

## ADMINISTRATIVE ORGANIZATION

The Board of Trustees affirms its legal responsibility to adopt policies governing the District and its Colleges. In so doing, it directs the Chancellor to implement those policies within an approved organizational structure.

For the District and the Colleges to be governed and administered in an effective manner, it is necessary that lines of communication be established within the organization so they allow for the orderly transaction of business.

The Chancellor is authorized and responsible for organizing all District standing and ad hoc committees to assist in the operation of the District. Each College President is authorized and responsible for organizing College committees as needed to assist in College operations.

To support the Board of Trustees' stated philosophy concerning internal administration, it is the policy of the Board of Trustees that all matters called to its attention by District personnel or by students shall be presented through the Chancellor. Conversely, the Board of Trustees shall direct appropriate matters through the Chancellor.

Organizational charts shall be prepared by the District and the Colleges and shall become part of the Administrative Regulation.

*Reference:*

*California Education Code, Section 70902*

Adopted: 7-26-71

Revised: 6-03-74

Revised: 3-07-88

Revised: 4-26-99

Revised: 9-29-03

Revised: 2-28-11