



Instructions for Processing Board Items

Board Mission Statement



“The Chabot-Las Positas Community College District (CLPCCD) prepares students to succeed in a global society by challenging them to think critically, to engage socially, and to acquire workplace knowledge and educational skills.”

Compiled by Sheri Moore
Executive Assistant
Office of the President
Updated: 8/30/2022



Table of Contents

Background.....	3
Good Practices.....	3
Board Items:	
LPC’s Deadlines	4
Processing Flowchart.....	5
Processing Instructions.....	6
One-Page Board Recommendation Memo Format.....	10
Two-Page Board Recommendation Memo Format.....	11
Naming Conventions for Board Documents.....	13
Checklists:	
Board Recommendation Memo.....	14
Agreements and Memos of Understanding.....	15
Amendment to an Original Contract/Agreement.....	16
Approval to Travel Abroad.....	17
Acceptance of Gifts.....	18
Approval of “Large” Requisitions.....	19
Board Meeting Presentations.....	20
Post-Board Processing Instructions.....	21
Previously-Approved Board Items/Board Meeting Archives.....	22

NOTE:

Board Processing Instructions, Templates, and Samples can be found on the Governance Web Page at: <http://www.laspositascollege.edu/gv/forms.php>

Background: *(provided by Krista Johns, former CLPCCD Vice Chancellor)*

Contracts at CLPCCD need to have Board of Trustees approval. A contract is an agreement by any name (grant, terms of agreement, etc.) in which one party agrees to do/pay something in exchange for another party agreeing to do/pay (or not do) something. Key components of a contract include the start date, end date, terms, inclusion of the name “Chabot-Las Positas Community College District,” labor agreements, and activity outside the college’s normal scope of work, etc. Board Items must describe key aspects, start and end dates, summary of contract subject, funds payable or to be received by CLPCCD, etc.

A contract cannot be in the name of “Las Positas College” only. It must be in the name of “Chabot-Las Positas Community College District, Las Positas College.” The LPC President, Vice Presidents, Deans, Administrators, Faculty, etc., may not sign contracts on behalf of LPC or CLPCCD. The Chancellor and Vice-Chancellors are the only District employees who may sign contracts.

The Board of Trustees reviews each contract in detail, including renewals of existing contracts. It is mandatory that Board approval be obtained before the contract starts. No matter what the terms, a contract takes effect when the Board of Trustees has approved it and it has been signed.

Good Practices:

1. Calendar your contracts that need regular renewal or create another tracking system.
2. Be personally proactive about getting Board Items processed in a timely manner.
3. Save approved Board Items to refer to as examples or use the searchable spreadsheet referred to later in this document.
4. Work on standardized language for use across the college in contracts related to:
 - a. Internships, work-based learning (student info, client info, college supervision);
 - b. Recommendation format and agenda item (e.g. subcontracts).
5. Consider standardized reminder emails from the college designee or administrators who move Board agenda items forward.
6. Toward the end of each year, review the Board Items that came out of your office for the year and flag recurring ones. Identify any grants or other projects that will need some sort of action. Note when the term ends. Begin to prepare for the upcoming items 2-3 months in advance. Identify any needed changes and contact the other party.

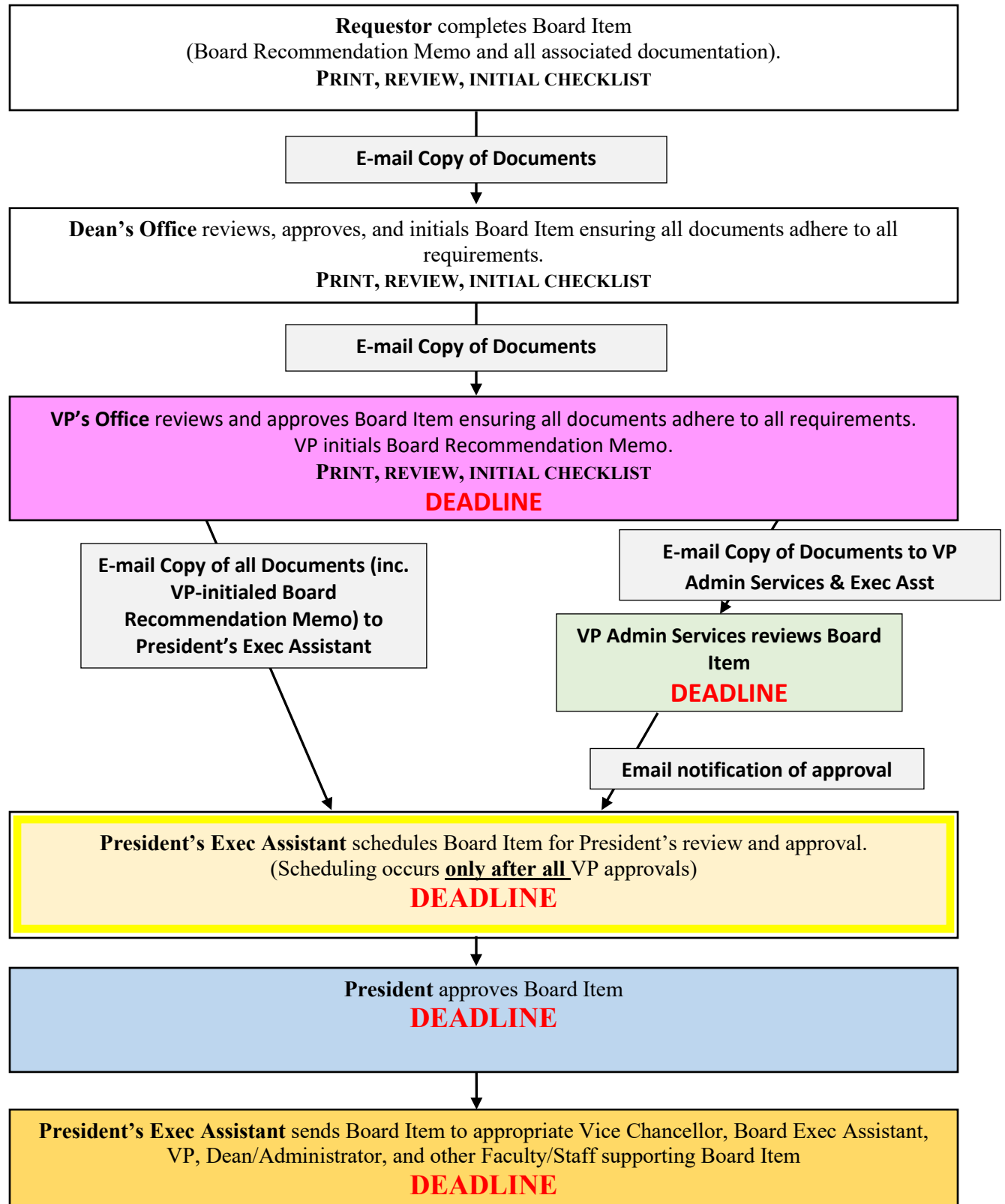
LPC's Board Item Deadlines:

Calendar

[Board of Trustees Meeting Dates and District Deadlines can be found here.](#)

Go to Board February, 2022		Go to Board August, 2022	
Due to VP Student Services	01/10/22	Due to VP Student Services	07/18/22
Due to VP Academic Services	01/10/22	Due to VP Academic Services	07/18/22
Due to Denise Patlan/Admin Srvc	01/13/22	Due to Denise Patlan/Admin Srvc	07/20/22
Due to President's Office	01/18/22	Due to President's Office	07/25/22
Due to HR 1200 Noon	01/27/22	Due to HR 1200 Noon	07/28/22
Due to VC 500 p.m.	02/02/22	Due to VC 500 p.m.	08/03/22
Board Date	02/15/22	Board Date	08/16/22
Go to Board March, 2022		Go to Board September, 2022	
Due to VP Student Services	02/10/22	Due to VP Student Services	08/15/22
Due to VP Academic Services	02/10/22	Due to VP Academic Services	08/15/22
Due to Denise Patlan/Admin Srvc	02/15/22	Due to Denise Patlan/Admin Srvc	08/18/22
Due to President's Office	02/17/22	Due to President's Office	08/22/22
Due to HR 1200 Noon	02/24/22	Due to HR 1200 Noon	08/26/22
Due to VC 500 p.m.	03/02/22	Due to VC 500 p.m.	08/31/22
Board Date	03/15/22	Board Date	09/13/22
Go to Board April, 2022		Go to Board October, 2022	
Due to VP Student Services	03/21/22	Due to VP Student Services	09/19/22
Due to VP Academic Services	03/21/22	Due to VP Academic Services	09/19/22
Due to Denise Patlan/Admin Srvc	03/24/22	Due to Denise Patlan/Admin Srvc	09/22/23
Due to President's Office	03/28/22	Due to President's Office	09/26/22
Due to HR 1200 Noon	03/31/22	Due to HR 1200 Noon	09/29/22
Due to VC 500 p.m.	04/06/22	Due to VC 500 p.m.	10/05/22
Reviewed at Board	04/19/22	Board Date	10/18/22
Go to Board May, 2022		Go to Board November, 2022	
Due to VP Student Services	04/18/22	Due to VP Student Services	10/17/22
Due to VP Academic Services	04/18/22	Due to VP Academic Services	10/17/22
Due to Denise Patlan/Admin Srvc	04/21/22	Due to Denise Patlan/Admin Srvc	10/20/22
Due to President's Office	04/25/22	Due to President's Office	10/24/22
Due to HR 1200 Noon	04/28/22	Due to HR 1200 Noon	10/27/22
Due to VC 500 p.m.	05/04/22	Due to VC 500 p.m.	11/02/22
Board Date	05/17/22	Board Date	11/15/22
Go to Board June, 2022		Go to Board December, 2022	
Due to VP Student Services	05/24/22	Due to VP Student Services	11/10/22
Due to VP Academic Services	05/24/22	Due to VP Academic Services	11/10/22
Due to Denise Patlan/Admin Srvc	05/27/22	Due to Denise Patlan/Admin Srvc	11/16/22
Due to President's Office	05/31/22	Due to President's Office	11/18/22
Due to HR 1200 Noon	06/02/22	Due to HR 1200 Noon	11/21/22
Due to VC 500 p.m.	06/08/22	Due to VC 500 p.m.	11/30/22
Board Date	06/21/22	Board Date	12/13/22
Go to Board July, 2022		Go to Board January, 2022	
Due to VP Student Services	06/20/22	Due to VP Student Services	12/05/22
Due to VP Academic Services	06/20/22	Due to VP Academic Services	12/05/22
Due to Denise Patlan/Admin Srvc	06/23/22	Due to Denise Patlan/Admin Srvc	12/08/22
Due to President's Office	06/27/22	Due to President's Office	12/12/22
Due to HR 1200 Noon	06/29/22	Due to HR 1200 Noon	12/22/22
Due to VC 500 p.m.	07/06/22	Due to VC 500 p.m.	01/04/23
Board Date	07/19/22	Board Date	01/17/23

Board Item Processing Flow Chart:



Processing Instructions for Board Items:

1. Identify items that need to go through the Board approval process. Items include, but are not limited to:
 - Acceptance of Amendments
 - Acceptance of Gifts
 - Acceptance of Grant Agreements
 - Adoption of Resolutions
 - Approval of Agreements and Renewals
 - Approval of Awards
 - Approval of Awards of Piggyback Contracts
 - Approval of Contracts, Contract Amendments, and Contract Renewals
 - Approval of Cooperative Agreements
 - Approval of Curriculum Changes
 - Approval of Facility Use Contract
 - Approval of Grant Agreement
 - Approval of Increase in Fees (such as parking fees)
 - Approval of Initiatives
 - Approval of Internship Agreement
 - Approval of License Agreements
 - Approval of Memorandums of Understanding
 - Approval of Modification to Existing Contracts
 - Approval of Name Changes (such as ASLPC to LPCSG)
 - Approval of Partnership Agreements
 - Approval of Professional Services Agreements
 - Approval of Program Agreements
 - Approval of Replacement Appointments
 - Approval of Sabbatical Leave Applications
 - Approval to Travel Abroad (Out of Country)
 - Approval of Work Plans
 - Award of Bids and Contracts
 - Requisitions for Purchases over \$99,100
 - Personnel: Employments, Resignations, Terminations, Transfers

2. Administrative Assistants are encouraged to be aware of LPC's internal Board Deadlines to assist faculty, program coordinators, Deans, etc. Know all Board deadlines (**including for the VP of Administrative Services and President's Office**) and allow sufficient time to move the Board Item through this process. The VP of Administrative Services requires three days to review Board Items. The President's Office deadline is based on the District's Board deadline. The Board Calendar and [LPC Board Item Deadlines](http://www.laspositascollege.edu/gv/assets/docs/2021_Board_Deadlines_For_Web_Site.pdf) can be found on the LPC Shared Governance/Board of Trustees web site at: [http://www.laspositascollege.edu/gv/assets/docs/2021 Board Deadlines For Web Site.pdf](http://www.laspositascollege.edu/gv/assets/docs/2021_Board_Deadlines_For_Web_Site.pdf)

3. Determine the board documents that will be required for a complete “Board Item” packet. Most Board Items are made up of:
 - a. Board Recommendation Memo (mandatory)
 - b. Agreement, M.O.U., Attachments, Exhibits, etc.
 - c. Post-Board Instructions (mandatory)
 - d. Liability Certificate of Coverage Request

Previously approved Board Items can be found in a spreadsheet titled “*Approved LPC Board Items (2013 to Present)*” on the [LPC’s Shared Governance/Forms & Info/Board of Trustees web site](#). It is an Excel spreadsheet listing the Board Date, Agenda Item, and Name of the Board Item. Excel’s “Find” feature is very helpful when searching for past Board items.

Note: For simplification of this Instruction Manual, all board documents will now be referred to as “**Board Item**” for the remainder of this document.

4. A **Board Recommendation Memo** will be required regardless of the type of “Board Item” being submitted.

Exception: “Information Only” items, such as Resignations, Releases from Probation, Part-Time Faculty Appointments, Short-Term and Substitute Appointments, and Professional Expert Appointments do not need a Board Recommendation Memo, but they still need to go through the same process and adhere to the same deadlines as other Board Items.

Complete the Board Recommendation Memo and include the appropriate Vice Chancellor’s name based on the type of Board Item.

Educational Services: Items impacting or coming from instruction, student services, learning support (students).

Theresa F. Rowland, Vice Chancellor

[Template for Education Services items can be found on LPC’s Shared Governance/Forms & Info/Board of Trustees web site.](#)

Business Services: Purchases, leases, business transactions, etc.

Jonah Nicholas, Vice Chancellor Business Services

[Template for Business Services items can be found on LPC’s Shared Governance/Forms & Info/Board of Trustees web site.](#)

Human Resources: Job descriptions, hiring, retirements, etc.

Vice Chancellor Wyman M. Fong

Note: These Board Items are created by the District, not the College.

Facilities Planning and Development:

Owen Letcher, Vice Chancellor Facilities & Bond

Note: These Board Items are created by the District, not the College.

5. For Board Items being renewed, provide historical documents on same/predecessor contracts. Also, make sure the “Subject” in the Board Recommendation Memo reflects that it is an “Approval of a Renewal to [*insert subject of original Board Recommendation Memo here*].”
6. If Board Procedures (BP’s) or Administrative Procedures (AP’s) are referenced in any Board Item, double check that the number of the BP or the AP has not changed. BP’s and AP’s can be found on the District web site.
7. Administrative Assistants act as “gatekeepers” of board memos and are requested to review the Board Item (and **all** documentation) prior to submitting it to the Dean’s Office for initial approval and/or to the Vice President’s Office for final review and approval before it is submitted to the President. The review should ensure that all proper formatting and wording is correct based on the instructions in this document. **A “Checklist for Submitting Board Items to the President’s Office” must accompany every Board item throughout the review, approval, and routing process to the President’s Office. Use the Checklist to ensure all Board items meet all requirements.**

Example of Checklist

Checklist for Submitting Board Items to the President’s Office		
<input type="checkbox"/>	Memo: Board Recommendation Memo created in Microsoft Word	
<input type="checkbox"/>	Memo: All Margins 1"	
<input type="checkbox"/>	Memo: Font is Times Roman, 12 points	
<input type="checkbox"/>	Memo: Paragraphs are Unjustified	
<input type="checkbox"/>	Memo: Date on Board Recommendation Memo is same as Board Date	
<input type="checkbox"/>	Memo: Reference to LPC in Subject line is: Chabot-Las Positas Community College District, Las Positas College	
<input type="checkbox"/>	Memo: Reference to LPC in Background is: Chabot-Las Positas Community College District, Las Positas College	
<input type="checkbox"/>	Memo: Reference to LPC in Recommended Action is: Chabot-Las Positas Community College District, Las Positas College	
<input type="checkbox"/>	Memo: Final sentence in Recommended Action is “It is further recommended that the Board authorize the Vice Chancellor of Business Services to execute the agreement on behalf of the District.”	
<input type="checkbox"/>	Memo: Indicate Funding Source if applicable. Example: “Financial Aid Technology Funds” or “Mental Health Services Grant.”	
<input type="checkbox"/>	Memo: Double space between Date and Agenda Item	
<input type="checkbox"/>	Memo: Single space between Agenda Item and Subject	
<input type="checkbox"/>	Memo: Double space between Subject and Background	
<input type="checkbox"/>	Memo: Single Space between Background and Recommended Action	
<input type="checkbox"/>	Memo: Wording for approval in the Subject is the same as wording for approval in the Recommended Action	
<input type="checkbox"/>	Memo: Acronyms may be used only after writing the entire word. Example: TVROCP must be Tri-Valley Regional Occupational Center Program (TVROCP)	
<input type="checkbox"/>	Memo: Dates referenced in the Board Recommendation are identical to the dates in the Agreement or M.O.U.	
<input type="checkbox"/>	Memo: Monetary amounts listed in the Board Recommendation are identical to the amounts in the Agreement or M.O.U.	
<input type="checkbox"/>	Memo: Correct Vice Chancellor’s name is listed in the “Submitted by” section	
<input type="checkbox"/>	Memo: The “Submitted by” name has the Vice Chancellor’s name listed completely (ex. Theresa F. Rowland)	
<input type="checkbox"/>	Memo: The “Approved” name has the Chancellor’s name listed completely (ex. Ronald P. Gerhard)	
<input type="checkbox"/>	Exhibits and/or attachments listed in the Board Recommendation Memo are attached	
<input type="checkbox"/>	Board Policy (BP) and Administrative Policy (AP) numbers have been double checked if referenced.	
<input type="checkbox"/>	The Board Recommendation Documents have been saved using the following format: LPC + DATE OF BOARD MEETING + NAME OF DOCUMENT (Example: LPC 052119 CVC-OEI Board Recommendation Memo)	
<input type="checkbox"/>	All Board Documents are attached (Memo, Agreement/MOU, Post-Board Processing Instructions)	
<input type="checkbox"/>	Presentations:	
<input type="checkbox"/>	a. The District’s PowerPoint Template was used	
<input type="checkbox"/>	b. The Presentation does not exceed 10 minutes	
<input type="checkbox"/>	c. Needed technology for the presentation and complete name(s) and title(s) of the presenter(s) have been communicated to the President’s Office	
CHECKLIST SIGN-OFF		
Requester: _____	Dean’s Office: _____	VPAS/VPSS Office: _____

8. The Dean’s Office should provide a second review of the Board Item (and **all** documentation) during the Dean’s Review and Approval process. The Dean’s Office is responsible for ensuring that the proper formatting and wording is correct based on the instructions in this document. Once approved, the Dean will e-mail and/or send hard copies of the Board Item to their Vice President for review and approval. The Dean’s Office is required to initial the Checklist indicating that all requirements have been met.

9. The VP of Academic Services or Student Services reviews and approves the Board Item. The VP's Office is responsible for providing a third review to ensure that the proper formatting and wording is correct based on the instructions in this document. If approved, the VP's Office will email and/or send hard copies to the Vice President of Administrative Services for review and approval. The VP's Office will also initial the Board Recommendation Memo on the top right of the page and send the copy of the signed Board Item (including all attachments) to the President's Office Executive Assistant. This signifies approval to the LPC President. The VP's Office is required to initial the Checklist indicating that all requirements have been met.
10. All typos and grammatical errors are expected to be corrected before submitting to the President's Office Executive Assistant. The Board Item will be returned to the VP's office when serious formatting errors, missing documents, or discrepancies occur in the Board Item.
11. The VP of Administrative Services will review the Board Item, from a contract and/or budget lens, and send an e-mail to the President's Office Executive Assistant indicating approval of the Board Item.
12. Items must be received by the President's Office deadline.
13. Once all VP approvals are complete, the President's Office Executive Assistant will submit the Board Item to the President for review and approval.
14. Once final approval is made by the President, the President's Office Executive Assistant will email all documents to the District Office (as well as the requester of the Board Item, their Dean, and their VP) and send the copy of the initialed documents to the appropriate Vice Chancellor in the District Office (note the deadline on the calendar).
15. Once the Vice Chancellor approves the Board Item, the District will place it on the draft board agenda for the District's Board Review meeting.
16. Once approved at the District's Board Review meeting, the item will be placed on the next board agenda.
17. If approved by the Board, the Vice Chancellor's Office will handle the Board Item based on the Post-Board Processing Instructions provided with the Board Item.
18. Any questions about the Board item after it has been approved by the Board of Trustees should be directed to the appropriate Vice Chancellor's Office at the District.
19. If LPC has to show proof of insurance for the Board Item, the Request for Certificate of Insurance form can be found on [LPC's Shared Governance/Forms & Info/Board of Trustees web site](#). Questions about this should be directed to the Executive Assistant to the Vice Chancellor of Business Services at 925-485-5201.

One-Page Board Recommendation Memo Format:

Font: Times New Roman; Size = 12
Margins: Normal - Top/Bottom/Left/Right = 1 inch

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

1 space
Month XX, 2022

1 space
Agenda Item: 0.0 (Chancellor's Office Populates)
1 space
Subject: Approval of Agreement between XX Company and Chabot-Las Positas
Community College District, Chabot College/Las Positas College/Etc. (Example)

2 spaces

Background: Description/purpose of the agreement/etc.

Agreement terms.

Funding Source: If applicable. Funding Sources is used only if applicable.

1 space

Recommended Action: That the Board of Trustees accepts/approves/endorses the "subject line. It is further recommended that the Board authorizes the Vice Chancellor of Business Services to execute this agreement on behalf of the district. This is an optional line only for executing agreements.

Keep the signature box in the footer to stay consistent.

Submitted: Vice Chancellor Name/Date

Approved: Ronald P. Gerhard/Date

APPROVED

DISAPPROVED

TABLED

Two-Page Board Recommendation Memo Format:

Page 1:

Font: Times New Roman; Size = 12
Margins: Normal - Top/Bottom/Left/Right = 1 inch

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

1 space

Month XX, 2022

1 space

Agenda Item: **0.0 (Chancellor's Office Populates)**

1 space

Subject: Approval of Agreement between XX Company and Chabot-Las Positas
Community College District, Chabot College/Las Positas College/Etc. (Example)

2 spaces

Background: Description/purpose of the agreement/etc.

Agreement terms.

Funding Source: If applicable. Funding Sources is used only if applicable.

1 space

Recommended Action: That the Board of Trustees accepts/approves/endorses the "subject line. **It is further recommended that the Board authorizes the Vice Chancellor of Business Services to execute this agreement on behalf of the district.** This is an optional line only for executing agreements.

Two-Page Board Recommendation Memo Format (contd):

Page 2:

Agenda Item: 0.0 (Board Coordinator populates)

Month XX, 2022

Page 2 of 2

Keep this information in the header to stay consistent.

Keep the signature box in the footer to stay consistent

Submitted: Vice Chancellor Name/Date

Approved: Ronald P. Gerhard/Date

APPROVED

DISAPPROVED

TABLED

Naming Conventions for Board Documents:

All Board Items must be saved using the following naming convention:

“LPC” followed by the **Date of the Board Meeting** (month/day/year) followed by the **name/type of document**.

For example:

- LPC 111318 Board Recommendation Memo Internship Agreement Sutter Valley Hospitals
- LPC 111318 Internship Agreement Sutter Valley Hospitals
- LPC 111318 Post Board Instructions Internship Agreement Sutter Valley Hospitals

- LPC 111318 Board Recommendation Memo Acceptance of Gift Van Brasch
- LPC 111318 Acceptance of Gift Van Brasch

Board Recommendation Memos must be created and submitted to the District Office as a Microsoft Word document. This is a requirement. If possible, it is recommended that all other documents be submitted as a Microsoft Word document as well, should any minor changes need to be made. It is understood that it may not be possible to submit other documents in Microsoft Word format.

Checklist for Board Recommendation Memo:

Checklist for Submitting Board Items to the President's Office	
<input type="checkbox"/>	Memo: Board Recommendation Memo created in Microsoft Word
<input type="checkbox"/>	Memo: All Margins 1"
<input type="checkbox"/>	Memo: Font is Times Roman, 12 points
<input type="checkbox"/>	Memo: Paragraphs are Unjustified
<input type="checkbox"/>	Memo: Date on Board Recommendation Memo is same as Board Date
<input type="checkbox"/>	Memo: Reference to LPC in Subject line is: Chabot-Las Positas Community College District, Las Positas College
<input type="checkbox"/>	Memo: Reference to LPC in Background is: Chabot-Las Positas Community College District, Las Positas College
<input type="checkbox"/>	Memo: Reference to LPC in Recommended Action is: Chabot-Las Positas Community College District, Las Positas College
<input type="checkbox"/>	Memo: Final sentence in Recommended Action is <i>"It is further recommended that the Board authorize the Vice Chancellor of Business Services to execute the agreement on behalf of the District."</i>
<input type="checkbox"/>	Memo: Indicate Funding Source if applicable. Example: "Financial Aid Technology Funds" or "Mental Health Services Grant."
<input type="checkbox"/>	Memo: Double space between Date and Agenda Item
<input type="checkbox"/>	Memo: Single space between Agenda Item and Subject
<input type="checkbox"/>	Memo: Double space between Subject and Background
<input type="checkbox"/>	Memo: Single Space between Background and Recommended Action
<input type="checkbox"/>	Memo: Wording for approval in the Subject is the same as wording for approval in the Recommended Action
<input type="checkbox"/>	Memo: Acronyms may be used only after writing the entire word. Example: TVROCP must be Tri-Valley Regional Occupational Center/Program (TVROCP)
<input type="checkbox"/>	Memo: Dates referenced in the Board Recommendation are identical to the dates in the Agreement or M.O.U
<input type="checkbox"/>	Memo: Monetary amounts listed in the Board Recommendation are identical to the amounts in the Agreement or M.O.U.
<input type="checkbox"/>	Memo: Correct Vice Chancellor's name is listed in the "Submitted by" section
<input type="checkbox"/>	Memo: The "Submitted by" name has the Vice Chancellor's name listed completely (ex. Theresa F. Rowland)
<input type="checkbox"/>	Memo: The "Approved" name has the Chancellor's name listed completely (ex. Ronald P. Gerhard)
<input type="checkbox"/>	Exhibits and/or attachments listed in the Board Recommendation Memo are attached
<input type="checkbox"/>	Board Policy (BP) and Administrative Policy (AP) numbers have been double checked if referenced.
<input type="checkbox"/>	The Board Recommendation Documents have been saved using the following format: LPC + DATE OF BOARD MEETING + NAME OF DOCUMENT (Example: LPC 052119 CVC-OEI Board Recommendation Memo)
<input type="checkbox"/>	All Board Documents are attached (Memo, Agreement/MOU, Post-Board Processing Instructions)
<input type="checkbox"/>	Presentations: a. The District's PowerPoint Template was used b. The Presentation does not exceed 10 minutes c. Needed technology for the presentation and complete name(s) and title(s) of the presenter(s) have been communicated to the President's Office
CHECKLIST SIGN-OFF:	
Requester: _____ Dean's Office: _____ VPAS/VPSS Office: _____	

Checklist for Agreements, Memorandums of Understanding, etc.:

	The title of the Agreement must be the same as the Subject on the Board Recommendation Memo. The Subject line should indicate the entity that CLPCCD, Las Positas College is entering into agreement with
	The Agreement must be made with “Chabot-Las Positas Community College District, Las Positas College.” It should not just state “Las Positas College.”
	The start date of the agreement may not be prior to the date of the Board meeting in which the Board Item is being approved. The start date can be the day after the Board meeting in which the Board Item is being approved (for example, if the Board meeting is on October 16, the start date for the agreement can be October 17) or it may be a date in the future (such as January 20, 2019 for example).
	LPC employees are prohibited from entering into agreements with other individuals or organizations. Only the Chancellor and Vice-Chancellors are authorized to enter into agreements; therefore, the appropriate Vice-Chancellor’s full name and title, as well as the date and signature line, must appear at the end of the agreement. Per the District, all agreements should read: Ronald P. Gerhard, Vice Chancellor, Business Services.
	All “Exhibits” or “Attachments” mentioned in the Agreement or MOU are included at the end of the document.

Checklist for Amendment to an original Contract/Agreement:

	Include previous board actions with specific dates in the “Background” section of the Board Recommendation Memo.
	Follow all other guidelines in the “Checklist for Agreements, Memorandums of Understanding, etc.”

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

January 19, 2021

Agenda Item:

Subject: Approval of Ratification to Grant Agreement No. 18-081-102, Amendment #2 – California Community Colleges Chancellor’s Office, District-Economic Development

Background: Chabot-Las Positas Community College District (CLPCCD) was awarded a grant by the California Community Colleges Chancellor’s Office (CCCCO) to serve as the fiscal agent for the Digital Innovation and Infrastructure Division’s California Community Colleges Core Applications Project, which was approved by the CLPCCD Board of Trustees on October 16, 2018. On April 16, 2019 the Board of Trustees approved CCCCCO Grant Agreement No. 18-081-102, Amendment #1 in the amount of \$3,300,000 to extend the funding period through June 30, 2020.

Another Amendment has been requested by the CCCCCO to extend the contract term through June 30, 2021. Due to the urgency of processing this contract, Vice Chancellor Jonah Nicholas signed Amendment #2 on December 9, 2020, requiring a ratification by the Board of Trustees.

Recommended Action: That the Board of Trustees approves the Ratification to Grant Agreement No. 18-081-102, Amendment #2 – California Community Colleges Chancellor’s Office, District-Economic Development, with the revised period of September 18, 2018 through June 30, 2021.

EXHIBIT

Submitted: Theresa F. Rowland/Date Approved: Ronald P. Gerhard/Date

APPROVED DISAPPROVED TABLED

Checklist for Approval to Travel Abroad:

	All travel out of the country requires a Board Recommendation Memo. All Approvals for Travel Abroad/Foreign Travel require either an approved <u>Field Trip Request Form</u> (if students are traveling) or an approved <u>Conference Leave Request</u> (for faculty/staff).
	Original Field Trip Request Form or Conference Leave Request form must be submitted to District with Board Recommendation Memo for District signatures.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

December 4, 2018

Agenda Item:

Subject: Approval to Travel Abroad – Chabot-Las Positas Community College District, Las Positas College Talk Hawks International Forensics Association Tournament to Berlin, Germany, March 8 – 17, 2019

Background: The Chabot-Las Positas Community College District, Las Positas College forensics team, the LPC Talk Hawks, has been invited to attend the International Forensics Association Tournament in Berlin, Germany, March 8-17, 2019.

The purpose of this trip is to expose our students to the highest caliber of competition from both the United States as well as foreign institutions. We are, once again, ready for the challenge. It has been our experience that the learning and cultural exposure that comes from participation at these international competitions far outweighs the educational opportunities that are provided from similar tournaments held here in the Bay Area. Typically, the best forensics programs in the country attend this event, so this is also an opportunity for Chabot-Las Positas Community College District, Las Positas College to be exposed and showcased to the top speech and debate institutions around the world. We continue to have competitors awarded scholarships from 4-year institutions as a direct result of their success at this tournament.

Since 2006, the Talk Hawks have participated in this esteemed competition ten times, including trips to the Czech Republic, Argentina, Canada, Italy, Belgium, France, Spain, Austria, and Peru.

The Talk Hawks have won many international championship awards. In 2017, the Talk Hawks had the International Champion in Persuasive Speaking and Communication Analysis and placed 2nd overall in the Community College Division. In 2006, 2009, and 2016, the Talk Hawks had the International Champion in Informative Speaking. We also earned International Championships in After Dinner Speaking, Prose Interpretation, and Duo Interpretation. In 2007 and 2016, the Talk Hawks finished as the top two-year institution at the tournament. In 2009 and 2016, the Talk Hawks finished 2nd Place overall at the competition.

Board Policies 4300 (Field Trips) and 4027 (Travel Study Program), Administrative Rules and Procedures, and materials from our insurance broker have been reviewed. The District is in compliance with each of these and has secured all necessary and required waivers.

Recommended Action: That the Board of Trustees approves the proposed Travel Abroad for the Chabot-Las Positas Community College District, Las Positas College Talk Hawks International Forensics Association Tournament to Berlin, Germany, March 8 – 17, 2019. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute the appropriate documents pertaining to this event on behalf of the District.

Submitted: Ronald P. Gerhard / Date _____ Approved: Thomas M. Fallo / Date _____

_____ APPROVED _____ DISAPPROVED _____ TABLED

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Business Services
Conference Leave: Request Form

Staff member(s): _____
Conference title: _____
Date(s): _____ Location: _____
Sponsoring group: _____

Purpose and contribution to Chabot-Las Positas Community College District?
(Please indicate any official position held which requires or makes desirable your attendance.)

Estimated total cost of attendance, including transportation: \$ _____
List dates and classes requiring substitutes:

Signature: _____ Date: _____

Reimbursement for expenses for conference and meeting attendance – see Administrative Procedure (AP) 7400.

FOR OFFICE USE

Approval:
Division Dean signature: _____ Date: _____
Vice Pres. or Vice Chancellor signature: _____ Date: _____
President / Chancellor signature: _____ Date: _____

Cost is chargeable to division budget:
 Yes – (labor distribution account) _____
 No
 No cost to District

Maximum total reimbursement allowed:
 Actual and necessary expenses
 Limited to \$ _____

Routing: Original – Business office Copies: Academic Services, Division office, Staff member(s)

Reference: Article 202.3 – Faculty Collective Bargaining Agreement **Reset**

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
FIELD TRIP REQUEST (Las Positas College) **Print Form**

INSTRUCTOR NAME: _____ DIVISION/AREA: _____
COURSE TITLE AND NUMBER: _____ SECTIONS: _____

DESTINATION: _____
PLACE OR FIRM
STREET ADDRESS: _____ CITY OR AREA: _____

PURPOSE (Be Specific): _____

DEPARTURE DATE: _____
Day of the Week Month Date Year Time Airport

ESTIMATE RETURN: _____
(TIME) (A.M. - P.M.) (AND DATE)

ASSEMBLY POINT:
 Las Positas
 Chabot
 Destination
 Other (insert): _____

ESTIMATED NUMBER OF STUDENTS: _____

VEHICLE NEEDED: Van (15 passenger) Bus (25 passenger) Rental Vehicle Other (describe vehicle)
***Check Box if a District Vehicle/Gas Card Request Form has been submitted to M&O Dept.:**

(DATE) (INSTRUCTOR SIGNATURE)

APPROVAL

DIVISION DEAN VICE PRESIDENT PRESIDENT (Class II & IV)

(DATE) (DATE) (DATE)

Account Number: _____

1. Rescheduling of field trip from approved date indicated above must be approved by the Office of Academic Services.
2. Requests for chabot bus transportation will be confirmed by the Office of Administrative Services.
3. Arrangements for non-transportation shall be made by instructor with Maintenance & Operations Department.
4. A college first aid kit must be in the possession of the instructor while on a field trip.

Reset Form

Checklist for Acceptance of Gifts:

	A Board Recommendation Memo is required for all gifts/donations. If available, include a donation agreement or additional documentation regarding the gift or donation.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
May 17, 2016

Agenda Item: 4.1


Subject: Acceptance of Steven-Wydler Gift (SWG) Program Request and Approval of Agreement, Las Positas College

Background: Sandia National Laboratory agrees to provide (1) Vacuum Atmospheres Co. Glove Box, Model NX1711000 education related and Federal research equipment identified on the Stevenson-Wydler Gift (SWG) Title Transfer Form, as a gift to Las Positas College, for conducting technical and scientific education and research activities. The research equipment, provided as a gift, shall vest with the recipient upon Sandia's approval of the SWG Program Request and Agreement Form and execution of the SWG Gift Title Transfer Form. Upon approval by the SWG Program, the anticipated requested glove box will provide students being taught in both traditional and advanced welding practices simulated real world situations that they will encounter on the job.

Recommended Action: That the Board of Trustees accepts the Stevenson-Wydler Gift (SWG) Program Request and approves the proposed gift Agreement to be donated by Sandia National Laboratories through the (SWG) Program. It is further recommended that that Board authorize the Vice Chancellor, Business Services, to execute this agreement on behalf of the District.

Submitted: Krista R. Johns / Date _____ Approved: Jannett N. Jackson/Date _____

_____ APPROVED _____ DISAPPROVED _____ TABLED

 Sandia National Laboratories

Stevenson-Wydler Gift (SWG) Program Request and Agreement Form

The purpose of this form is for the Educational Institution/Non-profit Organization, in the conduct of technical and scientific education and research activities, to request excess/surplus government research equipment from Sandia National Laboratories (SNL) through the SWG program. This form will be used to determine the feasibility to gift equipment and for technical review of the institution/non-profit organization. It also specifies the terms under which the equipment will be gifted, should the request be approved. Title to the requested equipment will be transferred only following Sandia's approval of this form and execution of the SWG Gift Title Transfer Form.

Please provide all the information requested below, sign the form, and return to the following email address: punriver@sandia.gov (New Mexico) or jguske@sandia.gov (California), as appropriate.

Institution or Non-profit Organization Information:

Principal Contact Name: Scott Miner
Title:
Department:
Address: Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551
Phone: 925-424-1344
Email: SMiner@cpccd.org
sminer@laspositascollege.edu

Cognizant Authority Name: Lorenzo Legaspi
Title: Vice Chancellor, Business Svcs.
Chabot - Las Positas CCD
Phone: 925-424-1000
Email: LLeznspi@cpccd.org

Non-profit 501 (c) Tax Exempt Number, if applicable:

Identification of requested equipment to be gifted through the SWG program:

Description of Property: Vacuum Atmospheres Co. Glove Box
Make/Model: NX1711000
Serial Number: Nexus1225
Property Number: S897642
Location of Equipment: Scrap Yard
Name and Phone Number of SNL Point of Contact for Equipment: Jeff Campbell
925-294-1367

Checklist for Approval of “Large” Requisitions:

	<p>BP 6330, Purchasing, indicates that the “Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 206451 as amended from time to time.”</p>
	<p>Check the Public Contract Code referenced in BP 6330, Purchasing, to determine the amount on a requisition that requires Board approval. http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC&sectionNum=20651.</p>
	<p>Board Recommendation Memos must accompany requisitions for purchases over \$99,100 pursuant to the requirements below:</p> <ol style="list-style-type: none">1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.2. Services that are non-construction; and,3. Repairs, including maintenance as defined in PCC section 20656, that are not public projects as defined in PCC section 22002(c).

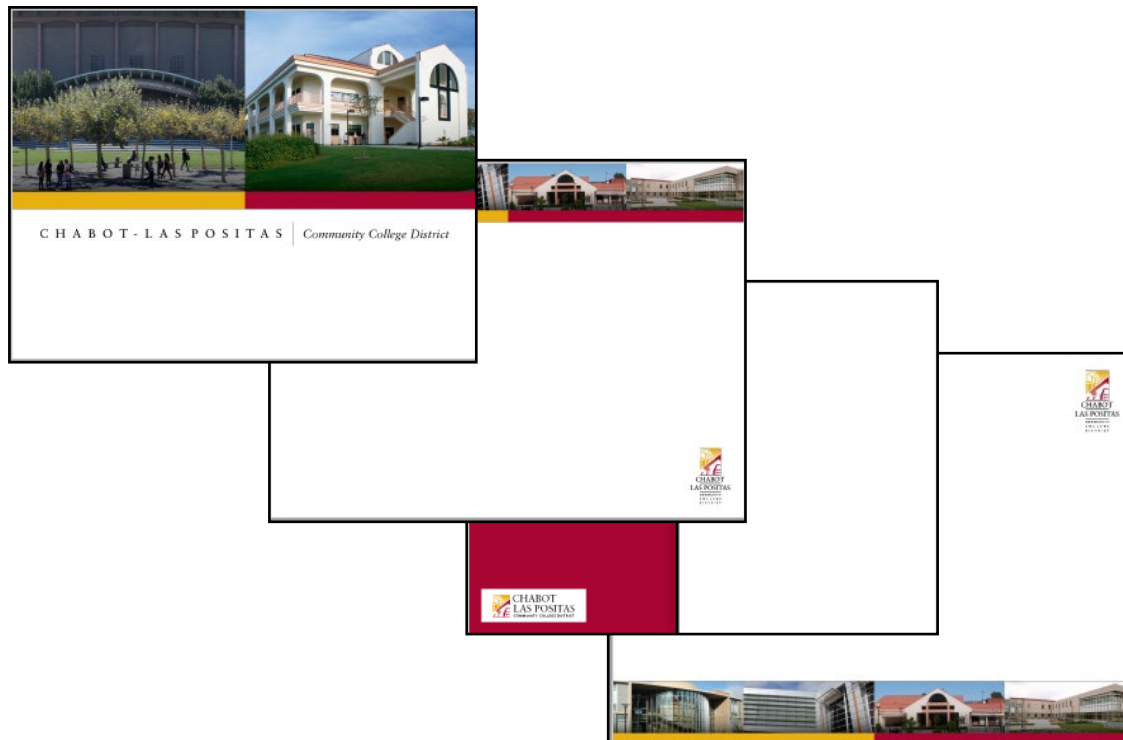
Checklist for Board Meeting Presentations:

All Board presentations go through the same review process (i.e., Dean, VP, President) as Board Items.

All presentations made at a Board meeting must adhere to the same deadlines as Board Items. This includes PowerPoint, video, and copy presentations. Some PowerPoint or video presentations may be too large to email to the District. These presentations will need to be saved to a flash drive and delivered to the District on or before the deadline – no exceptions.

	Use the District’s PowerPoint Presentation Template
	Presentations must not exceed 10 minutes (no exceptions). 10 minutes will be allowed for Q&A.
	Requests for any technology needed for presentation should accompany the presentation to the District.
	Verify with the President’s Office how the presentation will be introduced. (Typically the Chancellor will introduce the presenter/presentation.)
	The complete name(s) and title(s) of the presenter(s) should be included in the presentation or should accompany the presentation provided to the District.
	Introduce presenters once only. If a person has been introduced once during the presentation, they are not allowed to be introduced again and cannot introduce themselves again. These rules apply to all presenters, including student participants.
	Include the date of the Board meeting on title page and include a page number on each slide, beginning on slide 2.

District Board Presentation Template



Checklist for Post-Board Processing Instructions:

Provide instructions for handling the Board Item after it has been approved at the Board meeting. See the “Special Instructions for Post-Board Approval Handling” below for processing options. Not all Board Items will include Post Board Processing Instructions.

	Indicate number of copies of document to print.
	Indicate whether additional signatures are required in addition to the Vice Chancellor Business Services.
	Indicate if insurance certificate is required. If this box is checked, you must include a Liability Certificate of Coverage Request.
	Indicate if additional supporting documents are attached and any special instructions.
	Indicate to whom original documents should be sent. IMPORTANT: While the District and Colleges are sheltering in place due to COVID, the District will not Fed Ex contracts. An email is required for the delivery of contracts.
	Indicate to whom at LPC a copy of the signed document should be emailed; include the email address.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
POST-BOARD APPROVAL CONTRACT PROCESSING INSTRUCTIONS

BOARD MEETING DATE: _____

SUBJECT/CONTRACT NAME: _____

SPECIAL INSTRUCTIONS FOR POST-BOARD APPROVAL HANDLING:

- Print _____ (____) copies of the grant documents (all pages)
number (number)
- Obtain signatures from Vice Chancellor of Business Services. Note that only **blue ink** may be used for signing contracts.
 If **additional** signatory is required, check here. If **alternate** signatory is required, check here.
Name of additional or alternate signatory: _____
- If **insurance certificate** is required, check here. Attach if required.
- If **additional supporting documents** are attached, check here.

Special Instructions:
6. Scan signed contract to PDF for tracking purposes and place in Non-Executed Folder in CLPCCD-Contracts.
7. Make a copy of the signed document and email to _____, Assistant to _____
Direct Report Department Assistant Name

8. Send (#) original documents via FedEx overnight delivery to the following person and address:

Phone: _____

Email: _____

9. Board approved contracts/agreements/MOUs, will be scanned and saved in contract-share drive at the District.

**LIABILITY
CERTIFICATE OF COVERAGE REQUEST**

Today's Date: _____

JPA: Keeman & Associates

District: Chabot-Las Positas Community College District

Contact: [REQUESTOR] Phone: [REQUESTOR'S CONTACT PHONE #]

Certificate Holder Name & Address [THE VENDOR'S MAILING ADDRESS AND CONTACT PERSON]

Attm: _____

Description of Operations [PER CONTRACT, DESCRIBE THE ACTIVITIES OR SERVICES BEING RENDERED]

Is this a Special Event Yes No [COMPLETE IF THIS IS A ONE-TIME EVENT]

Event Date(s) & Time _____

Location _____

Sponsor: _____

Participants _____

Provide Details of Event _____

Special Requirements _____

Cross Out Endorsement Clause Yes No [CHECK IF NEEDED IN CONTRACT]

Additional Insured / Additional Covered Party Yes No [THIRD PARTY]

Other Additional Insured / Covered Party Yes No

Name & Address [COMPLETE IF A THIRD PARTY NEEDS PROOF OF COVERAGE]

Previously Approved Board Items

Previously approved Board Items can be found in a spreadsheet titled “*Approved LPC Board Items (2013 to Present)*” on the [LPC’s Shared Governance/Forms & Info/Board of Trustees web site](#). It is an Excel spreadsheet listing the Board Date, Board Item, and Name of the Board Item. Excel’s “Find” feature is very helpful when searching for past Board items.

Once you find the Board Item that you would like to review, go to the [District’s Board Meeting Archives web site](#). Find the Board Date and click on Board Packet.

Board Meeting Archives

2022

December 13 Audit Subcommittee Mtg, Agenda | Organizational Mtg, Agenda | Regular Mtg, Agenda | Board Packet | Minutes
November 15 Agenda | Board Packet | Minutes
October 18 Agenda | Board Packet | Minutes
September 13 Agenda | Board Packet | Minutes
August 20 Board Workshop Retreat Agenda | Board Packet | Minutes
August 16 Agenda | Board Packet | Minutes
July 19 Agenda | Board Packet | Minutes
June 28 Special Meeting Agenda | Board Packet | Minutes
June 21 Agenda | Board Packet | Minutes
June 4 Board Workshop Retreat Agenda | Board Packet | Minutes
May 17 Agenda | Board Packet | Minutes
April 26 Board Study Meeting Agenda | Board Packet | Minutes
April 19 Agenda | Board Packet | Minutes
March 15 Agenda | Board Packet | Minutes
February 15 Agenda | Board Packet | Minutes
February 1 Special Meeting Agenda | Board Packet | Minutes
January 18 Agenda | Board Packet | Minutes
January 11 Special Meeting Agenda | Board Packet | Minutes

2021

December 14 Audit Subcommittee Mtg, Agenda | Organizational Mtg, Agenda | Regular Mtg, Agenda | Board Packet | Minutes
November 16 Agenda | Board Packet | Minutes
November 8 Special Meeting Agenda | Board Packet | Minutes
October 19 Agenda | Board Packet | Minutes
September 14 Agenda | Board Packet | Minutes
August 31 Special Meeting Agenda | Board Packet | Minutes

Scroll down until you find the Board Item you would like to see.

The following documents (document links) require [Acrobat Reader](#)

Board of Trustees Regular Meeting

November 12, 2019 at 5:00 p.m.

Las Positas College
3000 Campus Hill Dr., Livermore, CA
Room 1620 A&B

1.0 GENERAL FUNCTIONS - PRESIDENT OF THE BOARD

1.1 5:00 P.M. - OPEN SESSION
CALL TO ORDER AND ROLL CALL*

1.2 PUBLIC COMMENTS

The Board requests that the public speak at this time. Any person wishing to address the Board on any matter of concern is requested to complete a "Request to Address the Board of Trustees" card and file it with the Recording Secretary of the Board prior to start of the meeting.

4.0 EDUCATIONAL SERVICES

4.1 (cc) Acceptance of an Augmentation to Grant Award - U.S. Department of Education, TRIO Educational Talent Search (ETS) Program (P044A160820 – 19A), Chabot – Las Positas Community College District, Chabot College **Documents**
[Rec](#)
[Detail](#)

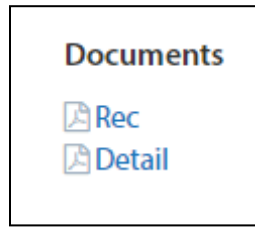
4.2 (cc) Acceptance of Gift – Public Safety Program, Chabot-Las Positas Community College District - Las Positas College **Documents**
[Rec](#)
[Detail](#)

4.3 (cc) Approval of 2021-2022 Academic Calendar **Documents**
[Rec](#)
[Detail](#)

4.4 (cc) Approval of Agreement Renewal - Child Development Training Consortium (CDTC) 2019-2020 Instructional Agreement No. 19-20-4024 with Yosemite Community College District (YCCD/CDTC) and Chabot-Las Positas Community College District, Chabot College **Documents**
[Rec](#)
[Detail](#)

4.5 (cc) Approval of Agreement Renewal – Child Development Training Consortium (CDTC) 2019-2020 Instructional Agreement No 19-20-2620 with Yosemite Community College District (YCCD/CDTC) and Chabot-Las Positas Community College District, Las Positas College **Documents**
[Rec](#)
[Detail](#)

Click on the “Rec” icon to display the Board Recommendation Memo. Click on the “Detail” icon to see the associated documents.



End of Instructions for Processing Board Items