

To: LPC College Council

From: LPC Technology and Sustainability Committees

Subject: Adopt a policy to accept electronic signatures on forms used at LPC

Date: November 1, 2011

College Council Members:

**On behalf of the LPC Technology and Sustainability Committees, we recommend that the College Council explore and adopt a college policy of accepting electronic signatures on all appropriate forms used on our campus.** We also encourage the College Council to further advance these sustainable and cost-saving efforts by recommending to the District office that they also explore and adopt a similar policy.

In an effort to provide cost and resource savings as well as to streamline processes at the college, both the Technology and Sustainability Committees at LPC have as a key goal the further "digitization" of common forms used at LPC. Last year, the technology committee began preliminary discussions and work with campus constituents to identify specific forms that require enhanced digitization to make them fully fill-able and route-able electronically.

Ultimately, the committees would like to see the campus move away from the printing and storing of paper copies of forms, ideally implementing fully digitized forms that can be easily located, accessed, filled, routed, signed, and stored--all securely and electronically, thereby saving the college the costs associated with printing and storing paper documents.

Additionally, the Committees recommend the college and the district should explore the use of technology, including Banner Document Management System (BDMS), currently being implemented by District ITS, which has the potential to further these efforts to create a secure, centralized online repository of forms used by the college and the district.

These recommendations are consistent with the College and District efforts to be environmentally sustainable as detailed in the [LPC Institutional Strategic Goals](#) (goal #10) and the [Las Positas College Climate Action Plan 2010](#) (see p. 20).

Thank you for your consideration,

-Angela Amaya  
Chair, LPC Technology Committee

-Mike Ansell  
Chair, LPC Sustainability Committee