

SOUTHWESTERN COMMUNITY COLLEGE	PRESIDENT'S OFFICE GENERAL PROVISIONS	Statement 1.01
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1. Title

This publication shall be known as the "Southwestern Community College Policies and Procedures Manual."

2. Purpose

This Manual is a statement of the policies of the Board of Trustees relating to the philosophy and governance of Southwestern Community College and such administrative statements and procedures as the president may deem appropriate to the implementation of board policies. The manual, together with applicable state laws, shall constitute the fundamental guidelines for the administration of the college.

3. Definitions

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

BOARD The Board of Trustees

PRESIDENT: The Chief Administrative Officer

COLLEGE: Southwestern Community College, as an adjective, referring to the **officers, administrators,** ~~office, officers,~~ or other personnel having college-wide jurisdiction or responsibility

MANUAL: The Southwestern Community College Policies and Procedures Manual

4. Procedures

The president shall have full authority to promulgate administrative procedures consistent with and in furtherance of the policies herein contained. Such procedures may be a part of this manual.

5. Instructions for Use of Manual

Policies of the Board of Trustees and the Administration for Southwestern Community College are included in this Policies and Procedures Manual.

The contents of the manual are classified into chapters:

Chapter indicated by the digits to the left of decimal, 0.00

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Policy or Statement Procedure indicated by the digits to the right of the decimal, 0.0
indicated by the digits to the right of the second decimal, 0.0.0

The use of the Table of Contents ~~and the Index~~ may be of assistance in locating particular subjects.

6. Conflicts

While this policy contemplates the development of other, more detailed and specific procedures for the operation of the various functions of the college, all such procedures shall be consistent with the Board policy statements contained in the manual. In the event of conflict between the policies and procedures of this manual and other procedures, the provisions of this manual shall prevail.

7. Interpretation

In the event that any provision of this manual shall appears to be vague, indefinite, or in conflict with other provisions hereof or with local, state, or federal laws, the board shall be the authority for the interpretation thereof. An invalid section or portion of this document shall not invalidate the whole document.

8. Amendment and Additions

No amendments to policy shall be made by any authority other than the Board of Trustees. The president shall prepare documents for the initiation, administrative review, and board consideration of amendments, additions, deletions, or other revisions to board policy statements.

9. Legal Conflicts

In the event provisions of this manual are determined to be in conflict with local, state, or federal laws, federal and state laws shall prevail.

10. Academic Year

Begin Fall Semester - End **Summer Semester.**

11. Fiscal Year

July 1 through following June 30.

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12. Periodic Review

A systematic review of policies and procedures will be used to ensure only current information is contained in this manual. ~~Changes that incur due to these reviews will be published to the user as soon as they are adopted by the Board of Trustees and the Administration. Additional or subsequent pages should be inserted immediately when received and outdated policies and procedures should be removed from the manual.~~

13. Publication

The Southwestern Community College Policies and Procedures Manual shall be published on the college's website in its entirety. Employees are responsible for periodically reviewing the Manual including the Recently Updated Policies and Procedures section, which contains policy and procedure revisions for the previous 12 month period. Employees shall be notified of substantive updates to the Manual via an electronic mail communication from Human Resources.

Adopted: October 1992

Revision: **October 27, 2015**