

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION  
PROCEDURE**

**PROCEDURE NUMBER: 0-1-102.1**

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**TITLE: POLICY DEVELOPMENT**

**POLICY  
REFERENCE NUMBER: 0-1-102**

**DIVISION OF  
RESPONSIBILITY: EXECUTIVE DIRECTOR**

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**DATE OF LAST REVISION: January 23, 2012**

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**EXECUTIVE DIRECTOR**

When matters requiring policy consideration are identified, they will be presented to the Executive Director of the State Board for Technical and Comprehensive Education (the Board) in writing. The correspondence should clearly and concisely state the issue and all circumstances leading to the request for policy consideration. The Executive Director, upon receipt of a matter for policy consideration, will determine the appropriate body or individual to whom the matter should be referred for policy development. An item may be referred to the Chairperson of the Presidents' Council or the Associate Executive Director in whose area of responsibility the issue falls.

The responsible body or individual will solicit and receive advice and recommendations from groups and individuals which would be affected by the proposed policy. After full discussion and coordination, a draft proposed policy will be submitted to the Executive Director. The Executive Director will present the proposed policy to the executive staff at their next scheduled meeting for review and discussion. The Executive Director may concur or refer the issue back for further consideration with recommendations.

If a proposed policy is developed through the Presidents' Council, the Executive Director will present it to the executive staff for review and comment before referral to the Board. If a proposed policy is developed by the executive staff, it will be submitted to the Presidents' Council for review and comment prior to referral to the Board. The presidents will be responsible for all local coordination.

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An area commission shall provide input to the policy development process, through its president. Each college president is responsible for reviewing all proposed State Board policies with the college's area commission. Furthermore, an area commission(s) may provide input into the policy development process directly through its commission chairman. The Chairperson of the South Carolina Association of Technical College Commissioners is invited to attend all meetings of the Board and may function as a resource person to provide the Board a local governance perspective as the Board considers adoption of policy matters.

After review by the executive staff and the Presidents' Council, the Executive Director will present the proposed policy to the appropriate committee of the Board. The Chairperson of the related standing committees of the Presidents' Council shall attend and serve as a resource person to the standing committees of the Board as appropriate. Minority reports may be submitted to the Executive Director for presentation to the State Board.