

LPC Board Agenda Items Approval Process:

1. Identify item that needs to go through the Board approval process.
2. Complete board memo and include appropriate Vice Chancellor's name. All relevant back up materials should also be included.

Note: Information only items do not need a cover memo, but still need to go through the proper process.
3. Send to your direct Vice President for approval to move forward.
4. Vice President's Office processes and/or resolves questions before moving forward to President. Generally, grants, MOUs and contracts are reviewed by the V.P. of Administrative Services, no matter where the item originated from. (Each Vice President's Office will create their own process of what works in their departments).
5. Final "draft" of board item is sent to the Executive Assistant to the President.
 - a. All typos and grammatical errors are fixed before submitting.
 - b. Item must be received by President's Office deadline, shown in the **board deadlines document**.
 - c. The recommendation and backup materials should be sent via email. One hard copy of the recommendation and backup materials should be delivered to the President's Office with the Vice President's initials on the recommendation.
 - d. Instructions for how to proceed after board approval must be included on the **"Board of Trustees Instructions for Handling Contracts"** form.
6. Board item will be put on the next Executive Staff agenda for acknowledgement from all Vice Presidents and President.
7. President approves item, initials the memo, and the Executive Assistant to the President sends forward to the appropriate Vice Chancellor.
8. Once the Vice Chancellor approves board item, it will be placed on the draft board agenda for the District's Board Review meeting.
9. Once approved at the Board Review, the item will be placed on the next board agenda.
10. If approved by the Board, V.C.'s Office will handle board item based on the instructions given to them by LPC.