



Item: GC: A-3

## GOVERNANCE COMMITTEE

Tuesday, June 7, 2022

**SUBJECT: REQUEST FOR APPROVAL OF AMENDMENT TO REGULATION 1.007, AGENCY CLERK**

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### PROPOSED COMMITTEE ACTION

Recommend BOT approval of the amendment to FAU Regulation 1.007, Agency Clerk.

### BACKGROUND INFORMATION

Florida Atlantic University's agency clerk is the designated University official responsible for accepting legal service, maintaining final administrative action notices, compiling and producing official records for the court, and other administrative duties related to the Florida administrative and judicial appeal process. The Regulation was last amended in 2007. The proposed change is summarized as follows:

1. Amends the address of the Agency Clerk to its correct and current address.

### IMPLEMENTATION PLAN/DATE

If approved by the Board, the regulation will be effective June 7, 2022.

### FISCAL IMPLICATIONS

There are no fiscal implications to this proposed board action.

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**Supporting Documentation:** Text of proposed amended Regulation 1.007

**Presented by:** David Kian, Vice President of Legal Affairs and General Counsel

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# Florida Atlantic University

## Regulation 1.007

## Agency Clerk

(1) The University designates the senior coordinator of administrative services in the Office of the University General Counsel as the Agency Clerk.

(2) The address of the Agency Clerk is 777 Glades Road, ~~Room 367370~~, Administration Building, Florida Atlantic University, Boca Raton, Florida 33431. Telephone: (561) 297-3007.

(3) Duties and responsibilities and the implementation of the duties and responsibilities of the Agency Clerk shall be such as mandated by applicable Florida law, regulations and rules.

*Specific Authority: Florida Board of Governors Resolution dated January 7, 2003; 120.53 FS. Law Implemented 120.52, 120.53(1)(a), 120.569 FS. History—New 5-20-80, Formerly 6C5-1.07, Amended 11-11-87. Formerly 6C5-1.007, Amended 11-14-07, Amended xx-xx-22.*