

# PROCEDURE:

## 1.1p. Development, Approval, and Review of Local Procedures

*Revised: February 19, 2014; February 18, 2015; February 17, 2016; February 15, 2017; February 21, 2018; February 15, 2023*  
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*Adopted: April 17, 2013*

### 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 ultimately 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 provide 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.

### II. RELATED AUTHORITY

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

### III. APPLICABILITY

This procedure applies to Ogeechee Technical College.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

Ogeechee Technical College Local Procedure Format (1.1p.a2.)

### VI. PROCEDURE

#### **Development, Review, and Revisions**

Each local procedure at Ogeechee Technical College is administratively assigned to a member of the Executive Council (EC). It is the responsibility of the divisional vice president to ensure that procedures under his or her area of assignment are reviewed annually and maintained in a manner that is clear, concise, current, and consistent with State Board policies, TCSG procedures, as well as federal and state laws. Each

divisional vice president is responsible for review by their division and presentation of suggested changes to all Executive Council members for discussion and implementation. The Vice President for Institutional Effectiveness (VPIE) develops a monthly calendar reminder of items to be reviewed by EC. The reminder includes the date that the EC member responsible for the plan, manual, handbook, or procedure should forward the document to the other EC members for their division's input. Once the author completes the revision process, the final, revised document is forwarded by the VPIE to the President for a final review prior to presentation to the EC for approval. The designated official is also responsible for proposing new procedures whenever the need arises.

### **Approval**

New or proposed procedure revisions shall first be presented to the Executive Council for review and approval. The procedure is then presented to the Ogeechee Technical College Local Board of Directors for their review and acceptance. However, the Executive Council is authorized to approve changes involving typographical errors or minor changes without substantive effect.

### **Unscheduled Revisions**

Except under extreme emergency circumstances, the revision of any procedure shall only occur on the schedule delineated on the Ogeechee Technical College Planning Calendar. Should the need arise for an unscheduled revision, the procedure must follow the same process prior to implementation: full review and approval by the employees in the appropriate division, Executive Council and recommendation by the Local Board of Directors.

When substantive or typographical errors are found, the reader is encouraged to report the error to the appropriate vice president and the Vice President for Institutional Effectiveness. Errors should be reported in writing and include the number of the procedure, the name of the procedure, the language the reader finds problematic, and suggestions for improvement.

### **Publication**

Once recommended by the Local Board of Directors, the Vice President for Institutional Effectiveness will post the procedure to the Ogeechee Technical College policies and procedures webpage.

### **Guidelines**

#### Procedures

1. All current local procedures will be reviewed on an annual basis.
2. The Vice President for Institutional Effectiveness (VPIE) will include all procedures scheduled for review in the monthly Calendar Reminders document. This file will be sent as an email attachment to the Executive Council (EC) approximately four weeks prior to the next EC meeting to give appropriate time for review. Each vice president will share the division-specific procedures scheduled for review with all employees within their division. Employees in each

division have the opportunity to review and provide feedback on the procedures scheduled for review either through division/departmental meetings or other communications as required. Division/departmental minutes and emails will reflect the discussion and review of the procedures scheduled for review each month.

3. Any proposed change or creation of a procedure may be submitted to the Executive Council at any scheduled meeting. All new procedures should be submitted in the appropriate format (see attachment).
4. If the procedure was reviewed by the EC and no changes were recommended, the procedure would then be updated to reflect a new REVIEWED date and posted to the policies and procedures webpage.
5. If a creation/change is not approved by the Executive Council, it may be resubmitted after revisions are made.
6. If the procedure was accepted with changes by the Executive Council, then the procedure would be submitted to the President's Executive Assistant to be placed on the agenda for the next Local Board of Directors meeting.
7. The creation/change will either be recommended or not by the Local Board of Directors. If not, all steps must be repeated to be considered again at the local board level.
8. If the procedure is accepted, the procedure would be updated to reflect a new REVISED date and posted to the policies and procedures webpage.

#### Exhibits

1. All current local exhibits located on the policies and procedures webpage must be reviewed on an annual basis.
2. The Vice President for Institutional Effectiveness (VPIE) will include all exhibits scheduled for review in the monthly Calendar Reminders document. This file will be sent as an email attachment to the Executive Council (EC) approximately four weeks prior to the next EC meeting to give appropriate time for review.
3. Any proposed change to or creation of an exhibit may be submitted to the Executive Council at any scheduled meeting. For consideration of a new exhibit, the document need only be submitted to the VPIE. This exhibit will then be altered to the appropriate format and sent to the President's Executive Assistant to be placed on the agenda for the next Executive Council Meeting.
4. If the creation/change is not approved by the Executive Council, it may be resubmitted after revisions are made.
5. If the exhibit was reviewed and found that no changes were needed, the exhibit would then be updated to reflect a new REVIEWED date and posted to the policies and procedures webpage. If the exhibit was approved with changes, the electronic file would be updated to reflect a new REVISED date and posted to the policies and procedures webpage.
6. If any exhibit is a form, it must also be posted to the "Forms" section of OTCNet.

#### **VII. RECORD RETENTION**

The Vice President for Institutional Effectiveness shall maintain previous versions of each procedure and subsequent revisions.