



AP 2340 Agendas

The initiator prepares a proposed agenda item using the designated Governing Board agenda item format. Templates provided by the Superintendent/President's Office are available through the Chief Officers of Instruction, Student Services, Business Services, and Administrative Services.

Agenda items that are informational and do not require Governing Board action are to include the notation "(Information)" above the Governing Board meeting date.

The initiator submits the proposal to the appropriate chief officer whose area of responsibility covers the requested action.

Upon endorsement by the chief officer, item is forwarded to the Chief Business Services Officer if the proposal includes fiscal implications or to the Superintendent/President's Office if there are no fiscal implications.

Following review/editing of fiscal implications, proposed agenda items are forwarded to the Superintendent/President's Office by the published deadline. Items are forwarded electronically, either through the server designated for use by the chief officers or by email.

Backup documents which are not in electronic form shall be delivered to the Superintendent/President's Office by the published deadline. Those documents are scanned or, if lengthy, are included as a supplemental document to the agenda.

The Superintendent/President's Office staff proofreads and edits agenda items to ensure a professional presentation, assembles them into one document, and submits it to the Print Shop. The document is also transmitted to the webmaster for posting on the Governing Board page of the Chaffey College web site.

Printed copies of the Governing Board agenda document are delivered to Governing Board members approximately one week prior to the Governing Board meeting. Copies are also distributed to key college staff. The list of agenda items to be considered at the Governing Board meeting is posted in various locations on the Rancho Cucamonga campus and at each of the centers.

Members of the public and of the college community can view Governing Board agendas on the Chaffey College web site.

The public can receive copies of the agenda through the Superintendent/President's Office at the standard District charge for photocopies. Any individual can print the agenda from the web site at no charge.



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Reference: Education Code Section 72121

Approved: 1/26/12
(Replaces former Administrative Procedure 1.10.15.C)

Reviewed: 5/24/18