

**POLICY AND ADMINISTRATIVE PROCEDURES**

The Sequoias Community College District (“District”) Board of Trustees may adopt such policies, not inconsistent with the regulations of the Board of Governors and the laws of this State that are determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing board policy. Such administrative procedures shall be consistent with the intent of board policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall regularly provide each member of the Board with any revisions of administrative procedures since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies.

All policies and administrative procedures are readily available to District employees and the public on the COS website.

See Administrative Procedure 2410.

Reference: Educ. Code Section 70902; Accreditation Standard IV.B.1.b & e  
Adopted: October 8, 2007  
Revised: December 12, 2022