

## **6Hx19-1.07 OFFICIAL AGENDA OF BUSINESS FOR MEETINGS OF THE DISTRICT BOARD OF TRUSTEES**

The purpose of this Board Rule is to establish the official agenda of business for meetings of Pasco Hernando Community College's District Board of Trustees.

The President, in consultation with the Chair of the Board, shall prepare an official agenda of business to be conducted at meetings. Items to be presented at any meeting may be submitted to the President for inclusion. The agenda shall contain the items to be considered, in order of presentation. After the agenda has been made available, change shall be made for good cause only, as determined by the person designated to preside, and stated in the record. The agenda shall provide for a time to "hear from citizens" and receive petitions. The Board reserves the right to limit the length of time for such hearings. College employees should go through the normal procedure of submitting items to the President to be included in the agenda.

The official agenda of business shall contain the following major topic headings:

1. General Functions
2. Personnel
3. Instruction
4. Facilities
5. Financial Services
6. Student Development
7. Institutional Advancement/Community Relations
8. Schedule of Meetings
9. Items of Information
10. Adjournment

The Board may, at the discretion of the Chair, add additional agenda topics from time to time.

Items will ordinarily be considered in the order in which they appear on the agenda; however, items may be considered in any order as deemed appropriate by the Chair.

Rule Adopted: 2/1/73; 9/13/73; 8/25/75; 11/19/79; 10/21/85; 7/11/88; 9/16/97; 1/20/04; 4/18/06; 1/15/08

Effective Date: 2/1/73; 9/13/73; 10/7/75; 11/19/79; 10/21/85; 7/11/88; 9/16/97; 1/20/04; 4/18/06; 1/15/08

Legal Authority:

General Authority: FS 1001.61; 1001.64; 1001.65

Other References: SBE;

Law Implemented: FS 120.525; 1001.61; 1001.64; 1001.65

Proposer: Katherine M. Johnson, President