

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1010

**PAGE** 1 of 1

**PROCEDURE TITLE:** Administrative Organization

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64 AND 1001.65

**BASED ON POLICY:** I-1 Administration and Organization of Miami Dade College  
Policy Manual Approval

**EFFECTIVE DATE:** February 29, 1972

**LAST REVISION DATE:** November 8, 2005

**LAST REVIEW DATE:** November 8, 2005

## **I. PURPOSE**


To provide an organizational structure capable of providing long-range overall planning to meet the educational goals of the institution; to provide maximum utilization of College resources; to provide expertise and flexibility to support the College's instructional program; to provide central services that will eliminate duplication of effort and resources; and to provide campus administration for decision making on an operational level.

## **II. PROCEDURE**

### **A. College President**

The College President is responsible to the District Board of Trustees for the implementation of all College policy. He is responsible for the administrative and managerial functions of the institution, which include developing organizational patterns through which Board policy may be implemented effectively; making recommendations to the Board; and maintaining a set of records of all Board activities.

### **B. To obtain the latest administrative organizational structure visit <http://www.mdc.edu/ir/fbind.asp>.**

	11/8/05
<b>PRESIDENT</b>	<b>DATE</b>