

---

SECTION: Manual

POLICY TOPIC: General Provisions

---

I. Title

This publication shall be known as the *San Juan College Board Policy Manual*.

II. Purpose

This Manual represents a statement of the policies of the Board relating to the governance of San Juan College. The Manual, together with the mission documents, the New Mexico state laws, and other applicable federal laws constitutes the fundamental guidelines for the administration of the College and states the responsibilities of the President to the Governing Board for the operation 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 Policy Manual*

POLICIES: Statements that express organizational means for achieving expectations, goals, and objectives to accomplish strategic outcomes

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: Community 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 or action 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, as well as the community, to review and recommend new policies or changes of policy. These recommendations shall come through the President to the Board.

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*, *Student Handbook*, and *Employee Handbook*, and *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/or federal law, the President shall be the authority for the interpretation thereof, consulting, if necessary, with legal counsel and the Board.

If an organization referenced herein changes its name, the President is authorized to have any such reference modified to reflect the organization's current designation without reconsideration of the Board.