

Board Item in BoardDocs

CATEGORY (Only use four areas)

Consent Calendar

The consent calendar consists of regular routine administrative and financial items that are non-controversial such as the minutes, contracts, agreements, monthly disbursements, grant concepts – approved by a single majority vote and typically ratified.

Action

These items include significant administrative and financial actions classified by departmental areas (President/VP) and approved by majority vote for each item.

Information

Information items require no action and are intended to provide information to the board before taking action, if needed. For example, board policies are presented to the board as an information item before the board considers adoption at its next meeting.

Presentation

This is a presentation to the board

APPROVAL – Select appropriate approval tree – *Executive Assistant determines the approval tree*

SUBJECT – See examples below

Consent Calendar (all ratification)

"Consider Ratification of..."

"Consider Accepting the..."

Action

"Consider Approval of Agreement with..."

"Consider the Purchase of ..."

"Consider Adoption of Resolution..."

"Consider Authorizing the Administration to Enter..."

Information

"Receive Construction Update"

"Receive Legislative Report"

ACCESS

Always enter Public

TYPE

Corresponds with CATEGORY

Action (Consent) – Consent Calendar

Action – Action Items

Information – Information Items

Report – Information Items

GOALS

Use list to determine how the item ties to the strategic goals and ACCJC standards.

PREFERRED DATE – Leave blank

As of May 2024

ABSOLUTE DATE – Leave blank

FISCAL IMPACT

Yes or no

DOLLAR AMOUNT

Insert total amount, if any.

BUDGETED

Yes or no

BUDGET SOURCE

General Fund 11 (unrestricted)

General Fund 12 (grants)

General Fund 12 (categorical)

Fund 41 (capital outlay)

Fund 43 (capital outlay match)

Fund 44 (property acquisition)

Fund 45 (bond)

RECOMMENDED ACTION (See examples below)

Ratify an agreement between Hartnell CCD and _____ for/to at \$___ effective___.

Approve an agreement between Hartnell CCD _____ for/to at \$___ effective___.

Adopt Resolution #XX:X, (followed by the name of the resolution)

Authorize the administration to purchase _____ with (vendor) for (item) at \$___ paid with ___ funds.

Ratify grant application and authorize the administration to enter into agreements to execute the work of the grant

SUBMITTED BY Michael Gutierrez, Superintendent/President

PREPARED BY: Insert VP/Executive Director name and title, first, followed by any other, if applicable. For example:

Graciano Mendoza, Vice President of Administrative Services, David Techaira, Executive Director of Auxiliary Services

BACKGROUND/SUMMARY

Provide a detailed summary of the item. If a new agreement or extension of agreement/grant, describe why needed. What is the benefit to the institution? Try to anticipate questions the Board might ask.

TERM

If an agreement/contract, provide the life of the agreement/contract and include the termination clause.

September 1, 2014 to August 30, 2015, with a 30-day written terminate clause by either party.

Backup Documents – Always include backup documentation in PDF form. All agreements/contracts/reports need to be final. No drafts, please.

Administrative Content may be used to communicate between each other about the item. All administrative users can read (when live) what is inserted when the agenda becomes live. Remove if no longer necessary.

AGENDA ITEM DETAILS

Meeting (Enter Meeting Date) _____

Category _____ (Enter Action, Action Consent, Information, Presentation)

Subject

Access: Select PUBLIC

Type _____ Action
_____ Action (Consent)
_____ Discussion
_____ Information
_____ Presentation

GOALS Check appropriate goals/accreditation standards

Accreditation Standards

_____ Standard 1 Institutional Mission and Effectiveness
_____ Standard 2 Student Success
_____ Standard 3 Infrastructure and Resources
_____ Standard 4 Governance and Decision-Making

Goals

_____ Increase Student Completion
_____ Increase Student Completion Efficiency
_____ Increase Student Transfer to 4-year
_____ Improve Student Employment

Preferred Date (leave blank)

Absolute Date (leave blank)

Fiscal Impact (Yes or No) _____

Dollar Amount _____

Budgeted (Yes or No) _____

Budget Source _____

Recommended Action _____

PUBLIC CONTENT

Submitted by: Michael Gutierrez, Superintendent/President

Prepared by

Background/Summary (please provide all details about the item here)

TERM: _____