

Polk State College

District Board of Trustees Rule

Rule Number	Rule Title	Effective Date
1.03	Powers and Duties of the Board	March 30, 2026

I. Purpose

The District Board of Trustees has the authority to exercise all powers and perform all duties according to applicable laws and regulations set forth in Chapter 120 of the *Administrative Procedures Act* (APA) and *Florida Statute* 1001.64, which ensure the proper operation, improvement, and management of the College according to the rules adopted by the State Board of Education and the District Board of Trustees. This document explains the scope of these duties and powers.

II. Powers and Duties of the Board

- A. There must be a clear differentiation between the policy-making role of the District Board of Trustees and the managerial role of the President.

The District Board of Trustees has rule-making authority for the College and is responsible for developing strategic policies to which all other policies and procedures must conform.

In accordance with *Florida Statute* 1001.64 the Board has the responsibility of certain operational aspects to ensure compliance with state and federal laws. This includes, among other things, the specific responsibility of the Board to:

1. Properly maintain, protect and control the buildings and grounds, property and equipment, name, trademarks, the financial and other resources of the institution.
2. Establish and discontinue program and course offerings in accordance with law and rule.
3. Establish policies related to students, enrollment of students, student records, student activities, financial assistance, and other student services.
4. Account for expenditures of all state, local, federal, and other funds in the manner described by the Department of Education.
5. Establish the personnel program for all employees.
6. Comply with all other powers and duties as set forth in *Florida Statute* 1001.64, state and federal laws, and State Board of Education Rules.

Responsibility for monitoring and oversight of the College rests with the Board.

- B. The President is responsible for the operation of the College and for implementing Board Rules, through the adoption of College-wide procedures in accordance with *Florida Statute* 1001.65. Those responsible for administration of the College under the direction of the

President must perform their duties in accordance with Board Rules and College Procedures, and in compliance with state and federal laws and State Board of Education Rules.

- C. The Board Chair (or Vice Chair in the Chair's absence) is authorized to execute documents, contracts, and change orders requiring Board approval during the periods between regularly scheduled Board meetings if delaying these actions until the next regularly scheduled meeting would create operational or financial difficulties for the College.
1. The College President must indicate in writing the reason that a requested document should be executed prior to the next regularly scheduled Board meeting.
 2. The President must provide this information to the full Board for ratification at the next regularly scheduled Board meeting, at which time the Board may take any action that would not adversely affect any third party's rights.

III. Board Rule Review

Rules adopted by the District Board of Trustees must be regularly and continuously reviewed for relevance, accuracy, and clarity.

History:

Adopted: December 23, 1974

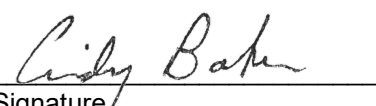
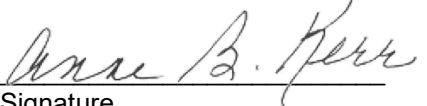
Revised: July 28, 1976; July 27, 1992; May 23, 1994; January 22, 2007; June 24, 2019; and March 30, 2026.

State Statute(s): *Florida Statute* 1001.64; Chapter 120 of the *Administrative Procedures Act*

Related Procedure(s):

Related Documents:

Date of Last Review: March 30, 2026

 Signature	 Signature	March 30, 2026
Cindy Baker Name	Anne B. Kerr Name	
Responsible Administrator	President	Date