

# **CPTC Procedure: Enactment of College Procedures**

## **I. Purpose**

The State Board of the Technical College System of Georgia is responsible for establishing and promulgating policies for the operation of the Technical College System of Georgia and associated technical colleges, including Coastal Pines Technical College (CPTC).

The State Board has delegated the authority to develop accompanying operating procedures to the Commissioner and the technical college presidents. These 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. Procedure to Develop CPTC Procedures**

New procedures and revisions to current procedures may originate upon a request by or as a result of actions taken by the State Board, Commissioner, Deputy Commissioner, Assistant Commissioner, or College President. A recognized need for a local procedure can originate from any staff member.

CPTC procedures are typically drafted by a staff member in the work unit to which the procedure applies, with assistance and/or input from other work units as needed. The procedure is forwarded for approval to the respective Cabinet member responsible for implementation of the procedure. The Cabinet member routes the procedure through the process outlined below.

- The procedure is presented to the Cabinet for review and approval.
- If approved by the Cabinet, the procedure is presented to the College Council for review and approval.
- If approved by the College Council, the procedure is presented to the Local Board for review only. The Local Board does not approve CPTC procedures.
- Procedures are effective upon approval by the Cabinet and College Council. Any changes by the College Council to a proposed procedure that has been approved by the Cabinet must be approved by the President prior to becoming effective.

The President is authorized to make modifications that involve typographical errors or minor changes without substantive effect.

## **III. Publishing of CPTC Procedures**

New or revised procedures, once approved, are posted in the CPTC Policy and Procedure Manual. The President's office is responsible for maintaining the CPTC Policy and Procedure Manual.

The Cabinet member responsible for the procedure must ensure that the current procedure is published in the appropriate CPTC documents.

Faculty and staff are notified of the new or revised procedures via email.

CPTC procedures should be reviewed periodically by the Cabinet member responsible for the implementation of the procedure and revised as appropriate.

#### **IV. Administration of Procedures**

The President is ultimately responsible for ensuring that all State Board policies and procedures, and CPTC procedures are implemented at the College. The President delegates specific areas of responsibility to Cabinet members who are responsible for the implementation of procedures within their department as outlined in the table below.

Cabinet Member	Area of Responsibility
President	College-wide
Executive Vice President & Vice President for Academic Affairs	Academic Affairs
Vice President for Administrative Services	Administrative Services
Executive Director of Adult Education	Adult Education
Vice President for Economic Development	Economic Development
Executive Director of College Advancement	College Advancement
Vice President for Institutional Effectiveness	Institutional Effectiveness
Vice President for Student Affairs	Student Affairs
Executive Director of Facilities	Facilities
Executive Director of Information Technology	Information Technology
Campus Police Chief	Police & Security

The Cabinet member responsible for the implementation of a procedure is identified at the bottom of each procedure.

#### **Responsibility**

The President has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** January 16, 2014

**Revised:** February 21, 2023