

OVERVIEW

In accordance with Ohio Administrative Code 3357.09, the board of trustees of a technical college district may prescribe rules for the effective operation of a technical college. All state-supported entities (including all two-year colleges) are required to file administrative rules in electronic format with the Legislative Service Commission (LSC). Ohio Revised Code 111.15 establishes procedures the college is to follow for proposing new, amended, or rescinded rules. Chapter 111.15 rules do not require public hearings. The college is required to file administrative rules with the LSC in electronic format.

This standard operating procedure establishes a protocol for Central Ohio Technical College to follow to develop Board rules and to establish a schedule for the review of all of its existing rules. The purpose of that review is to assess the continuing need for and the appropriateness of the Board's rules to determine if they should be continued in their current form, modified, or repealed.

PROCEDURE

- I. Board Rule - A board rule is a formal written statement of the law that has been established by the COTC Board of Trustees under the statutes that authorize the college to adopt rules. In essence, a board rule is a communication of the law established by the college. Rules provide guidance for uniform operation of the college and a framework regarding the organization, administration, and operation of the college. Rules are adopted by the Board of Trustees and become part of chapter 3357 of the Ohio Administrative Code.
- II. Rule Development
 - A. New COTC board rules may be recommended by any board member, the president or vice presidents, or any member of the administrative leadership team. However, each rule must be sponsored by the appropriate executive over the topic area of the proposed rule.
 - B. The responsible executive drafts the rule in consultation with the Vice President of Institutional Planning and Human Resources and the Executive Assistant to the President and in accordance with LSC guidelines.
 - C. The Vice President for Institutional Planning and Human Resources will consult with the college's assigned assistant attorney general, as necessary and appropriate.
- III. Adoption of new rules.
 - A. New rules must be reviewed and endorsed by the the President and adopted by the Board of Trustees.
 1. The Vice President for Institutional Planning and Human Resources will present the final draft rule to the president for review and endorsement.
 2. The Executive Assistant to the President will schedule the rule to be considered for adoption by the Board at a regularly scheduled board meeting.
 3. Subsequent to the adoption of the rule by the Board, the Executive Assistant to the President is responsible for publishing the rule online, filing the new rule with the LSC, and maintaining all board rule-related records.
- IV. Structure and Format of Rules
 - A. The structure (parts of the rule) and format of text must be presented in accordance with a standardized format and style as defined by the Ohio Legislative Service Commission (LSC) in the Rule Drafting Manual (see resources).
 - B. Numbering conventions
 1. All rules must be numbered in conformity with the LSC-defined numbering system. In accordance with that system, a rule number is comprised of the following parts:
 - a. Agency number – The agency number is a basic number with regard to numerically organizing an agency's rules into the Administrative Code. It corresponds to the Revised Code chapter from which an agency principally derives its rule-making authority. Central Ohio Technical College's agency number is 3357.
 - b. Division number - Division numbers are assigned by LSC, follows the agency number and is preceded by a colon. COTC's division number is 3.

- c. Chapter number - A chapter contains the individual rules that pertain to a particular subject. Each chapter is assigned a number, typically, a one- or two-digit number, which follows the agency or division number and is preceded by a hyphen. COTC has defined the following chapter numbers:
 - i. 1 = Governance & General Administration
 - ii. 2 = Academics
 - iii. 3 = Fiscal
 - iv. 4 = Not currently assigned
 - v. 5 = Not currently assigned
 - vi. 6 = Student Life & Enrollment Management
- d. Rule number – Individual rules are assigned a two- digit number following the chapter number and are preceded by a hyphen.
 - i. Principle rule number – Rules one to nine are numbered as -01, -02, and so forth.
 - ii. Supplemental rule number – Not used by COTC

V. Review of COTC Board Rules

- A. All COTC Board rules shall be reviewed every five years and refiled with the LSC in years that are divisible by five (i.e. 2015, 2020, 2025).
- B. In the year prior to the refiling year, the Vice President for Institutional Planning and Human Resources will schedule the review of each group (by Chapter) of rules with appropriate executive and administrative staff and provide instructions on how to use the Guiding Questions for Rule Review (see resources). Staff will also identify other potentially interested parties that may be contacted for input. The staff review will result in one of three recommendations:
 - 1. A recommendation to amend the rule:
 - a. The responsible executive drafts the amendments to the rule in consultation with Vice President of Institutional Planning and Human Resources and the Executive Assistant to the President and in accordance with LSC procedural guidelines.
 - 2. A recommendation to rescind the rule.
 - 3. A recommendation to maintain the rule in current form.
- C. For recommendations to amend or rescind a rule, the Vice President for Institutional Planning and Human Resources will consult with the college's assigned assistant attorney general, as necessary and appropriate.
- D. The Vice President for Institutional Planning and Human Resources will present the recommendations resulting from the review to the president for endorsement.
- E. Subsequent to the President's endorsement, the Executive Assistant to the President will schedule the recommendations resulting from the review of the rules to be considered by the Board at a regularly scheduled board meeting.
- F. Subsequent to the rule recommendations being endorsed by the Board, the Executive Assistant to the President is responsible for updating the rules website; filing the amended and rescinded rules with the LSC and notifying them of those rules with no changes, and maintaining all board rule-related records.

Resources

Guiding Questions for Rule Review –

<http://www.cotc.edu/Communities/Documents/Guiding%20Questions%20for%20Rule%20Review.dotx>

Ohio Legislative Service Commission (LSC) Rule Drafting Manual -

https://www.google.com/url?q=https://www.lsc.ohio.gov/documents/private/rules/adminruledraftmanual06_06.pdf&sa=U&ved=0ahUKEwjnxf_jlYffAhVOKKwKHctJCMgQFggEMAA&client=internal-uds-cse&cx=009100035972409072957:d9v93f0egmy&usq=AOvVaw3BFopTug2OCy79uwFELelp

Questions

Questions about the rule development and review procedures should be sent to Jackie Parrill, Vice President for Institutional Planning and Human Resources, at Parrill.9@osu.edu, and/or Jan Tomlinson, Executive Assistant to the President, at jtomlins@cotc.edu.



Standard Operating Procedure for Development & Review of College Board Rules

History

Issued: 02/27/2019
08/20/2019 Approved by Board of Trustees