



May 17, 2010

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Barbara R. Sloan, President *BRS*  
**SUBJECT:** Policy Revision - Chapter 9

### Item Description:

This item requests policy manual changes for Chapter 9.

### Overview:

As a continuation of the complete revision of the TCC Policy Manual, revisions to Chapter 9 are presented for your consideration. These changes have been through the appropriate standing committees for review and comment. The new versions of the policies are attached. Links are provided at the end of each policy to copies of the current policies showing the edits so that you can see the details of the proposed changes. Policies with no changes are not attached.

### Salient Facts:

Policy Manual revision is necessary for the following reasons: to remain compliant with new state and federal laws; to update organizational and staff references; to remove procedure from policy; and to recommend changes to improve College governance and operation. Changes to Chapter 9 are summarized here:

09-00	Removes procedure and minor changes in wording	09-11	Delete Policy – all procedure
09-01	Removes procedure	09-12	Moves responsibility for telephone service, eliminates reference to State telephone system, and removes procedure
09-02	No change	09-13	Removes procedure
09-03	Removes procedure and minor changes in wording	09-14	Removes procedure
09-04	Removes procedure and minor changes in wording	09-15	Conform to SBE Rules, minor changes in wording, and remove procedure
09-05	Adds reference to purchasing card	09-16	Removes procedure

09-06	Delete Policy – all procedure	09-17	Changes title, Updates policy for compliance with Federal requirements, minor changes in wording, and Removes policy related to grants, which will be moved to Policy 9-21
09-07	Delete Policy – all procedure	09-18	Removes procedure and eliminates language in conflict with other policy
09-08	Delete Policy – all procedure	09-19	No change
09-09	Delete Policy – all procedure	09-20	No change
09-10	No change	09-21	Contains policy related to grants, which had been in 9-17

**Past Actions:**

The Board has approved revisions to Chapters 1, 2, 3, and 12 as well as several individual policies.

**Future Actions:**

This item completes the review of Chapter 9. The Executive Team will continue to bring additional chapters to the Board, as the review process is continued.

**Funding/Financial Matters:**

There are no costs related to this item.

**Staff Resource:**

Teresa Smith

**Recommended Action:**

Approve the policy revisions as presented.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> Financial Records and Reports	<b><u>NUMBER:</u></b> 09-00
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1010.02, FAC: , 6A-14.072	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997, rev 04/26/2010	<b><u>PAGE:</u></b> 1 of 1

All financial records and reports shall be prepared and maintained as prescribed by law and rules of the State Board of Education. Additionally, financial reports prepared for contracts/grants shall be done in accordance with prescribed requirements as stated in the award agreement. Financial records shall be kept in accordance with the *Accounting Manual for Florida's Public Community Colleges*.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<p><b><u>TITLE:</u></b> Budget and Amendments</p>	<p><b><u>NUMBER:</u></b> 09-01</p>
<p><b><u>AUTHORITY:</u></b> Florida Statute: 1010.02, 1011.30 FAC: 6A-14.0715, 6A-14.0716, 6A-14.072,</p>	<p><b><u>SEE ALSO:</u></b></p>
<p><b><u>DATE ADOPTED:</u></b> 12/1/97; revised 4/26/2010</p>	<p><b><u>PAGE:</u></b> 1 of 1</p>

Budget Preparation and Approval

The President shall submit the annual budget of income and expenditures to the Board of Trustees for approval in accordance with 6A-14.0716 FAC. The President or designee shall establish procedures for the preparation of the budget to ensure the appropriate involvement of College personnel.

The Board authorizes the President to implement and amend the approved budget in accordance with 6A-14.0716 and 6A-14.072 FAC. The President shall submit for ratification by the Board those budget amendments identified in 6A-14.0716 FAC that require approval by the State Board of Community Colleges.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<p><b><u>TITLE:</u></b> Receipts and Disbursements</p>	<p><b><u>NUMBER:</u></b> 09-03</p>
<p><b><u>AUTHORITY:</u></b> Florida Statute: 215.45, 215.47, 215.85, 1001.64, 1001.65, 1010.02 FAC: 6A-14.0261; 14.0541;- , 6A-14.0734, 6A-14.075, 14.0765 Federal Manual: Section 57-314, Subsection (b)(2) Chapters 30, 31, 32, 34, 35, 38 U.S.C., or Chapter 106, U.S.E.</p>	<p><b><u>SEE ALSO:</u></b></p>
<p><b><u>DATE ADOPTED:</u></b> 12/1/97; rev 4/26/2010</p>	<p><b><u>PAGE:</u></b> 1 of 2</p>

All funds will be receipted and deposited in appropriate accounts. The College bank depositories shall be in the name of the District Board of Trustees, Tallahassee Community College, Florida, and shall be approved by the Board.

All money drawn from a depository shall be upon a numerically controlled check signed by two persons who are authorized by the Board and adequately bonded.

The Board may authorize by electronic or other medium, as provided in 215.85 FS or 6A-14.0752 FAC, the receipt or transfer of public funds to, from, or within its established bank accounts for purposes of investment or direct deposit of funds provided that adequate internal control measures are established and maintained.

**Receipting of All Funds Received**

All funds will be deposited intact in a designated depository as soon as is practicable.

**Receipts and Deposit of All Collected Funds**

The Cashiers Office is the only department authorized to make College deposits in the designated depositories, and shall make daily bank deposits during work hours.

**Disbursing of Funds**

All checks drawn against the College shall be signed by two of the following: the President, the Vice President for Administrative Services, the Assistant Vice President for Administrative Services, or the Director, Budget and General Services.

### Petty Cash Fund

A petty cash fund is authorized for reimbursement for certain approved purchases, but is not authorized for advance payments.

### Investment of Funds

The investment of funds by the College shall be in accordance with the classification of funds in the Accounting Manual For Florida's Public Community Colleges.

1. Current funds, plant funds, and agency funds may be invested as authorized in 218.415 FS. These funds may be invested with the State Board of Administration.
2. Funds due the Board may be placed for investment in its account with the State Board of Administration or another State investment pool account, rather than be deposited.

### Student Refunds - Administrative Error

The Business Office is authorized to refund fees to students in the case of administrative error, death of a student, or other extenuating circumstance deemed justified. Each refund shall be documented and authorized by the Assistant Vice President for Administrative Services or the Vice President for Student Affairs. Refunds shall not be made to students who have outstanding financial obligations.

### Uncollectible Delinquent Accounts

All student fees that are determined to be uncollectible shall be presented to the Board of Trustees for approval to be charged off the books. Generally, accounts shall be deemed uncollectible after one year.

### Delinquent Student Accounts

Students who have a delinquent account (for example, dishonored checks, short term loan, Foundation obligation, promissory note, or other financial obligation past due) shall have a financial obligation notation placed against all records so that transcripts will be held. The student cannot register or receive a degree or certificate until the obligation is removed.

If a student has a previous dishonored check, the Vice President for Administrative Services is authorized to require the student to pay for subsequent registrations with cash, money order, certified check, debit card, or authorized credit card.

### Deferment of Fees

The President or designee is authorized to establish and operate internal administrative deferment fee codes for the purpose of deferring student fees for which a written promise of payment is made by a state and/or federal agency, private business, etc.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> Travel	<b><u>NUMBER:</u></b> 09-04
<b><u>AUTHORITY:</u></b> Florida Statute: 112.061, 1001.64, 1001.65 FAC: 6A-14.0247, 6A-14.0732	<b><u>SEE ALSO:</u></b> 6Hx27:06-10
<b><u>DATE ADOPTED:</u></b> 12/1/97; rev 1/22/01; rev 4/26/2010	<b><u>PAGE:</u></b> 1 of 1

The President shall maintain procedures to reimburse employees and authorized travelers for travel and subsistence expenses incurred during the course of duty consistent with 112.061 FS.

Rates of Per Diem and Subsistence Allowance

Rates of Per Diem and subsistence allowances shall be as authorized in section 112.061, Florida Statutes.

Policy 09-04 Markup

**TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

**POLICY**

<b><u>TITLE:</u></b> Purchasing and Bidding Procedures	<b><u>NUMBER:</u></b> 09-05
<b><u>AUTHORITY:</u></b> Florida Statute: 112.313, 287.017, 1001.64, 1010.02 FAC: 6A-14.0247, 6A-14.073, 6A-14.0734	<b><u>SEE ALSO:</u></b> 6Hx27:09-18
<b><u>DATE ADOPTED:</u></b> 05/21/2007, rev. 11/16/2009, 04/26/2010	

The President or designee is responsible for the purchase of materials, equipment, and services for the College in compliance with law and State Board of Education Rules. This includes the signing of contracts for the normal operation of the College.

Code of Ethics and Conduct

The provisions of Section 112.313, FS, "Standards of Conduct for Public Officers and Employees of Agencies," obligate every purchasing official to an impeccable standard of ethics and conduct. All College employees involved in the purchasing process are expected to be familiar with and adhere to the provisions of the statute.

Purchase Order and Purchase Card

A purchase order is the standard means for the College to purchase commodities and services. A purchase card may be used as an alternative to a purchase order when its use is more cost effective and efficient.

Expenditures before Approval of Budget

In the event that the College's budget is not approved prior to July 1 of any fiscal year, during the period from July 1 to the date the budget becomes official, ordinary expenses may be paid at the same rate the expenditures were budgeted for the preceding year. Expenditures shall be made according to 6A-14.0716, FAC, and shall be limited to the amount budgeted or amended as prescribed by law for each category of expenditure.

Procurement

The College shall take such steps as are necessary to obtain the lowest prices for materials and services best adapted to its needs. In complying with the procedures set forth in Section 6A14.0734, FAC, the College has established the following policies to be observed in incurring liabilities against College funds.

1. The President or designee shall be authorized to approve or reject the purchase of services or commodities not exceeding the amount specified in Section 287.017, FS, for



Category Five, which are to be used in the normal operation of the institution. Purchases of any item exceeding the amount specified in Section 287.017, FS, for Category Five must be authorized by the Board in accordance with Section 6A-14.0734(1) and (2), FAC.

2. Before making any purchase or before recommending any purchase to the Board, the President or designee shall propose standards and specifications insofar as practicable which are to be prescribed for materials to be purchased. The President or designee shall see that all materials thus purchased conform to those standards and specifications and shall take such other steps as are necessary to see that the maximum value is received for any money expended.
3. Institutional memberships in professional organizations and in associations may be paid from College funds.

### Bids and Waivers of Bids

The College shall solicit the submittal of competitive offers from at least three sources when purchasing services or commodities exceeding the amount specified in Section 287.017, FS, for Category Three. The College may accept a bid even if two or fewer bids or proposals are received. When only one responsive offer is submitted, the College may purchase such products or service under the best terms that it can negotiate.

When accepting bids or proposals, the College shall accept the lowest or best bid proposal. If other than the lowest bid or best proposal meeting specifications is accepted, the College shall maintain a public record of the justification.

### Exceptions to the three-bid requirement are the following:

1. Educational tests, textbooks, printed instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, and graphic or computer-based instructional software
2. Library books, reference books, periodicals, and other library materials and supplies
3. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives
4. Food
5. Services or commodities available only from a single or sole source
6. Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants
7. Information technology resources as defined in Section 6A-14.0734(2), FAC
8. Single source procurements for purposes of economy or efficiency in standardization of materials or equipment
9. Items for resale

The President or designee, with the concurrence of the Board Chair or Vice Chair, may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance.

Policy 09-05 Markup

Policy Deletion Recommendation for 09-06, 09-07, 09-08, 09-09, & 09-11. In all cases, the content will be moved to Procedure.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> Telephone Service	<b><u>NUMBER:</u></b> 09-12
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 1/22/01	<b><u>PAGE:</u></b> 1 of 1

The Vice President for Information Technology or designee is responsible for providing telephone services for the operation of the College.

The College provides telephones for its employees to aid in the orderly conduct of College business. Employees are advised to keep personal use of these phones to an absolute minimum. Employees found to be abusing telephone privileges shall be subject to disciplinary action.

College telephones shall not be used to place personal long distance calls or faxes.

Policy 09-12 Markup

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> Payroll	<b><u>NUMBER:</u></b> 09-13
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; administrative revision to comply with 1999-00 Salary Schedule as rev 11/30/99; rev 1/22/00; rev 11/26/01 rev 4/26/2010	<b><u>PAGE:</u></b> 1 of 1

Six Day Reserve

New employees in executive/administrative, managerial/professional, and classified staff positions shall have six days of pay withheld from the first pay period until their employment at the College is concluded. The calculation of that six days reserve shall be made by dividing the annual salary by the number of annualized work days specified in the Board-approved Salary Schedule and multiplying by six.

The six days of pay shall be paid in the employee's last paycheck and shall be calculated at the employee's daily rate of pay at the time of termination. However, if a classified staff employee terminates for any reason during the probationary period for original appointment, the six day reserve payment shall be paid to the employee at the rate it was withheld for the first pay period.

Advanced Payment

State law prohibits advanced payment to any employee; therefore, paychecks shall not be released to employees before the appropriate pay date.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> O.P.S. Employees	<b><u>NUMBER:</u></b> 09-14
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/97; rev 5/15/00, rev04/26/2010	<b><u>PAGE:</u></b> 1 of 1

Persons hired to fill temporary positions created to accomplish a specific task within a specific time shall be classed as O.P.S. (other personal services) employees. An O.P.S. employee works on an as-needed or funds-available basis only. An O.P.S. employee does not serve on a contractual basis, nor does the O.P.S. authorization form constitute a contract.

Compensation for O.P.S. employees shall be in accordance with the current Board-approved Salary Schedule.

Policy 09-14 Markup

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> Auxiliary Enterprises	<b><u>NUMBER:</u></b> 09-15
<b><u>AUTHORITY:</u></b> Florida Statute: 229.053(1), 1001.02, 1001.03, 1001.64, 1001.65 FAC: 6A-14.0247, 6A-14.072, 6A-14.077	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997, rev. 4/26/2010	<b><u>PAGE:</u></b> 1 of 1

The College is authorized to operate or contract for auxiliary enterprises as a service to, and incidental to, the instructional programs. Auxiliary enterprises may include, but are not limited to, food service, vending machines, rental/lease property, and bookstore and shall be operated on a self-sustaining basis.

Funds Derived

Funds derived from undesignated gifts and earnings realized from auxiliary enterprises may be budgeted and disbursed for such purposes as are deemed to be for the benefit of the College, as approved by the President. The President is authorized to use a portion of such funds for the purpose of promotion and public relations or hospitality of business guests of the College. Such funds may be expended for, but not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of faculty and staff, official meetings and receptions, guest speakers, and other development activities. Hospitality expenditures shall not exceed one percent of the prior year total expenditures in the current unrestricted fund.

Funds used for purposes specified above shall be transferred to the current unrestricted fund and included in the approved budget of the College.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> Ticket Sales	<b><u>NUMBER:</u></b> 09-16
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> December 1, 1997, rev. 4/26/2010	<b><u>PAGE:</u></b> 1 of 1

The District Board of Trustees of Tallahassee Community College delegates to the President or designee the authority to establish and collect admission, and to provide guest passes for performances, productions, and other activities of the College, as deemed necessary.

Policy 09-16 Markup

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<p><b><u>TITLE:</u></b> Student Financial Aid, Scholarships and Veteran's Affairs</p>	<p><b><u>NUMBER:</u></b> 09-17</p>
<p><b><u>AUTHORITY:</u></b> The United States Higher Education Act, Florida Statute 1009</p>	<p><b><u>SEE ALSO:</u></b></p>
<p><b><u>DATE ADOPTED:</u></b> 12/1/1997; rev 8/99; rev 4/26/2010</p>	<p><b><u>PAGE:</u></b> 1 of 4</p>

The President or designee is authorized to establish and maintain federal, state, private funded and College-funded financial aid, scholarships and veteran's programs in accordance with Florida Statutes, Federal Regulation, College policies, and appropriate rules.

The College shall participate in Federal and State programs that are appropriate for community college students or that are in the best interest of the College, or where participation is mandated by either Federal or State law.

Information about the various financial aid programs the College participates in shall be maintained in the manner determined by the College or mandated by regulation.

TCC shall offer a comprehensive scholarship program designed to meet the recruitment and retention goals of the College. The Financial Aid Office shall maintain the scholarship programs under the direction of the Scholarship Coordinator.

Application for Funds for Student Financial Aid

As specified in both federal and state regulations, the Director of Financial Aid is primarily responsible for the preparation and timely submission of applications to the United States Office of Education for federal funds and to the Florida Department of Education for state funds.

When preparing these applications, the Director of Financial Aid shall solicit pertinent data from appropriate officers as is necessary for the completion of the report.

The Vice President for Administrative Services, as the chief fiscal officer, authorizes the allocation of College funds to those student financial aid programs which require matching monies as a prerequisite for receiving the federal/state funds. The Vice President shall be responsible for reviewing all new or additional program applications before submission.

As chief administrative officer of the College, the President signs the Program Participation Agreement under which the College operates certain student financial aid programs.

Administration and Coordination



Once the College is officially notified in writing by a federal/state allocation letter of the amount awarded for the various student financial aid programs, it shall be the joint responsibility of the Director of Financial Aid and the Vice President for Administrative Services to assure that the College does not exceed the level of funding authorized by the federal/state governments.

The Vice President for Administrative Services shall be responsible for taking the appropriate actions to assure that College matching funds are transferred to the appropriate programs. The Vice President for Administrative Services shall also be responsible for assuring that the College receives the proper administrative expenses due when so allowed by federal/state regulations.

The Director of Financial Aid is responsible for the proper administration, under prevailing federal/state regulations and guidelines, of any and all student grant funds received from federal/state governments. The Vice President for Administrative Services has ultimate authority and shall coordinate the expenditure and reporting of such funds.

#### Student Eligibility for Financial Aid

The College adheres to the requirements mandated by federal and state regulations that provide financial assistance to students in meeting their educational expense. Awarding is based on demonstrated need utilizing the federally approved need analysis formula. Funds are distributed based on need and availability, and usually to students who apply early in the award process. Students must be fully admitted, degree seeking students in an eligible program, and meet TCC's standards of academic progress for financial aid to qualify for financial aid. All students must be in the required number of credit hours and in classes that apply toward their specified degree program prior to disbursement of funds.

Non degree seeking students, transient students, students taking courses on an audit basis or for self-enrichment, and students working on a General Equivalency Diploma (GED) are not eligible for financial aid.

Students must be enrolled at the end of the College's official first drop/add period for the semester for classes to be considered in a student's financial aid enrollment status. This includes registration in SPI Courses.

#### Student Application for Financial Aid

Students must apply for financial aid each academic year in which they expect to receive assistance. To be considered for Federal and State need-based financial aid, students must submit the Federally approved needs analysis document, the Free Application for Federal Student Aid (FAFSA), provide all documents requested by the College, and if selected for verification the student must submit all documents as specified in the Federal Verification Guide.

Enrollment status for all terms shall be established by the College in accordance with Federal regulations.

Students must demonstrate class attendance in accordance with College policy and Federal regulations prior to the disbursement of their financial aid.

Prior to disbursement of Federal loans, students must meet all the criteria as established by Federal regulation or the college.

### Release of Checks

Students must be eligible for financial aid funds at the time any disbursement is made to their student account. Eligibility shall be determined by Federal regulation and State policy.

### Summer Financial Aid

Students will be required to submit an institutional application for summer financial aid. When evaluated for their summer award, students shall be awarded all funds for which they are determined eligible.

### Withdrawal from the College

Students who stop attending classes at any time must officially withdraw from the College. Stafford loan borrowers must contact the Financial Aid Office to complete an exit interview before leaving the College. Failure to complete all the withdrawal requirements may cause liability for any outstanding charges the student owes the College.

### Veterans Services

The College is approved by the State Approving Agency for educational benefits under the various veterans training laws. Veterans or reservists who plan to attend under any of these programs should contact the Veterans Affairs Specialist in the Financial Aid Office well in advance of registration. Dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act should apply in the same manner as veterans.

Veterans' funds shall be administered in accordance with Federal regulations and State agency regulation or code.

### Financial Aid Office Procedures

The Financial Aid Office is expected to maintain a current office operations manual of policies and procedures.

The Financial Aid Office shall have a code of ethical conduct that complies with Federal and State regulations and law.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> Contracts and Grants	<b><u>NUMBER:</u></b> 09-18
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65	<b><u>SEE ALSO:</u></b> 6Hx27:09-05
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 1/22/01, 4/26/2010	<b><u>PAGE:</u></b> 1 of 1

All contractual agreements shall be reviewed by the appropriate cost center administrator, recommended by the appropriate Vice President and signed by the President or designee.

Upon attainment of Board approval of a primary contract or grant, subcontracts of the primary contractual agreement or grant shall be issued and reported to the Board for ratification.

In the event the College serves as fiscal agent for any entity or agency, the entity or granting agency is responsible for costs resulting from any and all legal actions, grievance procedures, and other such actions. The entity or granting agency shall pay legal fees as such obligations become due.

The College shall retain all interest earnings on contract/grant funds unless otherwise agreed upon by both parties in writing. The Vice President for Administrative Services is authorized to advance cash to contracts/grants for a period not to exceed two months. The President is authorized to advance cash to contracts/grants for a period not to exceed three (3) months.

Policy 09-18 Markup

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b><u>TITLE:</u></b> Federal, State, and College-Funded Grants	<b><u>NUMBER:</u></b> 09-21
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b> 12/1/1997; rev 8/99; rev 4/26/2010	<b><u>PAGE:</u></b> 1 of 1

College faculty and staff are encouraged to take advantage of all grants that will assist in their programs and/or help achieve the goals of the College. Also, the College shall pursue vigorously those federal and state grants that will facilitate the efforts of the College in assisting students and in providing equal access/equal opportunity to quality higher education for all who qualify.

The President or designee is authorized to establish and maintain federal, state, and College-funded grant provisions in accordance with Florida Statutes, Federal Regulation, and appropriate rules.

The Vice President for Administrative Services or designee provides assistance and coordination in preparing all grant proposals other than Financial Aid. Each area working with the Vice President has the responsibility of preparing the paperwork necessary for grant application. All work may be reviewed and approved by the Assistant Vice President for Administrative Services or designee before submission. This approval is in addition to all other signatures required by sources of grants.

After final approval by the Board of Trustees or designee, the Vice President for Administrative Services has the primary responsibility for coordination and administration of all grants submitted by the College.

The College shall participate in Federal and State programs that are appropriate for community college students or that are in the best interest of the College, or where participation is mandated by either Federal or State law.