

**FLORIDA ATLANTIC UNIVERSITY  
NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: October 9, 2007

**REGULATION TITLE AND NUMBER:** Agency Clerk (1.007)

**SUMMARY:** The 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 1987. The proposed amendment transfers the duties to the senior administrator in the General Counsel's Office and updates contact information.

**FULL TEXT OF THE REGULATION:** The full text of the proposed regulation is attached below to this Notice. The full text of the existing regulation is posted on FAU's website at [www.fau.edu/regulations](http://www.fau.edu/regulations). In addition, the full text of the proposed regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at (561) 297-3007 or [GeneralCounsel@fau.edu](mailto:GeneralCounsel@fau.edu).

**AUTHORITY TO AMEND THE REGULATION:** Article IX of the Florida Constitution and the Board of Governors Regulation Development Procedure dated July 21, 2005.

**UNIVERSITY OFFICIAL INITIATING THE REGULATION AMENDMENT:**  
Dr. Kenneth A. Jessell, Vice President of Finance

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting:

**THE PERSON TO BE CONTACTED REGARDING THE REGULATION AMENDMENT IS:** Myrlande Dessalines, Paralegal, Office of the General Counsel, 777 Glades Road, Boca Raton, Florida, 33431, (561) 297-3007 (phone), (561) 297-2787 (fax), [GeneralCounsel@fau.edu](mailto:GeneralCounsel@fau.edu).

# PROPOSED

## Florida Atlantic University

### **Regulation 1.007**

### **Agency Clerk**

(1) The University ~~by this rule~~ designates the senior coordinator of administrative services in the Office of the University General Counsel~~executive secretary to the President of the University~~ as the Agency Clerk.

(2) The address of the Agency Clerk is Room 333367, Administration Building, Florida Atlantic University, Boca Raton, Florida 33431. Telephone: ~~Area Code (305) 393-3450~~(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 ~~Chapter 120, Florida Statutes and other~~ 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.*