

SRTC Procedure: Introduction to the SRTC Policy Manual

Southern Regional Technical College (SRTC) and the local Board of Directors adhere and support the policies and procedures of the State Board of the Technical College System of Georgia (State Board). In cases where the State Board Policy Manual is silent or where the College deems additional clarification is needed, the President's Leadership Cabinet (PLC) may implement additional procedures.

The President is the principal designated official for the implementation of the State Board policies and procedures.

The primary responsibility for proposing College procedures rests with the President; however, procedures may be proposed by any member of the local Board of Directors or by any staff member at the College with the approval of the President.

Procedure proposals shall be submitted to the PLC for review, through the President's Office, by e-mail approximately one week in advance of a regularly scheduled meeting.

Each member of the PLC has direct supervisory responsibility over his/her respective area of SRTC, and is responsible for ensuring that policies and procedures are followed within his/her area of responsibility.

PLC members are responsible to ensure that State Board policies and procedures under his or her responsibility are reviewed as changes are made and that SRTC procedures under his or her responsibility are reviewed annually. Local procedures are maintained in a manner that is consistent with federal and State laws and accreditation requirements.

Responsibility

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

References:

[SRTC Procedure: Procedure Development and Approval](#)

[SBTCSG 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](#)

Adopted: 02-23-15
Implemented: 07-01-15
Revised: 07-28-15