

Southwestern Oregon Community College

BP 2410 Board Policies and Administrative Procedures

PURPOSE: Board policies are statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction. Administrative Procedures are statements of method intended to be used to implement board policy. Board policies are “what” statements. Administrative Procedures are “how” statements.

STATEMENT: The Board of Education may adopt such policies as are authorized by law or determined by the board to be necessary for the efficient operation of the institution. These policies will be written to be consistent with provisions of law but do not encompass all laws relating to every activity of the college.

Annually, the Chair of the Board of Education appoints a three-member Policy Committee. This committee works with administration to develop and refine new or revised policies before they are presented to the entire board for discussion and adoption.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Education shall continually assess its policies for effectiveness in fulfilling the mission of the college.

The President is responsible for initiating, reviewing, and recommending new policies or policy modification. New policies or changes in existing policy may be proposed by the President, Board member, group or organization, staff member, student, or other member of the community. The President, in developing these policies, may be guided by recommendations of the Board of Education Policy Committee, or staff, and may seek community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate. The President shall furnish the necessary background information and make policy recommendations to the Board of Education.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Education policy. Such administrative procedures shall be consistent with the intent of Board of Education policies. Administrative procedures may be revised as deemed necessary by the President. When approved by the Internal Policy Committee, Administrative procedures shall be distributed to the campus community for review. The Board of Education shall be informed of new or revised APS after the campus open hearings process is complete. The Board of Education reserves the right to direct revisions of the administrative procedures should they judge them inconsistent with the Board of Education’s own policies.

The President shall, annually, provide each member of the Board of Education copies of the administrative procedures, or with detailed instructions of how to access the procedures on the Southwestern web site.

All Board of Education policies and administrative procedures are available electronically to Southwestern employees and the public on our website or by request to the President's Office.

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Adopted: 05/24/2021

Southwestern is an equal opportunity educator and employer.