

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6

Business and Fiscal Affairs

AP 6500 PROPERTY MANAGEMENT

References:

Education Code Sections 70902 and 81300 et seq.

The Chancellor or the Chief Business Officer 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 Chancellor delegates the Chief Business Officer to perform any required actions under Education Code Sections 81370 and 81371.5. The Chief Business Officer shall receive all sealed proposals for matters relating to the sale or lease of real property. The Chief Business Officer shall provide the Chancellor and Board of Trustees with periodic updates concerning the sale or lease of real property within the District. No sale or lease of real property shall be conducted without prior Board approval.

Ratified December 2, 2013