



Approval Date: 12/11/24

Effective Date: 12/11/24

ADMINISTRATIVE RULE

Last Revised:

Rule Number/Name:	080.002.000 – Cybersecurity Policy
Responsible Department:	Information Technology
Authority:	Chief Information Officer

Overview

The purpose or overview recognizes the legitimate interests of all parties, describes the overall benefits, and also describes the (competing) concerns that the administrative rule seeks to manage. Reasons for an administrative rule are often not clear to an end user, so this section is intended to provide some basic explanations for the considerations and requirements that call for an administrative rule.

Briefly summarize the information covered in the section. A concise summary of the objectives may also be given if it helps to clarify the subject matter. The purpose statement should inform readers why the section was issued and what information they will find there. If applicable, provide reference to a related CGCC administrative rule section or other section for specific procedures addressed elsewhere.

Questions to consider when writing the purpose section:

- Does it clearly state the objective(s) of the administrative rule?
- Does it reflect the mission, values, and strategic directions of the institution?
- What applicable legal and regulatory mandates are being addressed by the administrative rule?
- What conflicts or problems are being addressed by the administrative rule?
- What financial, operational, technological needs are being addressed by the administrative rule?

Applicability

List the members of the CGCC community who have the responsibility to adhere to the administrative rule, such as staff, faculty and/or students. Others governed by the administrative rule may include people working on behalf of CGCC, visitors, and others involved in certain administrative transactions.

This section also describes whom the administrative rule applies to and the consequences of non-compliance. This includes College-wide or specific employee consequences.

Also list any locations or organizations (internal or external to CGCC) that are excluded from the administrative rule; additionally list any funding sources or job classifications that are excluded from the administrative rule or important circumstances that affect only a few people or occur infrequently. If there are no exclusions, a statement to that effect should be included in this section.

Administrative Rule Statement

This section specifies the basis for the administrative rule and states what requirements the administrative rule establishes. It will usually be the largest section, with the various topics and content of the administrative rule laid out in various sections. This section allows for a fuller description of the issues that are being conveyed to the reader. Within this section, headings for each topic or subtopic should be considered in order to help the reader navigate and understand the administrative rule components.

The administrative rule statement is the governing principle, plan, or understanding that guides the action. It states what we do and why, but not how. The administrative rule statement(s) should be brief, and will be supplemented by the information within the rest of the section. This should be a brief statement regarding the College's administrative rule on the subject matter without a complete, detailed explanation of responsibilities or procedures.

Questions to consider when writing the administrative rule statement section:

- Does it accomplish the purpose of the administrative rule?

- Does it clearly articulate what the administrative rule is and what it is to accomplish?
- What is the scope of the administrative rule?
- Does this section contain only administrative rule (not procedures)?
- Are the responsibilities for entities or individuals clearly stated?
- Is the administrative rule section consistent with the applicable laws, regulations, and administrative rules listed in the reference section?

Other Sections Specific to the Administrative Rule

Review [AR 070.005.000 – Veterans’ Preference in Employment](#) for an example of how additional categories can be used. Additional category headings are displayed in ***bold italic***.

Definitions

When the subject matter requires a precise understanding of terms, include them here. This allows a reader to approach the content in a more knowledgeable manner, and to easily refer back to the definition as needed when the term is used frequently throughout the administrative rule section. When a term has more limited use, it can be defined in the body of the section and ‘Definitions’ may be omitted. Only terms that are actually used in the administrative rule should be included.

Questions to consider when writing the definitions section:

- Does it define new, uncommon, and/or specialized terms?
- Does it define terms that can have different meanings in different contexts?
- Does it list terms in alphabetical order?
- Are terms numbered, underlined, italicized, followed by a colon, and defined with a complete sentence? (e.g. *Term*: The definition of the terms goes here.)

Definitions should be in a numbered list format, with sub-bullets if necessary.

1. Item 1
 - Sub-bullet 1a
 - Sub-bullet 1b
2. Item 2
 - Sub-bullet 2a

- Sub-bullet 2b
3. Item 3
- Sub-bullet 3a
 - Sub-bullet 3b

Interpretation of Administrative Rule

The title of individual (should be President’s Council level) maintains authority over this administrative rule.

Cross Reference to Related Administrative Rules

An administrative rule topic may be addressed in more than one administrative rule, so list those rules in this section. It may also be useful to list related administrative rules for certain transactions or constituencies. A referral may also be made broadly for informational purposes to another administrative rule.

Further Information

Name, Title
Email
Phone

Strategic Direction

Please list the relevant accreditation standard, and/or Core Theme, etc that this administrative rule relates to.

Appendix

Appendices are used for informational material that is directly related to the implementation of the administrative rule. All information here should be arranged under additional subheadings within this section.

Information in the appendix—such as procedures, forms, instructions, Frequently Asked Questions, etc.—can be updated by the Responsible Office and does not require review by the Office of Administrative Rules & Operating Procedures. These items should be reviewed and approved by the responsible Department Chief before they are included in an updated administrative rule document.

Items should be in a numbered list format with hyperlinks as necessary.

1. Item 1
2. Item 2
3. Item 3