

**PROCEDURE NAME: 1.10.15.C Governing Board Agenda**

Reference: Government Code Sections 54950 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5

**Note: This procedure is legally advised. It addresses the Chaffey Policy: Chapter 1: Governance Process, 1.10.15.C Governing Board Agenda**

**Purpose:** *To provide information on the process for submittal of agenda items for consideration by the Governing Board and information on accessing the agenda.*

1. The initiator prepares a proposed agenda item using the designated board agenda item format. Templates provided by the Superintendent/President's office are available through vice presidents' offices.
2. Agenda items that are informational and do not require board action are to include the notation "(Information)" above the board meeting date.
3. The initiator submits the proposal to the appropriate vice president whose area of responsibility covers the requested action.
4. Upon endorsement by the vice president, item is forwarded to the Vice President of Business Services if the proposal includes fiscal implications or to the Superintendent/President's office if there are no fiscal implications.
5. 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 vice presidents' offices or by email.
6. 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.
7. 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.
8. Printed copies of the board agenda document are delivered to governing board members approximately one week prior to the board meeting. Copies are also distributed to key college staff. The list of agenda items to be considered at the board meeting is posted in various locations on the Rancho Cucamonga campus and at each of the centers.

## **DRAFT**

9. Members of the public and of the college community can view board agendas on the Chaffey College web site.
10. 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.