

# **POLICY: 2.2.1.** (I.E.1)

## **Commissioner Responsibilities and Authority**

**Revised:** November 1, 2011; September 1, 2011; December 29, 2003; June 18,

**Last Reviewed:** 2001 September 10, 2018, November 1, 2011

**Adopted:** June 2, 1988



### **POLICY:**

The Commissioner is responsible to the Board for the planning, development, and internal management of the System's staff, organization, and other resources to ensure the optimal development, planning, evaluation, and management of technical education programs designed to meet the needs of the citizenry, business, and industry in the most cost effective and efficient manner. The Commissioner reports to and serves at the pleasure of the Board of the Technical College System of Georgia.

The Commissioner shall:

- 1) Develop and submit goals, objectives, and plans for the System's operations to the Board for approval.
- 2) Plan, develop, coordinate, and manage the implementation of a statewide program of postsecondary technical and adult education which facilitates the meeting of, and is consistent with, the economic development needs of the state and its citizenry.
- 3) Manage the day-to-day operations of the System through a professional staff and direct the development and implementation of operational policies and procedures as needed.
- 4) Recommend to the Board, the appointment of the President of each technical college.
- 5) Conduct an evaluation of the President of each technical college.
- 6) Account to the Board for carrying out policies approved by the Board and ensuring that all policies are communicated to all personnel and all others affected. Employees shall be encouraged to make suggestions for, and contribute to, the formation of new or modifications of existing policies.
- 7) Develop and submit to the Board the following for consideration and action:
  - a) Annual and long-range plans for technical and adult education; and

- b) Criteria, standards, and procedures for evaluating postsecondary technical education programs, services, and activities.
- 8) Review and allocate all annual and supplemental budget requests for all postsecondary technical and adult education.
- 9) Develop and submit to the Board the following for consideration and action:
- a) Plans and proposals to modify, eliminate, or add to the Board's existing responsibilities and/or authority;
  - b) All proposed legislation for the Board to be considered by the State legislature;
  - c) Legal documents through which the Board takes action or is involved in litigation matters;
  - d) Proposals for membership of local boards of technical colleges;
  - e) All contracts that exceed \$125,000;
  - f) All change orders or amendments to existing contracts other than for capital outlay of that exceed twenty percent of the original contract cost;
- 10) Approve on behalf of the Board all change orders and amendments over twenty percent of the original contract cost to state-funded contracts for capital outlay within the limits of funds appropriated for capital outlay.
- 11) Plan, develop, coordinate, and manage all plans to promote the Board's activities and to solicit private and public funds in support of the Colleges' mission
- 12) Develop and submit to the Board periodic progress reports and evaluations on:
- a) All major projects which are being performed by the System's staff or contract personnel; and
  - b) The overall activities of the System.
- 13) Develop and submit to the Board for consideration and action proposed changes in organizational structure or functional assignments for the organizational level reporting immediately to the Commissioner. Approve all other changes in organizational structure or functional assignments.
- 14) Develop job descriptions, employ, and dismiss all employees. The Commissioner, in turn, may delegate this same authority to the supervisory staff.
- 15) Establish a written employee grievance procedure based on Board policy and ensure that it is properly administered.
- 16) Approve or delegate approval authority for all employee travel requests.

- 17) Manage and direct special projects at the direction of the Board.
- 18) Receive and resolve, if possible, complaints in regard to the Board's policies and the System's operation.
- 19) Ensure that all revenues are properly collected, recorded, and deposited in accordance with the Board's policies.
- 20) Ensure that the Board's expenditures are in accordance with the Board's and the Legislature's budgetary limitations.
- 21) Establish and maintain a positive working relationship with other entities involved in postsecondary technical and adult education.
- 22) Represent the state with national, regional, and other postsecondary technical and adult education agencies, organizations, and associations.
- 23) Perform other duties as assigned by the 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