

**3354:1-11-02 Rulemaking policy.**

(A) Policies, procedures, departmental directives, and rules.

(1) Policies.

Board policies create a framework within which the President or other officer of the College is directed or authorized to take discretionary action in a specific area. Frequently, policies delegate elements of the Board's authority to operate the College. They tell what is required or permitted. They may also indicate why and how much.

(2) Procedures.

College procedures are specific statements of process or means by which policies shall be fulfilled or implemented. Like policies, procedures generally have a broad impact. They may reach beyond any one College department to unify students, employees, multiple College departments, and other individuals or organizations in a common process.

(3) Departmental directives.

Departmental directives are typically minor internal forms, work instructions, guidelines, and other directives that do not have substantive impact beyond one College department. They are not official rules of the College, but rather serve as instructions important to the internal operations of a department.

(4) Rules.

Rules are duly-adopted College policies and procedures. Departmental directives are not rules of the College.

## (B) Rulemaking.

Subject to the Board's sole authority to adopt, modify, and rescind policies, the President or the President's designee(s) shall lead and coordinate policy and procedure development efforts Collegewide. Policies and procedures shall be implemented as a foundation for Collegewide operations, and shall be integrated into the College's planning, continuous improvement, and quality assurance efforts. Specifically, the President or the President's designee(s) shall:

- (1) Prescribe one or more rulemaking procedures.
- (2) Analyze existing federal, state, and local statutes, regulations, and case law for impact on policy and procedure; formulate recommendations; and communicate recommendations to the President and any impacted Executive Vice President.
- (3) Monitor proposed federal, state and local laws and regulations, and developing case law; formulate recommendations; and communicate recommendations to the President and any impacted Executive Vice President.
- (4) Once every five years, lead a comprehensive policy and procedure review project.
- (5) Annually, lead a comprehensive policy and procedure review project for at least one chapter of the College's policies and procedures.
- (6) Routinely develop recommendations to ensure that the Board and the College are complying with Ohio legal requirements relating to policy and procedure development.
- (7) Manage state filings in accordance with legal requirements, including Section 111.15 of the Administrative Code, to the extent applicable.

- (8) Participate in the strategic planning, annual planning, and quality assurance planning processes in order to encourage continuous improvement of policies and procedures so that they better support efficient and effective operation of the College toward achievement of its goals.
  - (9) Periodically participate in training programs that educate College leadership about the legal and operational aspects of policies and procedures.
  - (10) Periodically audit College operations in order to identify opportunities for improvement in compliance with existing policies and procedures, and for improvement of the policies and procedures themselves.
  - (11) Communicate policies, procedures, and related matters to students, employees, and trustees in an appropriate manner.
- (C) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the implementation of this policy.

Effective date: December 15, 2005