

# **POLICY: 1.1.**

## **Development, Approval and Review of TCSG Policies and Procedures**

**Revised:** November 1, 2012; March 4, 2010  
**Last Reviewed:** March 23, 2017; November 1, 2012  
**Adopted:** September 21, 2001



*Replaces Introduction in Policy Manual “Development and Approval of Policy and Procedure” effective September 21, 2001 and “POLICY: Enactment of State Board Policies” effective March 4, 2010*

### **POLICY:**

Pursuant to applicable state law, the State Board of the Technical College System of Georgia shall establish and promulgate policies for the orderly and efficient operation of the System Office and associated technical colleges. The State Board has delegated the authority to develop accompanying procedures to the Commissioner and technical college presidents.

State Board policies will describe a course of action or a principle that guides and determines present and future decision-making; reflect the philosophy upon which the agency operates; ensure compliance with applicable federal and state laws; and support the operation and mission of the Technical College System of Georgia and its technical colleges. Policies shall be publicly displayed for comment prior to approval by the State Board.

Procedures will provide guidelines for how state policies are to be carried out and prescribe other administrative, operational, regulatory or statutory requirements for the System office and technical colleges. Procedures shall become effective only after the approval of the Commissioner of the Technical College System of Georgia.

All policies and procedures shall be reviewed annually. The re-formatting of policies or other similar non-substantive changes shall not require approval by the State Board, but shall be reported to the Governance, Compliance and Audit Committee of the State Board.

### **RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of the Board  
O.C.G.A. § 20-4-14 – TCSG Powers and Duties