



August 19, 2013

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** College Policy Update - 07-04 Contracts

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### Item Description

This item requests Board approval for an update to policy 07-04, listed in Chapter 7.0 – Executive – Administrative Personnel.

### Overview and Background

The College brings forth a request to update Policy 07-04 – Contracts. Highlights of the policy changes are outlined below:

- Policy 07-04 currently requires Executive/Administrative employees be reappointed by the District Board of Trustees no later than sixty (60) days prior to the termination of their contract. The recommended change reduces the reappointment requirement from sixty (60) days to thirty (30) days to better serve the College's business process.

### Past Actions by the Board

The Board previously revised Policy 07-04 on 11/22/10.

### Funding/Financial Implications

N/A

### Staff Resource

Teresa Smith

### Recommended Action

Approve the update to College policy 07-04.

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

<b>TITLE:</b> Contracts	<b>NUMBER:</b> 07-04
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65, 1012.855, <u>1012.83</u> Florida Administrative Code: 6A-14.0261, 6A-14.026, 6A-14.041(2)	<b>SEE ALSO:</b> 07-06
<b>DATE ADOPTED:</b> 12/01/97; Revised 01/22/01, 11/22/10	

Executive/Administrative employees shall serve at the pleasure of the Board of Trustees and shall be subject to suspension, dismissal, reduction in pay, demotion, transfer, or other personnel actions at the discretion of the Board in accordance with Board policies and the contract of the Executive/Administrative employee.

Executive/Administrative contracts may be for more than one (1) year, but may not exceed three (3) years and may include parts of two (2) fiscal years per 6A-14.041 (2) FAC.

Executive/Administrative employees may be reappointed by the Board of Trustees, upon the recommendation of the President, no later than thirty (30) ~~sixty (60)~~ days before the termination of their contract.

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