



September 18, 2023

MEMORANDUM

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, 4000 – Program, 6000 – Finances, 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, 4000 – Program, 6000 – Finances, and 8000 – Operations.

Highlights of these changes include:

0131.01 - Technical Corrections (New) – Policy authorizes technical corrections.
0191 - Tallahassee Collegiate Academy Charter School (New) – Policy establishes the College as the authorizer of the TCA.
1121, 2121, 3121 - Background Screenings – Policy revised to include requirements and changes in Florida Statute regarding Level 2 screening.
1121.01, 2121.01, 3121.01 - Mandatory Self-Reporting – Policy revised to clarify administrative action after reporting.
1140, 2140, 3140 - Conflict of Interest – Policy revised to include reporting requirement.
1400, 3400 - Evaluation of Employee Performance – Policy revised to include “Meets Expectation” performance for pay raises.
1425, 2425, 3425 - Employee Attendance and Leave – Policy revised to include sick leave transfer amount.

1515, 2515, 3515 - Dual and Outside Employment -Policy revised to include Dual Employment.
1520, 3520 - Professional Development and Tuition Assistance – Policy revised to include Professional Development Plan.
1710, 2710, 3710 - Employee Pay – Policy revised to outline employee’s responsibility regarding electronic pay.
2422 - Part-time Employees (Non-Benefited) – Policy revised to include PSAV.
2460 - Suspension, Dismissal, or Non-Renewal of Contracts of Instructional Staff – Policy revised to include notification to HR prior to action.
4140 - Transfer of Academic Credit – Policy revised to include requirements and/or change in Florida Statute regarding Military experience.
4145 - Assessment of Academic Preparation - Policy revised to include requirements and changes in Florida Statute regarding placement tests.
4155 - Intercollegiate Athletics – Policy revised to include use of name, image, or likeness.
4240 - Textbook/Course Material Affordability & Transparency - Policy revised to include requirements and changes in Florida Statute regarding textbook adoption.
6114 – Investments (New) – Policy clarifies the College’s authority to manage and invest public funds.
8420 - Equal Access/Equal Opportunity, Discrimination, Sexual Misconduct, and Unlawful Harassment – Policy revised the definition of retaliation for consistency.
8450 - Firearms and Weapons - Policy revised to clarify no guns on campus.

The policies may be reviewed at:

<https://www.tcc.fl.edu/about/college/district-board-of-trustees/college-procedures/policy-revisions/>

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College’s Policy Manual in March 2023.

Recommended Action

Approve revision of College policies as presented.