

29-00 ADMINISTRATIVE SUPPORT—POLICY

The President of the College will designate an appropriate staff member to provide administrative services for the Board, including, but not limited to: routing of communications; scheduling and recording meetings; preparing agendas, minutes, and other Board documents; and, travel arrangements for College business. Administrative support for the Board will be specifically delineated in the job description of the designee.

Revision history: none

Legal review: 04/15/2009

Adopted by District Governing Board: 09/16/2009

COCONINO COMMUNITY COLLEGE