



Policy 29-00 Administrative Support
Sponsor: Office of the President and District Governing Board

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.

Policy History

09/16/2009 New and Approved by the District Governing Board
01/15/2020 Reviewed by the District Governing Board

Legal Review

04/15/2009