Orangeburg-Calhoun Technical College
Statement of Procedure

Department of
Responsibility: Vice President for Business Affairs

Authorization:

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President

Date Approved: July 20, 1993   Last Revised: September 2, 2015

Last Reviewed: March 19, 2024

This procedure implements Orangeburg-Calhoun Technical College's Policy 1.001 entitled Policy and Procedure System.

Policies and procedures will be published and made available to all employees and concerned parties through an organized system of development and dissemination as follows:

A.   The Vice President for Business Affairs has primary responsibility for coordinating the development of policies and procedures and making these available to all employees.

An updated manual is available in the Vice President for Business Affairs Office. A full updated policies and procedures manual is also available electronically to all employees on the college's internal website.

B.   The college also adheres to policies and procedures of the South Carolina Technical College System. These policies and procedures are found on their website (www.sctechsytem.com).

C.   Any employee of the College may recommend initiation or change in policy/procedures by submitting a request to the President's office. Each policy/procedure will be assigned to an individual to serve as author and coordinator. Each policy or procedure will be circulated for review by the author. This review shall include, at a minimum, President and President staff. Other groups such as Faculty Council and Staff Council may also review when deemed necessary. Upon resolution of review questions, the draft will be submitted to the President's office. If approved by the President, it will either be signed by the President and published (if a procedure), or submitted to the Area Commission for consideration (if a policy).

Title: Preparation and Publication of Policies and Procedures   Number: 1.001.01
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D.   Separate formats have been developed for policies and procedures. Both shall be indexed into nine sections. Policies shall be identified by the heading, <u>Statement of Policy</u>. The title shall describe the subject matter. The signature of the Area Commission Chairman and the College President is required. The statement of policy will remain in effect until revoked or amended by the Area Commission.

Procedures shall be identified by the heading, <u>Statement of Procedure</u>. The title shall describe the subject matter and will relate to a statement of policy. An office of responsibility will identify the person responsible for the scheduled review of the procedure.

E.   Review of statements of policy/procedure:

Each statement of policy will be reviewed at least every three years by the College President and Area Commission. Review may be initiated at any time if warranted. Upon review each statement of policy will be signed by the College President and Area Commission Chairperson. The review date will also be updated. A record of review will be included in the minutes of the Area Commission meeting.

Each statement of procedure will be reviewed at least every three years by the responsible department. Upon review each statement of procedure will be signed by the College President. The review date will also be updated. If there are no changes, a record of review will be maintained by the Vice President for Business Affairs and the procedure will remain in force.

F.   Numbering System:

Policies will be divided into nine categories. There will be an allowance for up to 999 policies in each category. Procedures will have the same numbers as the underlying policy with the final two digits identifying the procedure.

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Subject	Policies	Procedures
General Organization	1.001-1.999	1.001.01-1.999.99
Planning and Evaluation	2.001-2.999	2.001.01-2.999.99
Academic Programs	3.001-3.999	3.001.01-3.999.99
Student Development	4.001-4.999	4.001.01-4.999.99
Facilities and Equipment	5.001-5.999	5.001.01-5.999.99
Safety and Environment	6.001-6.999	6.001.01-6.999.99
Finance	7.001-7.999	7.001.01-7.999.99
Personnel	8.001-8.999	8.001.01-8.999.99
Unassigned	9.001-9.999	9.001.01-9.999.99