



ADMINISTRATIVE

PROCEDURE

6500

DESERT COMMUNITY COLLEGE DISTRICT

PROPERTY MANAGEMENT

The Executive Director, Bond Program and Facilities Planning shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

The District's Facilities Master Plan based on the Educational Master Plan shall be the guiding document for development of facilities that house the instructional programs and support services. The Executive Director, Bond Program and Facilities Planning shall be responsible for maintaining the Facilities Master Plan in a current status to the extent funding is available. The Executive Director, Bond Program and Facilities Planning shall be responsible for certifying the accuracy of the District space inventory, leases and off-site locations, as required for mandatory reporting.

Any modification or change in signage to any campus location must be approved through the Executive Director, Bond Program and Facilities Planning.

Any modification or change to the physical plant (buildings and grounds) must be approved through the Vice President, Administrative Services.

Reference: Education Code Section 70902; 81300 et seq.

Administrator: VP Administrative Services

Executive Cabinet Review: March 31, 2020

College Planning Council Review/Approval – 1st Reading: April 24, 2020

College Planning Council Review/Approval – 2nd Reading: May 8, 2020

Board Meeting/Information Item: May 15, 2020

Next Review: June 2025