



## **Policy 29-00 Administrative Support**

**Sponsor: Office of the President**

### **Policy**

The College President will designate an appropriate staff member to provide administrative services for the District Governing Board (the Board). These services include but are not limited to: routing of communications; scheduling and recording meetings; preparing agendas, minutes, and other Board documents; and preparing 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
07/02/2025	Revised Sponsor from Office of the President and DGB to Office of the President
09/17/2025	Revised and Approved by the District Governing Board

### **Legal Review**

04/15/2009  
09/09/2025