TCSG 1.1p.:
SCTC Procedure
Development, Approval and Review of SCTC Procedures

Adopted: June 2022

Revised: January 2023

Purpose

The Board has delegated authority to the Southern Crescent Technical College (SCTC) President 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 SCTC. All local procedures must be consistent with Technical College System of Georgia State Board policies and procedures. The following processes are established to ensure the consistent development, approval, and review of policies and procedures.

Attachment

Attachment: 1.1.p. a1 Policy Manual Assignments

Procedure

A. Each section of the State Board Policy Manual and Local SCTC Procedures shall be administratively assigned to a College Standing Committee, with an assigned member of the senior leadership team serving as an ex-officio member.

B. It is the responsibility of the standing committee to ensure that procedures, under their area of assignment, are maintained in a manner that is clear, concise, current, and consistent with federal and state laws. The Senior Leadership member for the appropriate standing committee shall ensure technical college staff are aware of current policies and procedures within their areas of assignment.

C. The senior leadership team member representing their assigned standing committee shall be responsible for proposing new procedures whenever the need arises.

D. The SCTC President 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. (TCSG Procedure 1.1p., VI., F.)

E. Local Procedure Development Revision, and Approval

1. New procedures and revisions to existing procedures may originate by a request from the standing committee, member of the senior leadership team, or SCTC president.

2. Procedures will generally be developed by the standing committee in the area to which the policy applies.

3. All procedures whether new or revised must be reviewed by the assigned standing committee prior to being submitted by the senior leadership team member for final approval.

4. The standing committee will forward its recommendation to the senior leadership team for review and recommendation.

5. The senior leadership team along with the President will review the recommendation with the President making final approval.

6. Procedures are effective upon approval by the SCTC President unless otherwise noted.

7. The assigned senior leader team member for the appropriate section will notified all college employees of new and revised procedures by email referring faculty and staff to the appropriate section of the SCTC Policy and Procedure Manual.

F. Local Procedure Review

1. The assigned standing committee shall be responsible for ensuring the annual review of TCSG policies, procedures, and SCTC procedures.

2. The assigned senior leadership team member will oversee the annual review.

3. A report of the annual review shall be provided to the senior leadership.

4. If revisions are recommended in the annual review report, those recommendations shall be considered according to SCTC Procedure 1.1p, E.

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The sections of the Policy and Procedure Manual are assigned to the following standing committee and the assigned senior leadership team member serving as ex-officio committee member.

Introduction:

Institutional Effectiveness Committee, Vice-President of Institutional Effectiveness

Mission & System of Governance:

Institutional Effectiveness Committee, Vice-President of Institutional Effectiveness

Administration:

Facilities and Operations Committee, Vice President of Administrative Services

Human Resources:

Facilities and Operations Committee, Vice President of Administrative Services

Academic Affairs:

Curriculum Management Committee, Vice President of Academic Affairs

Student Affairs:

Student Success Committee, Vice President of Student Affairs

Public Safety:

Facilities and Operations Committee, Vice President of Administrative Services