



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: 1/5/2021



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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 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.
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.

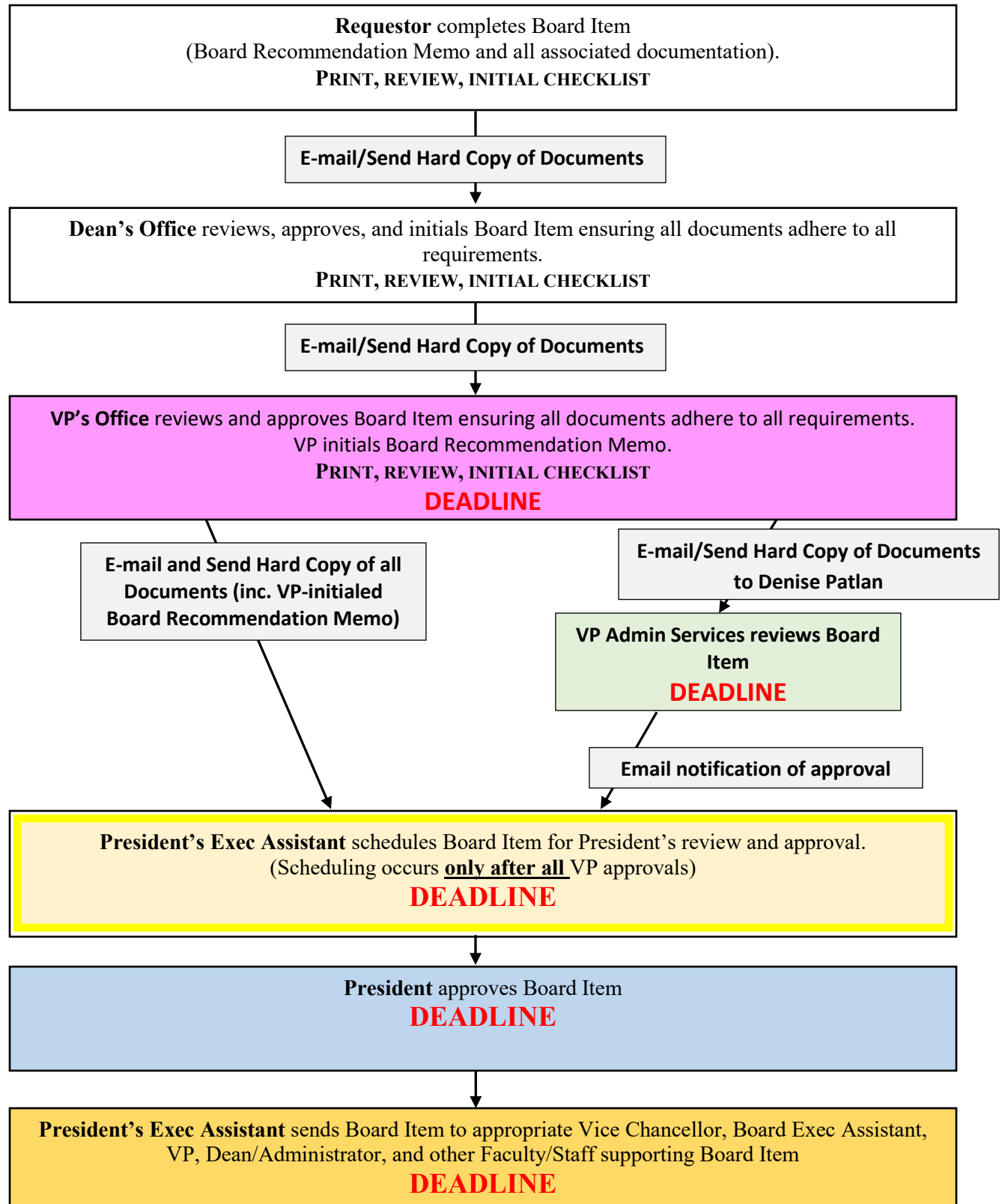
LPC's Board Item Deadlines:

Calendar

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

| | | | |
|------------------------------------|----------|------------------------------------|----------|
| Go to Board February, 2021 | | Go to Board August, 2021 | |
| Due to VP Student Services | 01/12/21 | Due to VP Student Services | 07/13/21 |
| Due to VP Academic Services | 01/11/21 | Due to VP Academic Services | 07/12/21 |
| Due to Denise Patlan/VP Admin Srvc | 01/14/21 | Due to Denise Patlan/VP Admin Srvc | 07/15/21 |
| Due to President's Office | 01/19/21 | Due to President's Office | 07/19/21 |
| Due to HR 1200 Noon | 01/28/21 | Due to HR 1200 Noon | 07/29/21 |
| Due to VC 500 p.m. | 01/28/21 | Due to VC 500 p.m. | 07/29/21 |
| Board Date | 02/16/21 | Board Date | 08/17/21 |
| Go to Board March, 2021 | | Go to Board September, 2021 | |
| Due to VP Student Services | 02/05/21 | Due to VP Student Services | 08/10/21 |
| Due to VP Academic Services | 02/05/21 | Due to VP Academic Services | 08/09/21 |
| Due to Denise Patlan/VP Admin Srvc | 02/09/21 | Due to Denise Patlan/VP Admin Srvc | 08/12/20 |
| Due to President's Office | 02/16/21 | Due to President's Office | 08/16/21 |
| Due to HR 1200 Noon | 02/25/21 | Due to HR 1200 Noon | 08/27/21 |
| Due to VC 500 p.m. | 02/25/21 | Due to VC 500 p.m. | 08/27/21 |
| Board Date | 03/16/21 | Board Date | 09/14/21 |
| Go to Board April, 2021 | | Go to Board October, 2021 | |
| Due to VP Student Services | 03/16/21 | Due to VP Student Services | 09/14/21 |
| Due to VP Academic Services | 03/15/21 | Due to VP Academic Services | 09/13/21 |
| Due to Denise Patlan/VP Admin Srvc | 03/18/21 | Due to Denise Patlan/VP Admin Srvc | 09/16/21 |
| Due to President's Office | 03/22/21 | Due to President's Office | 09/20/21 |
| Due to HR 1200 Noon | 04/01/21 | Due to HR 1200 Noon | 09/30/21 |
| Due to VC 500 p.m. | 04/01/21 | Due to VC 500 p.m. | 09/30/21 |
| Reviewed at Board | 04/20/21 | Board Date | 10/19/21 |
| Go to Board May, 2021 | | Go to Board November, 2021 | |
| Due to VP Student Services | 04/13/21 | Due to VP Student Services | 10/12/21 |
| Due to VP Academic Services | 04/12/21 | Due to VP Academic Services | 10/11/21 |
| Due to Denise Patlan/VP Admin Srvc | 04/15/21 | Due to Denise Patlan/VP Admin Srvc | 10/14/21 |
| Due to President's Office | 04/19/21 | Due to President's Office | 10/18/21 |
| Due to HR 1200 Noon | 04/29/21 | Due to HR 1200 Noon | 10/28/21 |
| Due to VC 500 p.m. | 04/29/21 | Due to VC 500 p.m. | 10/28/21 |
| Board Date | 05/18/21 | Board Date | 11/16/21 |
| Go to Board June, 2021 | | Go to Board December, 2021 | |
| Due to VP Student Services | 05/11/21 | Due to VP Student Services | 11/09/21 |
| Due to VP Academic Services | 05/10/21 | Due to VP Academic Services | 11/08/21 |
| Due to Denise Patlan/VP Admin Srvc | 05/13/21 | Due to Denise Patlan/VP Admin Srvc | 11/11/21 |
| Due to President's Office | 05/17/21 | Due to President's Office | 11/15/21 |
| Due to HR 1200 Noon | 05/27/21 | Due to HR 1200 Noon | 11/22/21 |
| Due to VC 500 p.m. | 05/27/21 | Due to VC 500 p.m. | 11/22/21 |
| Board Date | 06/15/21 | Board Date | 12/14/21 |
| Go to Board July, 2021 | | Go to Board January, 2022 | |
| Due to VP Student Services | 06/15/21 | Due to VP Student Services | 12/07/21 |
| Due to VP Academic Services | 06/14/21 | Due to VP Academic Services | 12/06/21 |
| Due to Denise Patlan/VP Admin Srvc | 06/17/21 | Due to Denise Patlan/VP Admin Srvc | 12/09/21 |
| Due to President's Office | 06/21/21 | Due to President's Office | 12/13/21 |
| Due to HR 1200 Noon | 06/30/21 | Due to HR 1200 Noon | 12/20/21 |
| Due to VC 500 p.m. | 06/30/21 | Due to VC 500 p.m. | 12/20/21 |
| Board Date | 07/20/21 | Board Date | 01/18/22 |

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
- Approval of Awards
- Approval of Awards of Piggyback Contracts
- Approval of Contracts
- Approval of Contract Amendments
- Approval of 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
- 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.laspositacollege.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.laspositacollege.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 |
|---|
| Memo: Board Recommendation Memo created in Microsoft Word |
| Memo: All Margins 1" |
| Memo: Font is Times Roman, 12 points |
| Memo: Paragraphs are Justified |
| Memo: Date on Board Recommendation Memo is same as Board Date |
| Memo: Reference to LPC in Subject line is: Chabot-Las Positas Community College District, Las Positas College |
| Memo: Reference to LPC in Background is: Chabot-Las Positas Community College District, Las Positas College |
| Memo: Reference to LPC in Recommended Action is: Chabot-Las Positas Community College District, Las Positas College |
| 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.” |
| Memo: Indicate Funding Source if applicable. Example: “Financial Aid Technology Funds” or “Mental Health Services Grant.” |
| Memo: Double space between Date and Agenda Item |
| Memo: Single space between Agenda Item and Subject |
| Memo: Double space between Subject and Background |
| Memo: Single Space between Background and Recommended Action |
| Memo: Wording for approval in the Subject is the same as wording for approval in the Recommended Action |
| Memo: Acronyms may be used only after writing the entire word. Example: TVROCP must be Tri-Valley Regional Occupational Center/Program (TVROCP) |
| Memo: Dates referenced in the Board Recommendation are identical to the dates in the Agreement or M.O.U |
| Memo: Monetary amounts listed in the Board Recommendation are identical to the amounts in the Agreement or M.O.U |
| Memo: Correct Vice Chancellor’s name is listed in the “Submitted by” section |
| Memo: The “Submitted by” name has the Vice Chancellor’s name listed completely (ex. Theresa F. Rowland) |
| Memo: The “Approved” name has the Chancellor’s name listed completely (ex. Ronald P. Gerhard) |
| Exhibits and/or attachments listed in the Board Recommendation Memo are attached |
| Board Policy (BP) and Administrative Policy (AP) numbers have been double checked if referenced. |
| 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) |
| All Board Documents are attached (Memo, Agreement/MOU, Post-Board Processing Instructions) |
| 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: _____ |

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 hard 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 include 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 hard 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 Dawn Neideffer, Executive Assistant to the Vice Chancellor of Business Services at 925-485-5201.

Board Recommendation Memo Format:

- This must be a Microsoft Word Document.
- All Margins 1"
- Font is Times Roman, 12 pts
- Paragraphs Justified

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Date must be Date of Board Meeting

October 16, 2018

Double Space

The name of the Subject on the Board Recommendation must be identical as the name of the Agreement or M.O.U.

Agenda Item:

Single Space

Subject:

Approval of Agreement Renewal – Child Development Training Consortium (CDTC) 2018-2019 Instructional Agreement No 18 -19 -2620 with Yosemite Community College District (YCCD), Chabot-Las Positas Community College District, Las Positas College

Double Space

Same Word ing

Background: Chabot-Las Positas Community College District, Las Positas College has received a program renewal for the Child Development Training Consortium (CDTC) 2018 - 2019 Instructional Agreement No. 18-19-2620 with the Yosemite Community College District (YCCD). The program allows the Chabot-Las Positas Community College District, Las Positas College to generate up to 600 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. As these courses do not generate state apportionment, the agreement provides the Chabot-Las Positas Community College District, Las Positas College with \$25 per enrolled unit of coursework, not to exceed a total of \$15,000.

The Chabot-Las Positas Community College District, Las Positas College has been continuously involved with the YCCD/CDTC and has received an annual renewal since 1993.

The agreement renewal will be for the period September 1, 2018, through June 30, 2019, but no activities under the grant will be undertaken prior to Board approval of the agreement.

Single Space

Recommended Action: That the Board of Trustees approves the proposed renewal of the Child Development Training Consortium 2018 - 2019 Instructional Agreement No. 18-19-2620 with Yosemite Community College District, Chabot-Las Positas Community College District, Las Positas College. It is further recommended that the Board authorize the Acting Vice Chancellor, Business Services, to execute this agreement on behalf of the District.

Funding Source: (if applicable)

Must State: Chabot-Las Positas Community College District, Las Positas College

Submitted by: Theresa F. Rowland/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:

| | |
|--|---|
| | Board Recommendation Memo created in Microsoft Word |
| | All Margins 1" |
| | Font is Times Roman, 12 points |
| | Paragraphs are Justified |
| | Date on Board Recommendation Memo is same as Board Date |
| | Reference to LPC in Subject line is: Chabot-Las Positas Community College District, Las Positas College |
| | Reference to LPC in Background is: Chabot-Las Positas Community College District, Las Positas College |
| | Date of commencement of the Agreement/MOU listed in the Board Recommendation Memo cannot be prior to the date of the Board Meeting; however, language such as "the project timeframe for this MOU is July 1, 2019 through June 30, 2020 with an effective date of July 17, 2019." (The date of the Board Recommendation Memo/Board Meeting was July 16, 2019) |
| | Reference to LPC in Recommended Action is: Chabot-Las Positas Community College District, Las Positas College |
| | 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> |
| | Indicate Funding Source if applicable. Example: "Financial Aid Technology Funds" or "Mental Health Services Grant." |
| | Double space between Date and Agenda Item |
| | Single space between Agenda Item and Subject |
| | Double space between Subject and Background |
| | Single Space between Background and Recommended Action |
| | Wording for approval in the Subject is the same as wording for approval in the Recommended Action |
| | Acronyms may be used only after writing the entire word. Example: TVROCP must be Tri-Valley Regional Occupational Center/Program (TVROCP) |
| | Dates referenced in the Board Recommendation are identical to the dates in the Agreement or M.O.U |
| | Monetary amounts referred in the Board Recommendation are identical as the amounts in the Agreement or M.O.U. |
| | Exhibits and/or attachments listed in the Board Recommendation Memo are attached |
| | Board Policy (BP) and Administrative Policy (AP) numbers have been double checked if referenced. |
| | Correct Vice Chancellor's name is listed in the "Submitted by" section |
| | The "Submitted by" name has the Vice Chancellor's name listed completely (ex. Theresa F. Rowland) |
| | The "Approved" name has the Chancellor's name listed completely (ex. Ronald P. Gerhard) |
| | The Board Recommendation Memo has been saved using the following format: LPC + DATE OF BOARD MEETING + NAME OF DOCUMENT (Example: LPC 052119 CVC-OEI Board Recommendation Memo) |

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 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 am/pm

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-Wydlar 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-Wydlar 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-Wydlar 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-Wydlar 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>Note from Marie Hampton, District Purchasing Manager: Effective January 1, 2021 the bid threshold is increased from \$95,200 to \$96,700 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). |

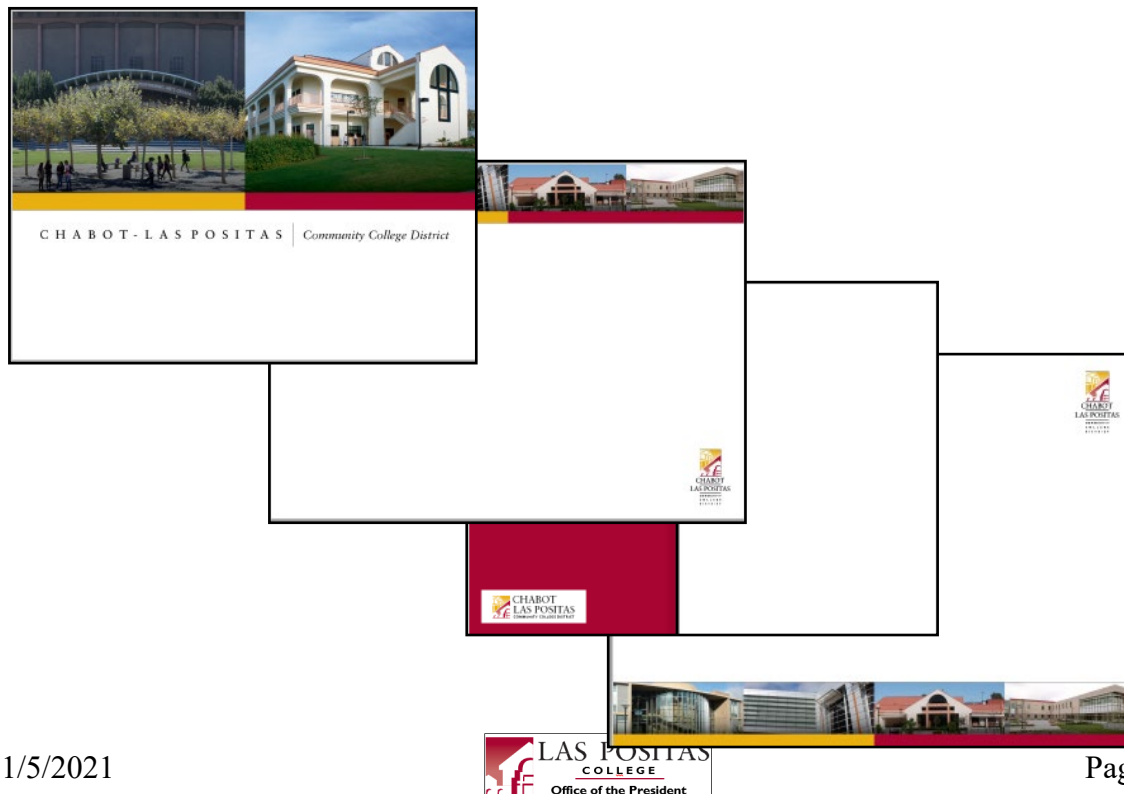
Checklist for Board Meeting Presentations:

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 hard 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. |

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 | |
|------------------------|--|
| 2020 | |
| December 15 | Organizational Mtg, Agenda Regular Mtg, Agenda Board Packet Minutes |
| November 17 | Agenda Board Packet Minutes |
| October 20 | Agenda Board Packet Minutes |
| September 8 | Agenda Board Packet Minutes |
| August 18 | Agenda Board Packet Minutes |
| August 8 | Board Workshop Retreat Agenda Board Packet Minutes |
| July 21 | Agenda Board Packet Minutes |
| June 16 | Agenda Board Packet Minutes |
| May 19 | Agenda Board Packet Minutes |
| April 21 | Agenda Board Packet Minutes |
| March 25 | Special Meeting Agenda Board Packet Minutes |
| March 22 | Board Workshop Retreat Agenda Board Packet Minutes - Canceled |
| March 20 | Special Meeting Agenda Board Packet Minutes |
| March 17 | Agenda Board Packet Minutes - Canceled |
| February 18 | Agenda Board Packet Minutes |
| January 21 | Agenda Board Packet Minutes |
| 2019 | |
| December 23 | Agenda Board Packet Minutes |
| December 17 | Audit Subcommittee Mtg, Agenda Organizational Mtg, Agenda Regular Mtg, Agenda Board Packet Minutes |
| November 12 | Agenda Board Packet Minutes |
| October 15 | Agenda Board Packet Minutes |
| September 17 | Agenda Board Packet Minutes |
| September 10 | 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

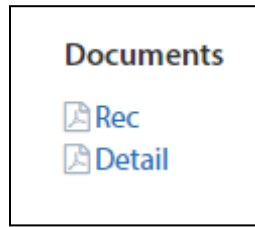
[Rec](#)
[Detail](#)

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