

# Procedure: 1.1p.

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

**Revised:** May 11, 2017; September 27, 2012; January 12, 2010  
**Last Reviewed:** May 11, 2017  
**Adopted:** May 2007



*This Procedure replaces “Development and Approval of Policy and Procedure” adopted April 23, 2001 (revised September 21, 2001) and “PROCEDURE: Enactment of State Procedures” effective May 2007 (revised January 12, 2010) in the “Introduction” to the State Board Policy Manual.*

### I. PURPOSE:

The State Board of the Technical College System of Georgia is the legal body with authority over the Technical College system of Georgia, and its system of postsecondary institutions. The Board is the policy-making body for the institutions, and is ultimately responsible for ensuring that the resources of the institution are adequate to provide sound educational, adult literacy, and economic development programs. The Board has delegated authority to the Commissioner of the Technical College System of Georgia and technical college presidents to develop procedures to implement State board policies or other operational, regulatory, or business requirements. These policies and procedures provide guidance to employees in their day to day activities; ensure compliance with applicable federal and state laws; and support and fulfill the operation and mission of the Technical College System of Georgia and its technical colleges. The following processes are established to ensure the consistent development, approval, and review of policies and procedures.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 Powers of the Board  
O.C.G.A. § 20-4-14 TCSG Powers and Duties  
State Board Policy: 1.1 Development, Approval, and Review of TCSG Policies and Procedures

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS:

With respect to this procedure, the following definitions shall apply:

- A. **Commissioner:** the individual selected and employed by the State Board of the Technical College System of Georgia to manage the overall supervision and direction of

the Technical College System of Georgia and the implementation of State Board policies.

- B. **Designated Official:** the individual responsible for the development and review of State Board policies and procedures under his/her area of responsibility as assigned by the Commissioner.
- C. **Employee:** all employees of the System whether employed at the System Office or the technical colleges.
- D. **Peer Group:** association of individuals employed in a similar discipline, position, or special interest at the System Office or technical college.
- E. **Policy:** a course of action or a principle that guides and determines present and future decision-making. Policies reflects the philosophy upon which the System operates, and are established by the State Board.
- F. **Policy Coordinator:** the individual selected by the General Counsel to manage the approval and review process for the System. Approved policies and procedures will be published by the Coordinator.
- G. **President:** the individual selected and employed by the Commissioner to manage the day to day operations of a technical college, and includes his or her designees.
- H. **State Board:** the governing body created by O.C.G.A. §20-4-10 to promulgate standards, rules, regulations, and policies for the orderly and efficient operation of the Technical College System of Georgia, including its technical colleges' adult literacy education programs, and economic development programs.
- I. **System:** the Technical College System of Georgia including its technical colleges, adult literacy education programs, and economic development programs.
- J. **System Office:** the central office of the Technical College System of Georgia, located in Atlanta, Georgia.
- K. **TCSG Procedure:** a described process for how State Board policies or other operational or regulatory requirements are to be implemented.
- L. **Technical College System of Georgia:** a state agency created by O.C.G.A. §20-4-14 to exercise state level leadership, management, and operational control over colleges, programs, and services authorized by Title 20, Chapter 4, Article 2 of the Georgia Code.
- M. **Technical College:** a unit of the state-wide system of postsecondary institutions governed by the State Board.
- N. **Substantive Changes:** modifications to policies or procedures which alter the philosophy or course of action set by the governing authority or which reflect a change in federal or statutory requirements.

**V. ATTACHMENTS:**

- Attachment: 1.1p.a1. State Board Policy Format
- Attachment: 1.1p.a2. TCSG Procedure Format
- Attachment 1.1p.a3. Policy Manual Assignments

**VI. PROCEDURE:**

- A. Each section of the State Board Policy Manual shall be administratively assigned to a designated official. Current assignments are identified in Attachment 1.1p.a3.
- B. It is the responsibility of the designated official to ensure that policies and procedures, under his or her area of assignment, are reviewed annually and maintained in a manner that is clear, concise, current, and consistent with federal and state laws. Designated officials shall ensure that System Office, technical college staff, and peer groups are aware of current policies and procedures within their areas of assignment.

- C. The designated official shall be responsible for proposing new policies and procedures whenever the need arises. Said proposals shall be submitted in the formats prescribed in Attachment 1 or 2.
- D. The General Counsel may approve changes to a policy or procedure that involve typographic errors or minor changes without substantive effect.
- E. The Commissioner may approve changes to TCSG Procedures which are necessary due to time requirements imposed by statute, other regulatory requirements, or critical business need. Technical college presidents will be notified of these changes immediately.
- F. Technical college presidents shall adopt and publish State Board policies and TCSG procedures within their college, or develop and publish local procedures that are consistent with said policies and procedures.
- G. State Board Policy Development, Revision, and Approval:
  - 1. New policies and revisions to existing policies may originate by a request from the State Board, the designated official, or technical college presidents.
  - 2. State Board policies will generally be drafted by the designated official or a staff member in the division to which the policy applies with assistance and/or input from peer groups. Designated officials must coordinate any policy development or revisions with staff in other divisions that are or will be impacted by the policy provisions.
  - 3. The designated official will forward the policy to the Commissioner, Deputy Commissioner, and General Counsel. Whenever appropriate or practical, new or proposed policy revisions shall first be presented to the technical college presidents for review and approval.
  - 4. After the policy is reviewed and approved, the policy shall be forwarded to the General Counsel and Policy Coordinator for presentation to the Governance, Compliance, and Audit Committee of the State Board. The Committee will reject, revise, or submit the policy to the State Board for consideration.
  - 5. The State Board will publicly display the policy for at least one month prior to voting.
  - 6. Policies are effective upon approval by the State Board, unless otherwise noted.
  - 7. Policies will be submitted, in the approved format, to the Policy Coordinator for publication in the State Board Policy Manual.
  - 8. The Policy Coordinator shall ensure a history of previous versions of each State Board policy and subsequent revisions are maintained.
- H. TCSG Procedure Development, Revision, and Approval
  - 1. New procedures and revisions to current procedures may originate by a request from the State Board, designated official, employee, or technical college presidents.
  - 2. TCSG procedures will generally be drafted by the designated official or a staff member in the work unit to which the procedure applies with assistance and/or input from other divisions or peer groups as needed. Designated officials must coordinate any development or revisions of procedures with designated officials in other divisions that are or will be impacted by the provisions of the procedure.
  - 3. The designated official will forward the procedure to the Commissioner, Deputy Commissioner, General Counsel, and others whose areas of responsibility may be impacted.
  - 4. The procedure should then be presented to the Commissioner or designee and technical college presidents for review and approval preferably at the scheduled presidents' council meeting. There is no requirement that a procedure be publicly displayed prior to approval. The procedure may be approved in person,

telephonically, or electronically, and will require a majority vote to be considered approved by the presidents.

5. Procedures are effective upon approval by the Commissioner or designee, and presidents, unless otherwise noted.
  6. Procedures will be submitted, in the approved format, to the Policy Coordinator for publication in the State Board Policy Manual.
- I. Annual Review
1. The designated official must ensure that all State Board policies and TCSG procedures, within his/her area of assignment, are reviewed annually, and revised as appropriate.
  2. The designated official may utilize Peer Groups to review, develop, or revise policies and procedures. Peer Groups are expected to maintain awareness of policies and procedures impacting their assigned areas.
  3. On or before November 1st of each year, the designated official will provide the Policy Coordinator with a list of policies and procedures that have been reviewed, and the date they were reviewed.
  4. The Policy Coordinator will maintain, in the State Board Policy Manual, the last date the policy or procedure was reviewed.

## **VII. RECORD RETENTION:**

The Policy Coordinator shall maintain previous versions of each policy and procedure as well as subsequent revisions.

# Attachment 1.1p.a1. - Format for TCSG POLICY

TO BE USED WHEN SUBMITTING A NEW OR REVISED POLICY. EXISTING POLICIES NOT IN THIS FORMAT SHOULD BE CONVERTED DURING THE ANNUAL REVIEW PROCESS

**Policy: [1.1p.a1.] [use Arial- 20 pt. font]**  
**[Title of the Procedure]**

[use table matrix as below:]

<b>Revised:</b>	(add the date the Board approved this version of the policy or later date; maintain dates of previous revisions/approvals in this field)
<b>Last Reviewed:</b>	(Policy is required to be reviewed annually; designated officials will send the last date the policy was reviewed to Legal Services each year)
<b>Adopted:</b>	(Date the policy was first adopted by the Board) Note: this date should never change.

[use graphics below to separate title from of procedure]



**POLICY: [use Arial -11 pt. font]**

[Type in Policy Statement]

***Note:** the policy statement should be broad, but brief. It should clearly state the Board's intent, describe a course of action or a principle that guides and determines present and future decision-making. Policy should reflect the philosophy upon which the Agency operates. The Policy statement is also intended to provide broad guidance to staff in their day to day activities; ensure compliance with applicable federal and state laws; and support and fulfill the operation and mission of the Technical College System of Georgia and its technical colleges. If more detailed guidelines are necessary in order to implement the policy, the statement should contain the following: The Commissioner is directed to develop procedures necessary to implement the provisions of this policy.]*

*State Board Policy should be applicable to both the System Office and all technical colleges. If a policy is intended to only apply to certain work units, it will be necessary to define the scope of coverage within the policy statement.*

## RELATED AUTHORITY:

*[Type in state of federal statute, rule, or regulation supporting the policy; other TCSG policies or procedures related to this particular policy; or OPB/State of Georgia Policies, etc.]*

**External Hyperlinks are not encouraged.** If you wish to have a hyperlink to the related authorities, you must provide and maintain the correct links and note *[insert hyperlink]*.

## Attachment 1.1p.a2. – Format for TCSG Procedure

TO BE USED WHEN SUBMITTING A NEW OR REVISED PROCEDURE. EXISTING PROCEDURES NOT IN THIS FORMAT SHOULD BE CONVERTED DURING THE ANNUAL REVIEW PROCESS

### Procedure: [1.1p] [use Arial- 20 pt. font]

#### [Title of the Procedure]

[use table matrix as below:]

<b>Revised:</b>	(add the date the President’s Council approved this version of the procedure or later date; maintain dates of previous revisions/approvals in this field)
<b>Last Reviewed:</b>	(Procedure is required to be reviewed annually; designated officials will send the last date the procedure was reviewed to Legal Services each year)
<b>Adopted:</b>	(Date the procedure was first adopted by Presidents’ Council) Note: this date should never change

[use graphics below to separate title from of procedure]



#### I. PURPOSE: [use Arial -11 pt. font]

If the procedure is related to a State Board Policy, you may use the policy statement here, or summarize it. If the procedure is a “stand alone,” type in a brief statement of intent or summary of operational/regulatory requirements for the Technical College System of Georgia and its technical colleges.

#### II. RELATED AUTHORITY:

List any State Policy/Procedure which is directly related to this procedure. You should list any state or federal statutes or regulations which relate to the procedure.

**External Hyperlinks are not encouraged.** If you wish to have a hyperlink to the related authorities, you must provide and maintain the correct links and note *[insert hyperlink]*.

#### III. APPLICABILITY:

If a State Procedure is applicable to all entities of the department (system wide) use the phrase: *All work units and technical colleges associated with the Technical College System of Georgia.* If a State Procedure does not apply to all work units and/or technical colleges, define the procedure’s scope of coverage.

#### IV. DEFINITIONS:

Include any general statements and specific explanations for words or initials that clarify the content of the State Procedure that could be interpreted in more than one way.

## **V. ATTACHMENTS:**

List titles for all enclosures that are included as part of the procedure. All forms included as an attachment shall include a stated retention schedule on the form. If you wish to have a hyperlink to the form, you must provide the correct link and note [*insert hyperlink*].

## **VI. PROCEDURE:**

The method to be used, by whom, when, where and how to be placed in operation. Statements are instructions of the sequence of events necessary for implementation. This will likely be the lengthiest portion of the procedure.

## **VII. RECORD RETENTION:**

If forms are included as an attachment to a procedure this section will be utilized to outline the retention schedule and disposition of the forms. For any records that will be created as part of the implementation of the procedure, cite the portion of the Secretary of State's or TCSG Records Retention Policy that is applicable to that particular record. (e.g. if the procedure will require the creation of employment records, there are specific retention schedules that pertain to each type of employment record.)

# Attachment: 1.1p.a3. **New** Policy Manual Assignments

The responsibility for state policies and procedures are assigned as follows:

1. The Commissioner and General Counsel are responsible for policies and procedures associated with Section 2, Mission and System of Governance.
2. The Assistant Commissioner of the Office of Administrative Services is responsible for policies and procedures associated with Sections 3 and 4, Administration and Human Resources.
3. The Assistant Commissioner of the Office of Technical Education is responsible for policies and procedures associated with Sections 5 and 6, Academic Affairs and Student Affairs, except as set forth below.
4. Policies concerning non-credit Instruction and Quick Start are assigned to the Assistant Commissioner of the Office of Economic Development Programs/Quick Start.
5. Policies concerning programs for adult literacy, and General Education Development Testing (GED®) and Diplomas are assigned to the Assistant Commissioner of the Office of Adult Education.