

### 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 Ohio Revised Code 111.15 establishes procedures the college is to follow for proposing new, amended, or rescinded rules.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the appropriateness of the Board's rules to determine if they should be continued in their current form, modified, or repealed.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 and Chief of Staff and the Assistant to the President and in accordance with LSC guidelines.
  - C. The Vice President and Chief of Staff 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 President and adopted by the Board of Trustees.
    1. The Vice President and Chief of Staff will present the final draft rule to the president for review and endorsement.
    2. The 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 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.

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- 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 on a rolling schedule so that all rules are reviewed at least every five years and any changes are refiled with the LSC.

Chapter	Year of review
1 = Governance & General Administration	Years ending in “2” and “7”
2 = Academics	Years ending in “3” and “8”
3 = Fiscal	Years ending in “4” and “9”
4 and 5 = Not currently assigned	Years ending in “1” and “6”
6 = Student Life & Enrollment Management	Years ending in “5” and “0”

- B. In the year prior to the refiling year, the Vice President and Chief of Staff 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. Additionally, the responsible staff team will benchmark to determine if new rules are necessary. 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 and Chief of Staff and the 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 and Chief of Staff will consult with the college’s assigned assistant attorney general, as necessary and appropriate.
- D. The Vice President and Chief of Staff will present the recommendations resulting from the review to the members of the President’s Cabinet and the president for endorsement.
- E. The Vice President and Chief of Staff will present the recommendations to the board of trustees, typically during their annual retreat) and facilitates a discussion and review.
- F. Subsequent to the President’s endorsement and the board of trustees’ review and edits/revisions, the Assistant to the President will finalize the rules and schedule the recommendations resulting from the review of the rules to be considered by the Board at a regularly scheduled board meeting.
- G. Subsequent to the rule recommendations being endorsed by the Board, the Assistant to the President is responsible for updating the rules website; filing the amended and rescinded rules with the LSC and maintaining all board rule-related records.

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## VI. General Timeline and Responsible Parties

Review existing LSC Rules and benchmark to determine if new rules are necessary	Staff team	January - March
AG Office review and drafts sent to President's Cabinet	VP and Chief of Staff; Assistant to the President	April
Cabinet review of recommendations	Cabinet	May
Materials due for Board of Trustee's packet (materials go out to the board a week and a half before the board meeting).	VP and Chief of Staff; Assistant to the President	Early June
Board review/discussion at Board of Trustee's annual retreat (the retreat is scheduled before the June board meeting)	VP and Chief of Staff; Assistant to the President	June
Board approval at board meeting	Board of Trustees; VP and Chief of Staff; Assistant to the President	June
Rule changes filed with the LSC	Assistant to the President	July
Website updated	Assistant to the President	July

## 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&usg=AOvVaw3BFopTug2OCy79uwFELelp](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&usg=AOvVaw3BFopTug2OCy79uwFELelp)

## Questions

Questions about the rule development and review procedures should be sent to Jackie Parrill, Vice President and Chief of Staff, at [Parrill.9@osu.edu](mailto:Parrill.9@osu.edu), and/or Priscilla Horning, Assistant to the President, at [horning.70@mail.cotc.edu](mailto:horning.70@mail.cotc.edu).

## History

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