



February 20, 2017

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Policy Revision 9-18, 9-21

Item Description

Requests Board approval for revisions to Policy 9-18: Contracts and Grants and Policy 9-21: Federal, State, and College-Funded Grants.

Overview and Background

Policy 9-18 and 9-21 are the primary policies that govern the contracts and grants process at TCC. The proposed revisions achieve two objectives: 1) clarifies the Board's intent for the timing of the review and approval for contracts and grants; and 2) clarifies the Board's intent for review of sub-contracts.

Policy 9-18 does not identify a financial threshold for agreements related to contracts and grants to be presented to the board. Policy 3-04 sets a threshold of \$250,000 for the Board's review and approval of agreements and contracts. Establishing a threshold within Policy 9-18 will clarify the Board of Trustees' intent for Policy 9-18.

Policy 9-21 is non-descriptive regarding the timing of when grants are presented to the Board of Trustees for approval. The current practice has been to submit contracts and grants to the Board of Trustees prior to executing agreements. Other policies (ex: 9-18, 3-04) clearly state the required timing for approval of items. The current practice of prior approval may be inconsistent with the intent of Board. Clarifying the timing of the submission of items will clarify the Board of Trustees' intent for Policy 9-21.

Past Actions by the Board

Policy 9-18 and Policy 9-21 were previously revised in 2010.

Funding/Financial Implications

None.

Staff Resource

Barbara Wills

Recommended Action

Approve updates to the College policy as presented.

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

TITLE: Contracts and Grants	NUMBER: 09-18
AUTHORITY: Florida Statute: 1001.64; 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 09-18AP: Contracts and Grants • Board Policy 09-05 and Administrative Procedure 09-05AP: Purchasing and Bidding
DATE ADOPTED: 12/01/97; revised 01/22/01; 05/17/10; 02/20/17	

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 over \$250,000 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.

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TITLE: Federal, State, and College-Funded Grants	NUMBER: 09-21
AUTHORITY: Florida Statute: 1001.64; 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 09-21AP: Federal, State, and College-Funded Grants
DATE ADOPTED: 12/01/1997; Revised 08/01/99; 05/17/10; 02/20/17	

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.

Grant Awards, primary contracts, and related amendments will be presented to the Board of Trustees for approval at the first regular board meeting after the executed agreement is received. 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.

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