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SECTION: Manual

POLICY TOPIC: General Provisions

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I. Title

This publication shall be known as the "San Juan College Board Policies Manual."

II. Purpose

This Manual represents a statement of the policies of the Board relating to the philosophy and governance of San Juan College. The Manual, together with the 1985 Community College Act (Chapter 21, Article 13, NMSA, 1978 Amended) and other applicable state and federal law, constitutes the fundamental guideline for the administration of the College.

III. Definitions

The following terms, when used in this Manual, shall have the meaning herein respectively ascribed to them unless the context in which such terms are used clearly indicates another meaning:

BOARD: The San Juan College Board.

PRESIDENT: The chief administrative officer of San Juan College and chief executive to the Board.

MANUAL: The "San Juan College Board Policies Manual."

POLICIES: Statements of the basic philosophy which express organizational intentions for achieving expectations, goals, and objectives.

PROCEDURES: Statements identifying the course of action, series of steps, methods, or means by which policies are implemented and administered.

RULES: Administrative orders.

SAN JUAN COLLEGE OR COLLEGE: Junior College District of San Juan County.

APPROVE: Official action taken by the Board on an issue.

**AFFIRM:** Official action taken by the Board to accept a decision of the President.

IV. Formulation and Revision of Board Policy

- A. The formulation and adoption of written policies constitutes the basic method by which the Board shall exercise its leadership in the operation of the College. The Board delegates to the President the function of implementing policy.
- B. Recognizing its own function as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by the policy should be involved in the formulation of such policy. The Board encourages staff and administration to review and recommend new policies or changes of policy. A person, not associated with a certified bargaining unit or representative, seeking a revision or addition shall submit it in proposed form, unnumbered and undated, together with the justification to the President who will forward the change to the Board with his/her recommendation for action. No amendments to policy shall be made without the Board's approval.

V. Formulation of Administrative Procedure

- A. The Board delegates to the President the function of formulating administrative procedures and rules under which the College shall operate. These procedures and rules, as implemented under the President's jurisdiction, will be consistent with the policies adopted by the Board.
- B. Administrative procedures and rules will generally be located in detail in various College documents to include: College Catalog, Professional and Support Staff Employee Handbook, Student Handbook, Faculty Handbook, Business Office Procedures Manual, and electronic mediums.

VI. Interpretation

In the event that any provision of this Manual shall appear to be vague, indefinite, or in conflict with other provisions hereof or with state and federal law, the President shall be the authority for the interpretation thereof.

If an organization referenced herein changes its name, the President is authorized to have any such reference modified to reflect the organizations current designation without

reconsideration of the Board.

VII. Reference Coding:

The Manual elements shall be designated by a numbering system as follows:

- A. Section Designation - first of three digits: 100.
- B. Policy Topic Designation - last two digits: 100.