

April 21, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 2000 - Instructional, 3000 – Noninstructional, 6000 – Finances, 7000 – Property, and 8000 – Operations.

Overview and Background

The College brings forth a request to modify the College’s Policy Manual: revisions of policies within chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 2000 - Instructional, 3000 – Noninstructional, 6000 – Finances, 7000 – Property, and 8000 – Operations.

Highlights of these changes include:

0161 – Agendas and Meetings of the District Board of Trustees – Policy revised to include new public meeting exemption.
1140, 2140, 3140 – Conflict of Interest – Policy revised to include agents of the College.
6110 – Sponsored Programs – Policy revised to include expanded audit requirements for federal awards.
6322 – Construction Projects, Contracting, Bidding, and Advertising – Policy revised to include day-labor contracts and requirements.
6325 – Procurement – Federal Grants/Funds – Policy revised to include new guidance from the Office of Management and Budget regarding procurement of recovered materials and contract/price analysis.
6330 – Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services – Policy revised to adjust the definition of continuing contract.
7450 – Property Asset Inventory – Policy revised to update equipment acquisition requirements.
8620 – Authorized Drivers – Policy revised to include College rented vehicles.
8650 – Travel and Expenses – Policy revised to include limits regarding employee travel.

The policies may be reviewed at:

<https://www.tsc.fl.edu/about/college/district-board-of-trustees/public-notice/upcoming-policies>

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College's Policy Manual in November 2024.

Recommended Action

Approve revision of College policies as presented.