

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER C-12

REFERENCE: Board Rule 2418.12	TOPIC: Chancellor Review of Board Rules, Administrative Regulations and procedural guides
ISSUE DATE: February 27, 2007	INITIATED BY: Office of General Counsel
CHANGES: New Regulation	DATE OF CHANGES:

A. Process

1. The Chancellor's Designee will be responsible for conducting the triennial policy review.
2. The specified designee will conduct a review for appropriate changes, including policy considerations, titles, operational changes, and legal and regulatory changes. Corresponding or related administrative regulations should also be included in the review.
3. The specified designee will consult proposed changes with appropriate management groups and appropriate shared governance groups as provided in Chancellor's Directive C-70 and other defined consultation processes, then present the proposed changes to the applicable committee of the Board of Trustees.
4. The General Counsel will be responsible for reviewing this regulation annually to confirm the correct titles and designees.

B. Schedule of review and designees

Chancellor's Designee	Board Rule or other adopted policy	First review	Second review
Associate Vice Chancellor of Institutional Effectiveness	Chapter 1 - Definition, Educational Philosophy and Functions	2007	2010
General Counsel	Chapter XIV, Conflict of Interest Code	2007	2010

Chancellor's Designee	Board Rule or other adopted policy	First review	Second review
Associate Vice Chancellor of Instructional and Student Support Services	Chapter IX, Articles I through XI - Campus life, student organizations, intercollegiate athletics, student discipline, and free speech	2008	2011
Chief Financial Officer	Chapter VII, Articles V, VI, IX, X and XII - Budget and finance, records, audit and COPS	2007	2010
Director of Business Services	Chapter VII, Articles I, II, III, IV, VIII and XI - Contracting, use of district facilities, risk insurance, vehicles, keys and recycling	2007	2010
Director of Diversity Programs in consultation with the General Counsel	Chapters XV and XVI, Sexual Harassment/Nondiscrimination and Sexual Assault	2007	2010
Director of Public Relations	Chapter V, Communications; Chapter VII, Article VII - Records	2007	2010
Executive Director of Facilities Planning and Development	Chapter VII, Article I, Rules on bidding public works	2007	2010
General Counsel	Chapter IX, Article XII - Campus Visitors	2007	2010
General Counsel in consultation with the Chief Financial Officer	Chapter XIII, Auxiliary Organizations	2008	2011
Associate Vice Chancellor of Instructional and Student Support Services	Chapter VI - Instruction	2008	2011

Chancellor's Designee	Board Rule or other adopted policy	First review	Second review
Associate Vice Chancellor of Instructional and Student Support Services	Chapter VIII, Articles I, II, III, IV, V, VI and VIII - Admissions, academic probation, student records, matriculation and transfer	2008	2011
Associate Vice Chancellor of Instructional and Student Support Services	Chapter XII - Community Services	2008	2011
Executive Director of Facilities Planning and Development	Chapter XVIII - Bond Oversight Committees and Relocation Provisions	2008	2011
Financial Aid Manager, Central Financial Aid Unit	Chapter VIII, Article VII - Financial Aid services	2008	2011
General Counsel	Chapter II, Articles I through VII - Board of Trustees membership, officers, committees and operations	2008	2011
Senior Associate Vice Chancellor of Human Resources	Chapter X - Human Resources	2008	2011
Senior Associate Vice Chancellor of Human Resources in consultation with the Personnel Director	Chapter XI, Personnel Commission	2008	2011
Associate Vice Chancellor of Instructional and Student Support Services	Chapter II, Article X - Student Trustee Election Procedure	2009	2012
Associate Vice Chancellor of Instructional and Student Support Services	Chapter XVIII - Shared Governance Policies	2009	2012

Chancellor's Designee	Board Rule or other adopted policy	First review	Second review
Chief Financial Officer	Chapter IX, Article XIII - Advertisements	2009	2012
Executive Director of Facilities Planning and Development	Chapter II, Article VIII - Naming of Facilities	2009	2012
General Counsel	Chapters III and IV, Legislative Services and Legal Counsel	2009	2012
Chief Information Officer	Administrative Regulations B-27 and B-28, use of District computers and network security	2008	2011