

Procedure: 1.1p.

Development, Approval, and Review of TCSG Policies and Procedures

Revised: May 11, 2017; September 27, 2012; and January 12, 2010.

Last Reviewed: April 10, 2023; September 1, 2022; September 2, 2020; September 3, 2019; September 4, 2018; and May 11, 2017.

Adopted: May 3, 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. It is responsible for ensuring that the institution's resources 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 guide 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 consistent development, approval, and review of policies and procedures.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board.

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.

TCSG State Board Policy 1.1. – Development, Approval, and Review of TCSG Policies and Procedures.

III. APPLICABILITY:

All work units and Technical Colleges are associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Concerning 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 developing and reviewing

State Board policies and procedures under his/her area of responsibility as assigned by the Commissioner.

- c. **Employee:** all system employees, whether employed at the System Office or the Technical Colleges.
- d. **Peer Group:** association of individuals employed in a similar discipline, position, or particular 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 reflect 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. The coordinator will publish approved policies and procedures.
- 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 includes 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 TCSG State Board.
- n. **Substantive Changes:** modifications to policies or procedures that alter the governing authority's philosophy, course of action, or reflect a change in federal or statutory requirements.

V. ATTACHMENTS:

Attachment: 1.1p.a1. – TCSG State Board Policy Format

Attachment: 1.1p.a2. – TCSG Procedure Format

Attachment 1.1p.a3. – TCSG Policy Manual Assignments

Attachment 1.1p.a4. – TCSG Record Retention Schedules

VI. PROCEDURE:

Concerning this procedure, the following definitions shall apply:

- a. Each TCSG State Board Policy Manual section shall be administratively assigned to a designated official. Current assignments are identified in Attachment 1.1p.a3.
- b. The designated official's responsibility is to ensure that policies and

procedures under his or her area of assignment are reviewed annually and maintained concisely, current, and consistent with federal and state laws. In addition, designated officials shall ensure that System Office, Technical College staff, and peer groups know current policies and procedures within their assignment areas.

- c. The designated official shall propose 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 necessary changes to TCSG Procedures due to time requirements imposed by statute, other regulatory requirements, or critical business needs. 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 consistent with said policies and procedures.
- g. State Board Policy Development, Revision, and Approval:
 - i. New policies and revisions to existing policies may originate by request from the State Board, the designated official, or Technical College presidents.
 - ii. State Board policies will 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.
 - iii. 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.
 - iv. 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.
 - v. The State Board will publicly display the policy for at least one month before voting.
 - vi. Policies are effective upon approval by the State Board unless otherwise noted.
 - vii. In the approved format, policies will be submitted to the Policy Coordinator for publication in the State Board Policy Manual.
 - viii. The Policy Coordinator shall maintain a history of previous versions of each State Board policy and subsequent revisions.
- h. TCSG Procedure Development, Revision, and Approval
 - ix. New procedures and revisions to current procedures may originate by request from the State Board, designated official, employee, or Technical College presidents.
 - x. TCSG procedures will be drafted by the designated official or a staff member in the work unit. 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.

- xi. The designated official will forward the procedure to the Commissioner, Deputy Commissioner, General Counsel, and others whose areas of responsibility may be impacted.
 - xii. The procedure should then be presented to the Commissioner, designee, and Technical College presidents for review and approval, preferably at the president's 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.
 - xiii. Procedures are effective upon approval by the Commissioner, designee, and presidents unless otherwise noted.
 - xiv. Procedures will be submitted, in the approved format, to the Policy Coordinator for publication in the State Board Policy Manual.
- i. Annual Review
 - xv. The designated official must ensure that all State Board policies and TCSG procedures within his/her area of the assignment are reviewed annually and revised as appropriate.
 - xvi. The designated official may utilize Peer Groups to review, develop, or revise policies and procedures. In addition, peer Groups are expected to maintain awareness of policies and procedures impacting their assigned areas.
 - xvii. On or before November 1 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.
 - xviii. The Policy Coordinator will maintain the last date the policy or procedure was reviewed in the State Board Policy Manual.

VII. RECORD RETENTION:

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

Last Reviewed: April 10, 2023; August 31, 2022; September 2, 2020; September 3, 2019; and September 4, 2018.

Attachment 1.1p.a1. - TCSG State Board Policy Format

TO BE USED WHEN SUBMITTING A NEW OR REVISED POLICY. EXISTING POLICIES NOT IN THIS FORMAT SHOULD BE CONVERTED DURING THE ANNUAL REVIEW PROCESS. USE NORMAL MARGINS AND FOLLOW FONT AND STYLE SPECIFICATIONS.

Policy: 1.1. [use Arial 20 pt. font]

[Title of the Policy]

[use table matrix as below:]

Revised:	(Add the date the Board approved this policy version or a later date; maintain dates of previous revisions/approvals in this field.) Note: You must include the month, day, and year.
Last Reviewed:	(Policy must be reviewed annually; designated officials will send the last date the policy was reviewed to Legal Services each year.) Note: You must include the month, day, and year.
Adopted:	(Date the policy was first adopted by the Board) Note: this date should never change. You must include the month, day, and year.

[use graphics below to separate title from policy]



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 and describe a course of action or a principle that guides and determines present and future decision-making. The policy should reflect the philosophy upon which the Agency operates. The Policy statement is also intended to guide 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. Suppose more detailed guidelines are necessary to implement the policy. In that case, 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 apply to the System Office and all Technical Colleges. However, if a policy is intended to only apply to specific work units, it will be necessary to define the scope of coverage within the policy statement.

RELATED AUTHORITY:

[Type in the state or federal statute, rule, or regulation supporting the policy; other TCSG policies or procedures related to this 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].

Last Reviewed: April 10, 2023; August 31, 2022; September 2, 2020; September 3, 2019; and September 4, 2018.

Attachment 1.1p.a2. –TCSG Procedure Format

TO BE USED WHEN SUBMITTING A NEW OR REVISED PROCEDURE. EXISTING PROCEDURES NOT IN THIS FORMAT SHOULD BE CONVERTED DURING THE ANNUAL REVIEW PROCESS. USE NORMAL MARGINS AND FOLLOW FONT AND STYLE SPECIFICATIONS.

Procedure: 1.1p. [use Arial 20 pt. font] [Title of the Procedure]

[use table matrix as below:]

Revised:	(Add the date the Presidents approved this procedure version or a later date; maintain dates of previous revisions/approvals in this field.) Note: You must include the month, day, and year.
Last Reviewed:	(Procedure must be reviewed annually; designated officials will send the last date the policy was reviewed to Legal Services each year.) Note: You must include the month, day, and year.
Adopted:	(Date the procedure was first adopted by the Presidents) Note: this date should never change. You must include the month, day, and year.

[use graphics below to separate title from 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 related to this procedure. Be sure to list state or federal statutes or regulations related to the procedure. List exactly as titled in the Official Code of Georgia and the TCSG Policy Manual.

List in the fashion of the following:

O.C.G.A. § 20-4-11 – Powers of Board.

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.

TCSG State Board Policy 1.1. – Development, Approval, and Review of TCSG Policies and Procedures.

TCSG Procedure 2.1.1. – Statement of Equal Opportunity.

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 applies to all department entities (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 on the sequence of events necessary for implementation. This will 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 applicable to that record. (e.g., if the procedure requires the creation of employment records, specific retention schedules pertain to each type of employment record.)

Last Reviewed: April 10, 2023; August 31, 2022; September 2, 2020; and September 3, 2019.

Attachment: 1.1p.a3. TCSG Policy Manual Assignments

The responsibility for state policies and procedures is 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 Office of Administrative Services Assistant Commissioner is responsible for policies and procedures associated with Sections 3 and 4, Administration and Human Resources.
3. The Office of Technical Education Assistant Commissioner 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 High School Equivalency (HSE) Testing and Diplomas are assigned to the Assistant Commissioner of the Office of Adult Education.

Attachment 1.1p.a4. –TCSG Records Retention Schedule

Records Management and Archives

- I. General Counsel Opinions.**
 - a. This series documents responses of the State General Counsel's Office to legal questions posed by the institution's legal advisor and administrative officers which may have an impact on the institution's operations and policy.
 - b. Retention: Permanent

- II. Contracts and Agreements Records.**
 - a. This series documents the negotiation, execution, completion, and termination of legal agreements between an institution and other parties, and for personal/professional services. Records include a copy of the official contract or agreement, memoranda of understanding, amendments, exhibits, and addenda.
 - b. Retention: Contracts or agreements documenting building construction, alterations, or repair: Ten (10) years after expiration; Other contracts and agreements: Seven (7) years after expiration.

- III. Legal Case Request.**
 - a. Description: This series contains case files pertaining to subjects such as: affirmative action conflicts; salary disputes; differences in interpretation of contract language; risk management controversies; and tenure relinquishment disagreements.
 - b. Retention: Records of cases resulting in major policy modification, non-confidential components of cases considered historical, and summary statements: Permanent; All other records: Seven (7) years after final decision.

- IV. Open Records Requests.**
 - a. Description: Records include written requests received by the office; written and dated responses issued by the office; and approval of release of the information.
 - b. Retention: Three (3) years.

- V. Patent and Invention Records.**
 - a. Description: This series documents the transfer of technology from the institution to outside agencies as the result of research projects and grants carried out at the institution. This series may include but is not limited to: original patents; patent applications; international licensing agreements; agreements giving permission for institutional researchers to use other patented inventions in their research; invention disclosure forms that list the names of the inventors; descriptions and titles of inventions; sources of funding to create the inventions; details of the provenance of the inventions and their documentation; to whom the inventions have been disclosed; suggested manufacturers; reports issued concerning the inventions; and signatures of inventors and technically qualified witnesses.
 - b. Retention: Original patents, formal invention assignment forms, license agreements, patent legal transactions, and invention disclosure forms: Permanent; All other records: Seven (7) years.

- VI. Subpoenas and/or Production of Documents Requests.**
 - a. Description: This series documents subpoenas and/or production of documents

- requests from third parties.
- b. Retention: Five (5) years.

VII. Trademarks Licensing Records.

- a. Description: This series documents the legal authority for non-system agencies to use the logos and other symbols constituting the registered trademarks of the institution. This series may include but is not limited to names and addresses of approved licensees; their annual gross dollar sales of institutionally trademarked items; invoices showing royalties paid to the institution for use of the trademarks; licensing agreements; and samples of the requesting licensees' artwork.
- b. Retention: Seven (7) years after expiration of licensing agreement.