



January 26, 2009

M E M O R A N D U M

TO: District Board of Trustees

FROM: William D. Law, Jr., President

SUBJECT: Policy Manual Revision – Chapters 1 and 2

As a continuation of the complete revision process for the TCC Board Policy Manual that was described at the September Board meeting, revisions to Chapters 1 and 2 are presented for your consideration. Attached Policies have been updated to conform to new statutory references as needed. Policy 01-00 has been modified to clearly identify the President as having the responsibility to present all proposed policy changes to the District Board of Trustees. The gray section is recommended for removal from policy to procedure.

Policy 2.0 has no changes and is not presented. Policy 2.1 is renamed to address only one item, policy adoption. Requirements for Board meeting dates and times has been moved to 2.2 as a better fit for the topic. Policy 2.3 is renamed to better describe the policy. Language in Policy 2.4 has been broadened to include all Direct Support Organizations (DSOs). Policy 2.5 has not been changed.

STAFF RESOURCE: BARBARA SLOAN

RECOMMENDED ACTION:
Approve policy revision.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Policy Development Process	<u>NUMBER:</u> 6Hx27 :01-00
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; rev 5/24/99; rev 11/21/05; 1/26/09	<u>PAGE:</u> 1 of 1

The President shall present changes, deletions or new policy to the Board of Trustees for consideration as appropriate to the College mission and to the implementation of laws and rules of the State.

Policies may be generated by any of the following processes:

1. The Coordinating Committee shall review proposed additions, revisions, or ~~amendments-deletions~~ to the Policy Manual before recommendation to the Board of Trustees. Responsibility may be assigned to the appropriate standing or ad hoc committee; however, when external authorities direct the College to develop, revise, or amend policy (e.g., Federal Law, Florida Statutes, State Board of Community College Rules), the President and Executive Team shall be responsible for amending policy to comply with law.

All proposed additions, revisions, or ~~amendments-deletions~~ over which no standing committee has jurisdiction shall be submitted to the appropriate Vice President for consideration. Approved additions, revisions, or ~~amendments-deletions~~ shall be forwarded to the Coordinating Committee, ~~who~~ which shall transmit them to the Faculty Senate Steering Committee and Classified Staff Steering Committee for comment prior to review by the Board.

2. Policies approved through the committee structure by standing committees and forwarded to the Coordinating Committee shall be submitted to the President. The Board of Trustees will consider recommendations made by the President.
3. If the President finds that an immediate danger to the public health, safety, or welfare requires emergency action, the President may develop any rule necessitated by the circumstances and necessary to protect the public interest, subject to the following provisions:

- a. The rule provides the procedural protection given by other statutes, the Florida Constitution, or the United States Constitution;
- b. The President takes only that action necessary to protect the public interest under the emergency rule;
- c. Such rule shall be ratified at the next meeting of the Board of Trustees.

An emergency rule adopted under this subsection may not be effective for a period longer than ninety days and may be renewed [and/or become permanent](#) upon recommendation of the President and approval of the Board of Trustees.

[District Board of Trustees Policy 01-00 \(no mark-ups\)](#)
[Administrative Procedure 01-00AP](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

TITLE: Operations of the District Board of Trustees <u>Policy Adoption</u>	NUMBER: 6Hx27 :02-01
AUTHORITY: Florida Statute: 1001.64 FAC: 6A-14.0243, 6A-14.0247	SEE ALSO:
DATE ADOPTED: 12/1/97; revised 1/22/01; <u>revised 1/26/09</u>	PAGE: 1 of 1

~~The dates and times of the regularly scheduled meetings for the ensuing year will be reviewed and established by the Board at its organizational meeting, generally in July.~~

Proposed policy changes may be obtained in the Office of the President, 444 Appleyard Drive, Tallahassee, Florida, seven (7) days before the meeting of the Board or by mail as provided in 120.54(1)(a) FS.

After publication of proposed new policies and revisions to or elimination of existing policies, individuals shall present their concerns to the President's designee before the public meeting. The President or designee may then take any modifications to the Board, which in turn may modify or remove the proposed policy at the public meeting. The final version adopted by the Board at the public meeting then becomes the adopted policy.

[District Board of Trustees Policy 02-01 \(no mark-ups\)](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

TITLE: Agendas and for Meetings of District Board of Trustees	NUMBER: 6Hx27 :02-02
AUTHORITY: Florida Statute: 120.525(2), 120.53, 1001.64 FAC: 6A-14.0243, 6A-14.0247	SEE ALSO:
DATE ADOPTED: December 1, 1997; <u>Revised 1/26/09</u>	PAGE: 1 of 1

Only those items appearing on the advertised agenda will be considered by the Board except for the orderly operation of the College or as provided in the Administrative Procedures Act.

Those desiring to appear before the Board or to have items placed on the agenda for consideration at an upcoming meeting shall submit a request in writing to the President. The written request shall be submitted at least two (2) weeks prior to the meeting of the Board.

The dates and times of the regularly scheduled meetings for the ensuing year will be reviewed and established by the Board at its organizational meeting.

[District Board of Trustees Policy 02-02 \(no mark-ups\)](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
POLICY

<u>TITLE:</u> The President College Administrative Procedures	<u>NUMBER:</u> 6Hx27 :02-03
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247, 6A-14.0261, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997; revised 1/26/09	<u>PAGE:</u> 1 of 1

The President is authorized to adopt and amend internal procedures for the implementation of policies adopted by the District Board of Trustees.

[District Board of Trustees Policy 02-03 \(no mark-ups\)](#)

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

TITLE: Tallahassee Community College Foundation, Inc. <u>Direct Support</u> <u>Direct-support Organizations</u>	NUMBER: 6Hx27: 02-04
AUTHORITY: Florida Statute: 1001.64, 1004.70 FAC: 6A-14.0247	SEE ALSO:
DATE ADOPTED: December 1, 1997	PAGE: 1 of 1

Pursuant to Section ~~240.334~~1004.70 FS, the District Board of Trustees ~~of Tallahassee Community College, Florida, officially is authorized to certifies~~ certify the Tallahassee Community College Foundation, Inc., a not-for-profit Florida corporations, ~~as a~~ direct-support organizations s (DSO) operating in a manner consistent with the goals of the College and in the best interest of the state. The President of the College is authorized to implement procedures and guidelines appropriate to allow the ~~Foundation~~ direct support direct-support organization the use of property, facilities, and personnel subject to the provisions of Section ~~240.334~~1004.70 FS. The President or designee must approve any ~~Foundation~~ DSO Board action that may obligate resources of ~~either the College, or the Foundation.~~

The ~~Foundation is~~DSOs are governed by ~~a~~ Boards of Directors, which ~~is~~ are responsible for setting policies related to the operation of the ~~Foundation~~DSO. ~~The Articles of Incorporation of the Foundation specify that "the President of Tallahassee Community College and two representatives of the District Board of Trustees of Tallahassee Community College shall at all times be members of the Board of Directors of the Foundation."~~ The District Board of Trustees will elect representatives to the Board of Directors of the Foundation annually at its organizational meeting, generally in July. The Chair of the Board of Trustees shall appoint a representative to the Board of Directors and the Executive Committee of each ~~direct support~~ direct-support organization. The president or the president's designee shall serve on th Board of Directors and the Executive Committee of each ~~direct support~~ direct-support organization.

~~The Foundation shall certify annually to the District Board of Trustees that the organization is operating in a manner consistent with the goals of the College. The Foundation~~ Each DSO shall provide full, complete, and timely information to the District Board of Trustees, as required by Section 1004.70 FS.