

TEXAS STATE TECHNICAL COLLEGE  
STATEWIDE OPERATING STANDARD

<b>No. GA 1.3</b>	<b>Page 1 of 7</b>	<b>Effective Date: 10/11/2018</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Preparation of Statewide Operating Standards</b>	
<b>AUTHORITY:</b>	<b>Minute Order #38-94</b>	
<b>PROPOSED BY:</b>	<b>Maria Magaña</b>	
<b>TITLE:</b>	<b>Contract Compliance Manager</b>	<b>Date: 10/11/2018</b>
<b>RECOMMENDED BY:</b>	<b>Ray Rushing</b>	
<b>TITLE:</b>	<b>Vice Chancellor/Chief Legal Officer</b>	<b>Date: 10/11/2018</b>
<b>APPROVED BY:</b>	<b>Mike Reeser</b>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 10/11/2018</b>

**STATUS:** Approved by the LT 10/11/2018

**HISTORICAL STATUS:** Approved by EMC 1/13/2017  
Revised 11/16/2016  
Revised 03/2015  
Revised 7/27/11  
Approved by MC 4/9/03

**I. STATEWIDE STANDARD**

**POLICY:** It is the policy of Texas State Technical College (TSTC) that the Board of Regents (BOR) approves all official Policies required to fulfill the role and mission of the components of the College and delegates to College Administration the responsibility for implementation. Further, the BOR delegates to College Administration the authority and responsibility to prepare, publish, and maintain all Statewide Operating Standard (SOS) documents that are necessary to implement the Board's Policies, to execute the Executive Orders of the Chancellor, and to ensure Compliance with applicable state and federal laws, regulations, and/or accreditation requirements.

## **II. PERTINENT INFORMATION**

Section 51.352 of the Texas Education Code provides the provisions, powers, and duties of TSTC's BOR. The Board shall nurture TSTC under its governance to ensure that the College achieves its full potential within its mission. In addition, the BOR Bylaws revised in January 2016 state that Chapter 135 of the Texas Education Code authorizes the Board to, "enact bylaws, rules, and regulations as it deems necessary for the successful management and operation of the system." The Board is the final authority on all internal matters related to the governance and operations of TSTC.

Additionally, Chapter 135 authorizes the BOR to appoint an executive officer to oversee operations at all TSTC campuses. The executive officer is the Chief Executive Officer and Chancellor of the College. He/she is responsible for the general management and success of the College and has the authority to issue Executive Orders necessary to maintain day-to-day management of TSTC.

College Administration, under the direction of the BOR and the Chancellor, must ensure that the College complies with all state and federal laws, as well as the directives of the College's accrediting agencies. Specifically, Chapter 135 states that College Administration "shall recommend necessary policies and rules to the governing board of the system to ensure conformity with all laws and rules and to provide uniformity in data collection and financial reporting procedures."

The SOS documents of the College constitute the body of statewide standards for TSTC operations. Accordingly, there are three types of SOS documents -- those implementing BOR Policy, those executing Executive Orders of the Chancellor, and those ensuring Compliance with applicable state and federal laws, regulations, and/or accreditation requirements.

## **III. GENERAL GUIDELINES**

SOS documents shall be drafted using a standardized format and go through an internal review process before being approved by the College's Leadership Team and, if applicable, the BOR. Each SOS shall identify whether it is a BOR Policy, an Executive Order, or a Compliance document within the "Statewide Standard" section. College Administration shall manage the College's body of SOS documents so that they remain current with state and federal laws, regulations, and/or accreditation requirements, as well as with BOR Policies, Executive Orders, and the College's established procedures. Further, all documents shall be maintained in a format that is readily accessible to College personnel, students, and the public.

## **IV. DEFINITIONS**

**Authority:** The BOR Minute Order number, an Executive Order of the Chancellor, or any state and federal laws, regulations, and/or accreditation requirements utilized to guide the preparation of the SOS.

**College Administration:** The Chancellor, Vice Chancellors, and Associate Vice Chancellors within TSTC.

**Campus Constituencies:** Campus-level administration and members of the faculty, student body, student government, and faculty senate association.

**Compliance:** Term used to show intent to act in accordance with state and federal laws, regulations, and/or accreditation requirements. Also, one of three types of statewide standards necessary for the governance of the TSTC.

**Contract Compliance Manager (CCM):** A subject-matter expert and advisor to functional divisions and executive leadership.

**Delegation of Authority:** Assignment or authorization granted to others to implement the SOS.

**Executive Order:** A directive issued by the Chancellor to define or implement decisions determined to be necessary to maintain day-to-day management of TSTC.

**Executive Management Council (EMC):** A core team comprised of one Vice Chancellor and four members of the Management Council.

**General Guidelines:** The overarching elements and/or objectives which guide the development of the SOS.

**Historical Status:** Classification used to track the history of the SOS from its inception to current status.

**Leadership Team (LT):** A team consisting of the Chancellor and Vice Chancellors.

**Management Council (MC):** A team of campus Direct Reports to a Vice Chancellor and subject-matter experts in functional areas as depicted in the TSTC Organizational Chart.

**Operating Requirements:** A key element of the Appendix within a SOS document which lists the actions and/or procedures required to achieve the objectives of the SOS.

**Performance Standards:** One or more indicators that measure compliance with the SOS.

**Pertinent Information:** Background and other relevant information pertaining to the SOS, including quotations or citations from state and federal laws, regulations, and/or accreditation requirements which require compliance.

**Policy:** An authoritative statement approved by the BOR setting forth a directive or decision necessary for the governance of TSTC.

**Policy Editorial Group (PEG):** A group of designated subject-matter experts and/or

editors who revise the tone, tense, spelling, and format of each SOS entering the review process so that the document follows a standard format prior to review by the Policy Review Action Group.

**Policy Review Action Group (PRAG):** An administrative group comprised of appointed personnel or members of the Management Council who review and revise new SOS documents and proposed revisions or rescissions to existing SOS documents in order to verify compliance and to avert conflicts across departments prior to review and approval by the College's LT.

**Status:** Current classification of a SOS document, which includes the proposed/date, revised/date, or approved/date.

**Statewide Operating Standard (SOS):** A document prepared by TSTC staff stating the general guidelines, performance standards, and operating requirements to be followed for compliance with a BOR Policy, an Executive Order, or state and federal laws, regulations, and/or accreditation requirements.

**Texas State Technical College (TSTC):** The composition of the College, which includes both College Administration and Campus Constituencies.

## V. DELEGATION OF AUTHORITY

The BOR has sole authority to establish Policy for TSTC. The Chancellor has the authority to issue Executive Orders to define or implement decisions determined to be necessary to maintain day-to-day management of TSTC. College Administration has the authority and responsibility for preparing, publishing, maintaining, and implementing statewide standards for BOR Policies, Executive Orders, and Compliance with applicable state and federal laws, regulations, and/or accreditation requirements.

College Constituencies have the responsibility to effect the directives and procedures within the body of TSTC's statewide standards.

## VI. PERFORMANCE STANDARDS

1. All SOS documents are reviewed and updated by the initiating offices on an ongoing basis to ensure they are current, appropriate, and relevant.
2. All approved SOS documents are retained by the CCM for permanent retention in PDF and Word version formats. SOS documents are reviewed every two years to ensure compliance and relevance.
3. SOS documents are available to the public for viewing on the Portal and the TSTC website at <http://www.tstc.edu/>.
4. The CCM notifies TSTC employees and students (if necessary) through the College's Portal and One TSTC email when there is a new, revised, or rescinded SOS document.

## APPENDIX

### VII. RELATED STATEWIDE STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[SOS Flowchart for New SOS Documents New SOS Approval Workflow.pdf](#)  
[SOS Flowchart for Revised SOS Documents Revised SOS Approval Workflow.pdf](#)  
Texas Education Code, Chapter 135 [EDUCATION CODE CHAPTER 135. TEXAS STATE TECHNICAL COLLEGE SYSTEM](#)  
TSTC BOR Bylaws [2016 Bylaws.pdf](#)  
TSTC Organizational Chart <https://cf-apps.tstc.edu/TSTCPortal/EMP/scheduler/files/orgChartFull06212018063500.pdf>

### VIII. OPERATING REQUIREMENTS

1. The need for a new SOS or for a revision to an existing SOS may be identified by a member of the BOR, College Administration, the Office of General Counsel (OGC), or the State of Texas in the conduct of the College's business. Other individuals may make suggestions for new statewide standards or for revisions to an existing SOS to members of the EMC.
2. A new or revised draft of a SOS is:
  - A. "Proposed By" the subject-matter expert, department head, Associate Vice Chancellor, or Vice President who initiates the new SOS or change to an existing SOS.
  - B. "Recommended By" the Chancellor, the Vice Chancellor, or the individual who is responsible for the corresponding BOR committee. (The exception is when the subject is an internal audit, in which case the SOS is "Recommended By" the Director of Audits.)
  - C. "Approved By" the Chancellor.
3. A new or revised draft of a SOS shall originate with the Vice Chancellor with primary functional responsibility for the subject area. If a revision is proposed, the sponsoring Vice Chancellor's representative shall request a Word-version copy of the existing SOS from TSTC's CCM. The CCM shall provide the requested copy, the SOS Template, and the Transmittal Letter Template to the sponsoring Vice Chancellor's representative. The representative shall make proposed revisions in a Word copy using track changes and shall re-submit the revised draft of the SOS, along with a completed Transmittal Letter, to TSTC's CCM to begin the review process. If a new SOS is proposed, the sponsoring Vice Chancellor's representative shall request the SOS Template and the Transmittal Letter Template from the CCM. Upon receipt, the representative shall use the two templates to draft a Word version of the new SOS and a Transmittal Letter. The representative shall submit these documents to TSTC's CCM to begin the review process.
4. TSTC's CCM shall review and amend (if necessary) the administrative data of the

new or revised draft of the SOS and shall submit the draft to the PEG for corrections to structure, tone, tense, and format to ensure that all SOS documents have a uniform presentation. Once the group's review and revisions are completed, the PEG chairman shall return the proposed SOS to the CCM to continue the review process.

5. TSTC's CCM shall forward the draft of the SOS approved by the PEG to the PRAG. The PRAG shall review the draft of the SOS for compliance and determine if there are any conflicts across departments. A member of the OGC shall review and approve the SOS as a member of the PRAG. Once the group has revised and approved the draft, the PRAG chairman shall return the proposed SOS to the CCM to continue the review process.
6. The CCM shall forward the draft of the SOS approved by PRAG to the EMC for review. The EMC shall invite the sponsoring Vice Chancellor's representative to discuss the SOS at the EMC review meeting. Once the Council has completed its review and revisions, the EMC shall take one of two actions depending upon the changes within the draft SOS.
  - o If the changes involve additions or corrections to the body of the document, the EMC shall return the draft of the SOS to TSTC's CCM to continue the review process.
  - o If the changes involve only the Appendix, the EMC has the final approval and shall return the SOS to TSTC's CCM for posting and publication through the Portal and the TSTC website.
7. The CCM shall forward the draft of the SOS approved by the EMC to the LT for its review and approval. If the draft of the SOS does not include a new BOR Policy or changes to a BOR Policy, the LT has the final approval and shall return the SOS to TSTC's CCM for posting and publication through the Portal and the TSTC website.
8. If the LT approves a proposed SOS that includes a new BOR Policy or revisions to a BOR Policy, the SOS must go to the BOR for final approval. In this case, the initiating office shall prepare the SOS for presentation to the BOR in the form of a Proposed Minute Order. The initiating office shall submit the proposed Minute Order to TSTC's Secretary to the Board for placement on the BOR agenda. The BOR considers the Proposed Minute Order and takes final action. If approved, the Policy is entered into the permanent records of the BOR.

The Secretary to the Board shall ensure that the approved BOR Policy is incorporated into the supporting SOS and inserts the appropriate BOR Minute Order Number and approval date on the document. The secretary shall then forward the SOS with the approved BOR Policy to TSTC's CCM for posting and publication through the Portal and the TSTC website.

If an existing SOS with a BOR Policy and Minute Order is no longer needed, the Minute Order approving that particular Policy shall be rescinded by BOR action.

9. Action by the BOR is not needed when a proposed SOS does not include a new or

revised BOR Policy. This occurs in three situations:

- A. When procedures are necessary to be in full compliance with applicable state and federal laws, regulations, and/or accreditation requirements. In this case, the word “COMPLIANCE” shall be written under the title “STATEWIDE STANDARD” on the first page of the SOS.
- B. When an Executive Order is issued to define or implement decisions made by the Chancellor to maintain day-to-day operations of the College. In this case, the words “EXECUTIVE ORDER” shall be written under the title “STATEWIDE STANDARD” on the first page of the SOS.
- C. When a SOS is revised without changing the wording of the BOR Policy that it supports.