

1.1. OFTC State Board Policy and Local College Procedures

Procedure

TCSG State Board Policy 2.1.3 State Board Responsibilities and Authority, establishes the authority of the State Board to “establish policies and review and approve those proposed and established by the Commissioner so that the Department’s operations shall meet the Board’s goals and objectives.” At the local level, State Board policies are administered through the President and the Senior Staff (direct reports).

While the policies established by TCSG are the guiding policies of the college, the need for local college procedures may exist. The OFTC President and the Senior Staff work together to develop local procedures, detailing how the TCSG State Board policies will be executed locally.

The President is ultimately responsible for ensuring that all State Board policies and OFTC local procedures are administered at the college. The President delegates specific areas of responsibility to Senior Staff members who are responsible for the administration of policies and procedures within their departments as outlined in the table below:

Senior Staff Member	Area of Responsibility
President	All Policies and Procedures
Vice President of Academic Affairs	Academic Affairs
Vice President of Student Affairs	Student Affairs and Off-site Campuses
Vice President for Administrative Services	Administrative Services, Information Technology, and Marketing/Public Relations
Vice President of Economic Development	Economic Development, Conference Centers, and Adult Education
Vice President of Facilities, Planning, and Research	Institutional Effectiveness, Grants/Grant Administration, Facilities, and Safety/Security
Executive Director for Advancement	College Advancement/Foundations

Development and Approval Process

Each member of Senior Staff works with the president to develop local procedures that meet the needs of their division of the college. Within Academic and Student Affairs, faculty members are involved in the development process through membership on committees. Specifically, the Academic Affairs and Curriculum committee and the Student Affairs Committee review and approve new procedures, as well as proposed changes to any existing OFTC procedures.

OFTC procedures are reviewed first by the President and Senior Staff and then taken to the Local Board of Directors for adoption. Procedure adoption date is noted on the procedure.

Review Process

All State Board policies and locally developed procedures are reviewed annually by the President and the Senior Staff. All procedures are assigned to a member of this leadership team. The assignee is responsible for reviewing the procedures for accuracy and relevancy. The procedure may be reviewed and revised outside of the annual review process as needed. Procedure review date is noted on the procedure.

Publication

Procedures are made available to all parties by publication on the college website. Additionally, the OFTC Student Handbook is used to communicate relevant policies and procedures to students. The OFTC Faculty Manual communicates relevant policies and procedures to faculty members.

Adopted: August 29, 2013

Reviewed: February 24, 2014, March 17, 2016, March 23, 2017, March 21, 2018, February 4, 2020

Revised: March 19, 2015, December 4, 2017, February 25, 2019