



May 17, 2010

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Barbara R. Sloan, President *BRS*  
**SUBJECT:** Policy Revision – Chapter 11

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### Item Description:

This item requests policy manual changes for Chapter 11.

### Overview:

As a continuation of the complete revision of the TCC Policy Manual, revisions to Chapter 11 are presented for Board 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 11 are summarized here:

11-00	Remove procedure	11-07	New policy. Formerly part of 11-06. Updated Florida Statutes and SBE Rule.
11-01	Minor changes in wording. Remove procedure and reference keys.	11-08	New policy. Formerly part of 11-06. Updated Florida Statutes and SBE Rule.
11-02	Minor changes in wording. Remove procedure	11-09	New policy. Formerly part of 11-06. Updated Florida Statutes and SBE Rule.
11-03	Change title. Modify policy to include advertising and solicitation. Remove procedure.	11-10	New policy. Formerly part of 11-06. Updated Florida Statutes and SBE Rule.
11-04	Minor changes in wording. Remove procedure.	11-11	Formerly 11-07. Retitled. Updated Florida Statutes and SBE Rule.

11-05	Modify wording.	11-12	New policy. Formerly part of 11-06. Updated Florida Statutes.
11-06	New policy. Formerly part of 11-06. Remove Procedure. Update Florida Statutes and SBE rules.		

**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 revision of Chapter 11. The Executive Team will continue to bring additional chapters to the Board as the review process continues.

**Funding/Financial Matters:**

No funding required.

**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> Physical Plant - Maintenance and Sanitation	<b><u>NUMBER:</u></b> 11-00
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1013.12	<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 2

The President has delegated to the Vice President for Administrative Services/CFO the direct responsibility for developing procedures and implementing plans to evaluate the maintenance, sanitation, and housekeeping of the College.

Policy 11-00 Markup

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

<b><u>TITLE:</u></b> Access to College Facilities and Property	<b><u>NUMBER:</u></b> 11-01
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65	<b><u>SEE ALSO:</u></b> 6Hx27:12-01
<b><u>DATE ADOPTED:</u></b> 12/1/97; revised 1/22/01	<b><u>PAGE:</u></b> 1 of 1

Access to a college owned or leased building during days or times that building is normally scheduled to be secured requires prior approval of the appropriate supervisor responsible for the security of that building. In addition, an employee, student, or other person intending to access a college owned or leased building must have a valid TCC identification card or prior approval by a TCC employee with authority to arrange access to a college owned or leased building.

Policy 11-01 Markup

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

<b><u>TITLE:</u></b> Scheduling Activities and Facilities	<b><u>NUMBER:</u></b> 11-02
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0262	<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 15

College facilities and equipment are intended primarily for educational purposes and for the benefit of the College's students. Therefore, College facilities and equipment will be made available according to the following priorities: College educational programs, College activities and programs, outside not-for-profit groups and organizations, and outside for-profit groups and organizations.

The temporary use of College facilities shall be compatible with the philosophy, mission, functions, and objectives of the College. Individuals or groups wishing to use rooms or other College facilities must schedule them in advance through established procedures.

The President or designee shall have the authority to establish insurance requirements and appropriate fees.

Policy 11-02 Markup

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

<b><u>TITLE:</u></b> Advertising and Solicitation	<b><u>NUMBER:</u></b> 11-03
<b><u>AUTHORITY:</u></b> Florida Statute: 1001.64, 1001.65, 1012.855 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 2

The College recognizes that the First Amendment to the Constitution of the United States allows the College as a public institution only limited authority to regulate time, place, and manner of display, but not content, unless the content is such that it contains:

- "fighting words" or material likely to produce a riot or other substantial civil disruption on campus; or Photos, illustrations, wording or depictions which insinuate, promote or support the consumption, sale or use of alcohol. Since TCC is a dry campus, these forms of materials, promotions, or advertisements are strictly prohibited.

The President or designee has the authority to establish procedures for the implementation of this policy that both comply with the constitutional rights of all, and that provide clear guidance as to place and manner of display of posters, signs, and other materials.

Policy 11-03 Markup

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

<b><u>TITLE:</u></b> Pest Control	<b><u>NUMBER:</u></b> 11-04
<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	<b><u>PAGE:</u></b> 1 of 1

The President or his designee has authority to develop and implement Integrated Pest Management procedures to control structural and landscape pests and to minimize exposure to pesticides. These procedures prevent unacceptable levels of pest activity and damage and ensure the least possible hazard to people, property, and the environment.

Policy 11-04 Markup

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

<b><u>TITLE:</u></b> Animals and Pets on Campus	<b><u>NUMBER:</u></b> 6Hx27:11-05
<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	<b><u>PAGE:</u></b> 1 of 1

No animals or pets may be brought on any TCC campus with the exception of service animals for the impaired, laboratory animals, and animals to be used for previously-approved instructional or special programs

Policy 11-05 Markup



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

<b><u>TITLE:</u></b> Construction Projects	<b><u>NUMBER:</u></b> 11-06
<b><u>AUTHORITY:</u></b> Florida Statutes: 1001.64, 1013.371, 1013.38, 1013.40, 1013.64(1), 1013.64(4), 6A-2.0111 F.A.C.	<b><u>SEE ALSO:</u></b> 468, 471, 481, 553
<b><u>DATE ADOPTED:</u></b>	<b><u>PAGE:</u></b> 1 of 1

The President or designee shall establish procedures to ensure that new construction, renovation, remodeling and site improvement projects are implemented in a manner consistent with the educational program of the College; the Florida Building Code; other local, State or National codes; and the State Requirements for Educational Facilities.

This policy authorizes the President to employ a Certified Building Official or inspector, or utilize such other processes as may be necessary to administer and enforce the provisions of the Florida Building Code for Public Educational Facilities and State Requirements for Educational Facilities (SREF).

The President shall establish procedures as necessary for the implementation of the Florida Building Code as it relates to the following areas: plan and specification review, issuance of building permits, project field inspection for code compliance, final inspection and issuance certificate of occupancy, and records management for code compliance.

Policy 11-06 Markup

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

<b><u>TITLE:</u></b> Advertisements for Construction Projects	<b><u>NUMBER:</u></b> 11-07
<b><u>AUTHORITY:</u></b> Florida Statutes: 287.055; 1001.42(9), 1013.02, 1013.37, 1013.40, 1013.46, 1013.47	<b><u>SEE ALSO:</u></b> <b><u>6A-2.0010</u></b>
<b><u>DATE ADOPTED:</u></b>	<b><u>PAGE:</u></b> 1 of 1

The President or designee is authorized to develop criteria and necessary procedures to advertise and award Contracts for Facilities or Improvements of Educational Plant.

Any contract amount that exceeds that specified in Florida Statutes for Category Two for new construction, leasing, remodeling, renovation, or the addition to any educational plant or other improvement to College property shall be advertised by the Board and awarded in accordance with the provisions of the Florida Administrative Code.

Policy 11-07 Markup

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

<b><u>TITLE:</u></b> Pre-Qualification of Contractors	<b><u>NUMBER:</u></b> 11-08
<b><u>AUTHORITY:</u></b> Florida Statutes: 1013.02, 1013.03, 1013.12, 1013.37, 1013.40, 1013.45, 1013.46	<b><u>SEE ALSO:</u></b> <b><u>6A-2.0010 F.A.C.</u></b>
<b><u>DATE ADOPTED:</u></b>	<b><u>PAGE:</u></b> 1 of 1

The President or the Vice President for Administrative Services is authorized to develop criteria and procedures for prequalification of contractors for the construction, renovation, and remodeling of educational facilities.

The contractor shall be prequalified according to the guidelines or rules established in the *State Requirements for Educational Facilities, Chapter 4, Section 4.1*.

Policy 11-08 Markup

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

<b><u>TITLE:</u></b> Selection of Professional Services	<b><u>NUMBER:</u></b> 11-09
<b><u>AUTHORITY:</u></b> Florida Statutes: 287.017, 287.055; 1013.45, 1013.46	<b><u>SEE ALSO:</u></b> SREF Chapter 4, Section 4.1
<b><u>DATE ADOPTED:</u></b>	<b><u>PAGE:</u></b> 1 of 1

The President or designee is authorized to establish procedures for the selection of professional architects, engineers, construction managers, general contractors or other professional services for construction projects, in accordance with Florida Statutes.

In the selection of architects, the District Board of Trustees shall develop the criteria for selection as per Florida Statutes, screen any proposals, conduct interviews and make the final selection of the firms to be used for both continuing contract/minor projects estimated to cost less than \$2,000,000 and the major construction/renovation/remodeling projects in excess of \$2,000,000.

Policy 11-09 Markup

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

<b><u>TITLE:</u></b> Construction Change Orders	<b><u>NUMBER:</u></b> 11-10
<b><u>AUTHORITY:</u></b> Florida Statutes: 287.017, 1013.48	<b><u>SEE ALSO:</u></b> 6A-2.0111
<b><u>DATE ADOPTED:</u></b>	<b><u>PAGE:</u></b> 1 of 1

The President or designee is authorized to approve change orders up to the authorized limit for Category Five, as established in Florida Statutes for each change order, between District Board of Trustee meetings for the purpose of expediting work in progress. Any such action shall be reported to the Board for ratification at the next regularly scheduled meeting.

Change orders are not approved until Board action takes place.

Policy 11-10 Markup

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
POLICY**

<b><u>TITLE:</u></b> Acquisition of Real Property	<b><u>NUMBER:</u></b> 11-11
<b><u>AUTHORITY:</u></b> Florida Statutes: 1013.02, 1013.14, 1013.15, 1013.16, 1013.24, 1013.25, 1013.28(1), 1013.31, 1013.36, 1013.37, 1013.40	<b><u>SEE ALSO:</u></b> 6A-2.0010 F.A.C. 267.061, 562.45(2)(a), 1001.02(2)(a), 1001.64(37),
<b><u>DATE ADOPTED:</u></b>	<b><u>PAGE:</u></b> 1 of 1

The District Board of Trustees shall acquire additional property only when the acquisition adheres to the following guidelines:

- The acquisition is consistent with the College Master Plan
- It is in the best long term and financial interest of the College
- It enhances the academic programs of the College
- The acquisition is fair market value, consistent with Florida Statutes

The President or designee is authorized to develop procedures to acquire, sell, or lease real property on behalf of the Board of Trustees at fair market value. Fair market value shall be determined by engaging the services of a certified property appraiser. A review of the property and/or a determination of fair market value by the College does not constitute or imply a contract to purchase.

The Board of Trustees shall consider all property acquisitions based upon the recommendation of the President.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
POLICY**

<b><u>TITLE:</u></b> Reduction of Retainage for Construction, Renovation and Remodeling Projects	<b><u>NUMBER:</u></b> 11-12
<b><u>AUTHORITY:</u></b> Florida Statutes: 1013.50	<b><u>SEE ALSO:</u></b>
<b><u>DATE ADOPTED:</u></b>	<b><u>PAGE:</u></b> 1 of 1

The President or designee is authorized to establish procedures for the reduction of retainage for new construction, renovation and remodeling projects.

The amount of retainage may be adjusted only after the project has reached substantial completion or the terms of the contract agreement. The retainage may not be reduced below two per cent of the contract amount at any time prior to project completion.

Policy 11-12 Markup