President or one of the Vice Presidents.
- B. The proposed change must be submitted to the Chair of the Planning Council for inclusion in the next regularly scheduled Planning Council agenda.
- C. Each proposed change will have two readings by the Planning Council.
 1. First Reading: The appropriate Committee Chair or Vice President will present the proposed change to the Planning Council where the change will be discussed. Planning Council members are encouraged to review the change between the first and second reading to ensure full consideration of the impact of the proposed change. The author of the change is encouraged to make any necessary adjustments before the second reading. No action is taken by the Planning Council at the first reading.
 2. Second Reading: The appropriate Committee Chair or Vice President will present the proposed change to the Planning Council where the change will be considered. The presentation will note any changes made between the first and second reading. At the second reading, the Planning Council will move to recommend the proposed change to the President's Cabinet, to table the proposal pending modification, or to not recommend the change to the President's Cabinet. If a proposed change is tabled by the Planning Council, the appropriate Committee Chair or Vice President must take one of two courses of action.

- a. Withdraw the proposed change without prejudice verbally at the Planning Council meeting or in writing to the Chair of the Planning Council.
- b. Make the necessary changes and contact the Chair of the Planning Council to include the proposed change on an agenda no later than the second meeting after the proposed change was tabled.

Proposed changes that are tabled and not withdrawn, will be considered withdrawn at the third Planning Council meeting following an action to table the proposed change.

In the event that a proposed change to an administrative procedure becomes stalled at the planning council (proposed and tabled or not approved four or more times), the appropriate Committee Chair or Vice President may petition the President's Cabinet to consider the change without the Planning Council's recommendation. The Chair of the Planning Council will represent the Planning Council's concern regarding the proposed change to the President's Cabinet when the proposed change is reviewed.

- D. Proposed changes recommended by the Planning Council will be considered by the President's Cabinet. Changes approved by the President will be incorporated into the Administrative Procedures Manual. Proposed changes may not be approved by the President or may be returned to the Planning Council for revision.
- E. Under exigent circumstances the President's Cabinet can bypass any portion of this process.