



# 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  
January 2, 2019 (Updated 7/1/19)



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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.

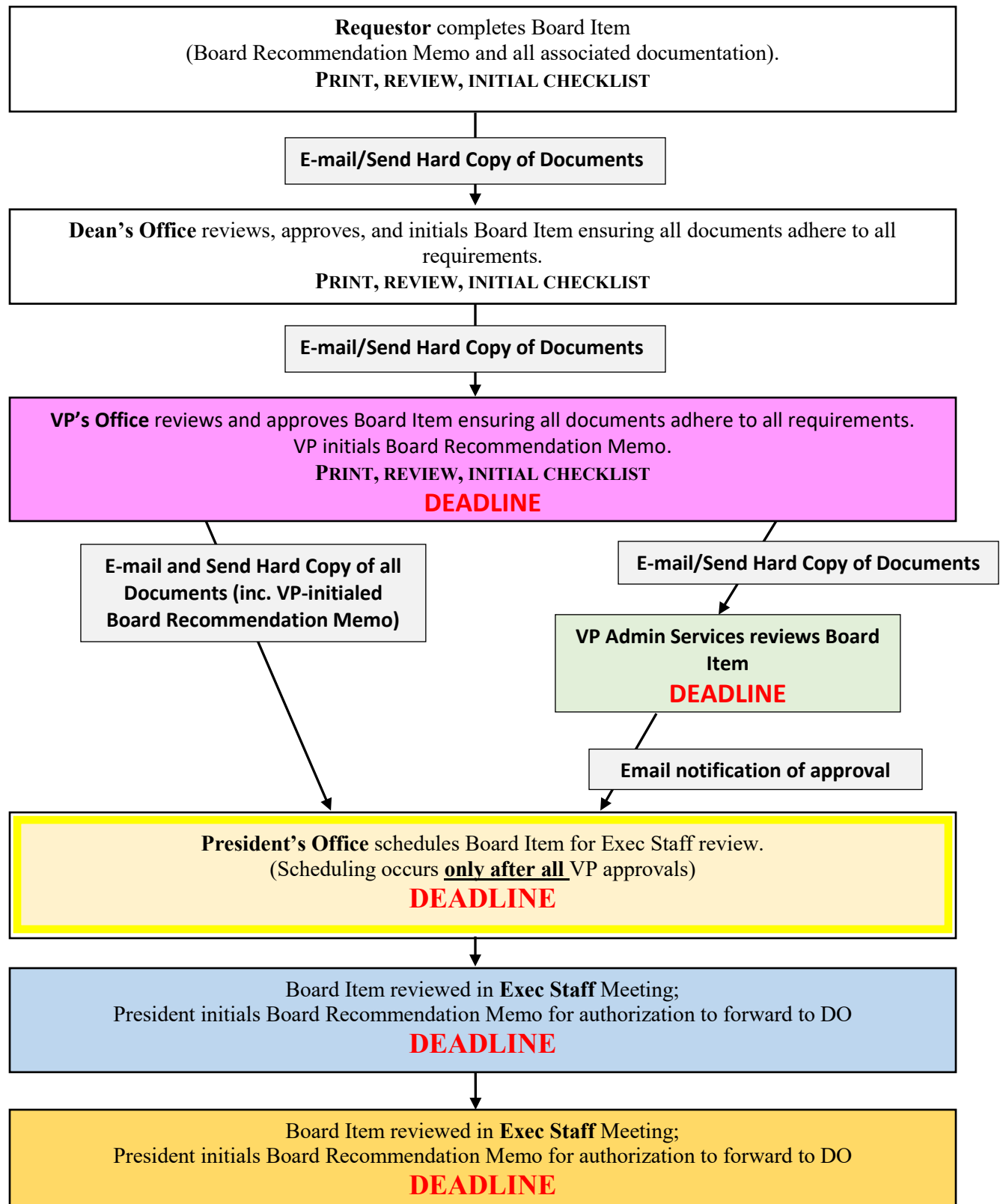
A contract cannot be in the name of “Las Positas College” only. It must be in the name of “Chabot-Las Positas Community College District, Las Positas College.” The LPC President, Vice Presidents, Deans, Administrators, Faculty, etc., may not sign contracts on behalf of LPC or CLPCCD. The Chancellor and 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:** *(provided by Krista Johns, former CLPCCD Vice Chancellor)*

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, word 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.

## Board Item Processing Flow Chart:



Board Agenda Item Due Dates:

*Calendar*

Current Calendar can be found on the LPC Shared Governance/Board of Trustees web site at: <http://www.laspositascollege.edu/gv/forms.php>

**Board Agenda Item Due Dates**

<b>Go to Board: January, 2019</b>		<b>Go to Board: July, 2019</b>	
Due to VPSS or VPAS	12/03/18	Due to VPSS or VPAS	06/17/19
Due to VP Admin Svcs:	12/05/18	Due to VP Admin Svcs:	06/19/19
Due to President's Office:	12/10/18	Due to President's Office:	06/24/19
Reviewed by Exec Staff:	12/11/18	Reviewed by Exec Staff:	06/25/19
Due to HR 12:00 Noon:	12/20/18	Due to HR 12:00 Noon:	06/27/19
Due to VC 5:00 p.m.:	12/20/18	Due to VC 5:00 p.m.:	06/27/19
Board Date:	01/15/19	Board Date:	07/16/19
<b>Go to Board: February, 2019</b>		<b>Go to Board: August, 2019</b>	
Due to VPSS or VPAS	01/18/19	Due to VPSS or VPAS	07/22/19
Due to VP Admin Svcs:	01/23/19	Due to VP Admin Svcs:	07/24/19
Due to President's Office:	01/28/19	Due to President's Office:	07/29/19
Reviewed by Exec Staff:	01/29/19	Reviewed by Exec Staff:	07/30/19
Due to HR 12:00 Noon:	01/31/19	Due to HR 12:00 Noon:	08/01/19
Due to VC 5:00 p.m.:	01/31/19	Due to VC 5:00 p.m.:	08/01/19
Board Date:	02/19/19	Board Date:	08/20/19
<b>Go to Board: March, 2019</b>		<b>Go to Board: September, 2019</b>	
Due to VPSS or VPAS	02/14/19	Due to VPSS or VPAS	08/19/19
Due to VP Admin Svcs:	02/20/19	Due to VP Admin Svcs:	08/21/19
Due to President's Office:	02/25/19	Due to President's Office:	08/26/19
Reviewed by Exec Staff:	02/26/19	Reviewed by Exec Staff:	08/27/19
Due to HR 12:00 Noon:	02/28/19	Due to HR 12:00 Noon:	08/29/19
Due to VC 5:00 p.m.:	02/28/19	Due to VC 5:00 p.m.:	08/29/19
Board Date:	03/19/19	Board Date:	09/17/19
<b>Go to Board: April, 2019</b>		<b>Go to Board: October, 2019</b>	
Due to VPSS or VPAS	03/18/19	Due to VPSS or VPAS	09/16/19
Due to VP Admin Svcs:	03/20/19	Due to VP Admin Svcs:	09/18/19
Due to President's Office:	03/25/19	Due to President's Office:	09/23/19
Reviewed by Exec Staff:	03/26/19	Reviewed by Exec Staff:	09/24/19
Due to HR 12:00 Noon:	03/28/19	Due to HR 12:00 Noon:	09/26/19
Due to VC 5:00 p.m.:	03/28/19	Due to VC 5:00 p.m.:	09/26/19
Reviewed at Board:	04/16/19	Board Date:	10/15/19
<b>Go to Board: May, 2019</b>		<b>Go to Board: November, 2019</b>	
Due to VPSS or VPAS	04/22/19	Due to VPSS or VPAS	10/14/19
Due to VP Admin Svcs:	04/24/19	Due to VP Admin Svcs:	10/16/19
Due to President's Office:	04/29/19	Due to President's Office:	10/21/19
Reviewed by Exec Staff:	04/30/19	Reviewed by Exec Staff:	10/22/19
Due to HR 12:00 Noon:	05/02/19	Due to HR 12:00 Noon:	10/24/19
Due to VC 5:00 p.m.:	05/02/19	Due to VC 5:00 p.m.:	10/24/19
Board Date:	05/21/19	Board Date:	11/12/19
<b>Go to Board: June, 2019</b>		<b>Go to Board: December, 2019</b>	
Due to VPSS or VPAS	05/20/19	Due to VPSS or VPAS	11/08/19
Due to VP Admin Svcs:	05/22/19	Due to VP Admin Svcs:	11/13/19
Due to President's Office:	05/24/19	Due to President's Office:	11/18/19
Reviewed by Exec Staff:	05/28/19	Reviewed by Exec Staff:	11/19/19
Due to HR 12:00 Noon:	05/30/19	Due to HR 12:00 Noon:	11/25/19
Due to VC 5:00 p.m.:	05/30/19	Due to VC 5:00 p.m.:	11/25/19
Board Date:	06/18/19	Board Date:	12/17/19

## **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 Amendment to 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
  - Personnel: Employments, Resignations, Terminations, Transfers
  
2. Administrative Assistants are encouraged to be aware of 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 due dates can be found on the LPC Shared Governance/Board of Trustees web site at: <http://www.laspositascollege.edu/gv/forms.php>

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
  - b. Agreement, M.O.U., Attachments, Exhibits, etc.
  - c. Post-Board Instructions

Examples of board documents are included in this document. Board items that have been previously approved by the Board can be found on the CLPCCD Board of Trustees web site at: <http://www.clpccd.org/board/BoardAgendaArchives.php>

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.

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

Vice Chancellor Wyman M. Fong

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

Theresa F. Rowland, Vice Chancellor

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

Doug Roberts, Acting Vice Chancellor Business Services

**Facilities Planning and Development:**

Owen Letcher, Vice Chancellor Facilities & Bond

Also include the Chancellor’s name and approval line at the bottom of the Board Recommendation Memo.

**Ronald P. Gerhard**

Additional documents, including the Agreement or M.O.U. and all relevant backup documentation should also be prepared and accompany the Board Recommendation Memo. If exhibits or attachments are mentioned anywhere in the Board Recommendation Memo, Agreement, or M.O.U., they must be included as well.

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. 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)
<b>Presentations:</b> 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
<b>CHECKLIST SIGN-OFF:</b>
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 must 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. Please
11. The VP of Administrative Services will review the Board Item 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 the Board Item on the Exec Staff agenda (note the deadline on the calendar) for discussion and final approval by the President.
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 at:  
<http://www.clpccd.org/business/documents/RequestforCertificateofInsurance3-29-2019.pdf>.  
Questions about this should be directed to Dawn Neideffer, Executive Assistant to the Vice Chancellor of Business Services at 925-485-5201.

## **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
  
- LPC 101618 Board Recommendation Memo Internship Agreement AMR
- LPC 101618 Internship Agreement AMR
- LPC 101618 Post Board Instructions Internship Agreement AMR
  
- LPC 111318 Viticulture and Horticulture Technology Program Presentation

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.

**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

## 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: <b>LPC 052119 CVC-OEI Board Recommendation Memo</b> )

**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 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: [pmriver@sandia.gov](mailto:pmriver@sandia.gov) (New Mexico) or [jguske@sandia.gov](mailto: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](mailto:SMiner@cpccd.org)  
[sminer@laspositascollege.edu](mailto: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](mailto: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

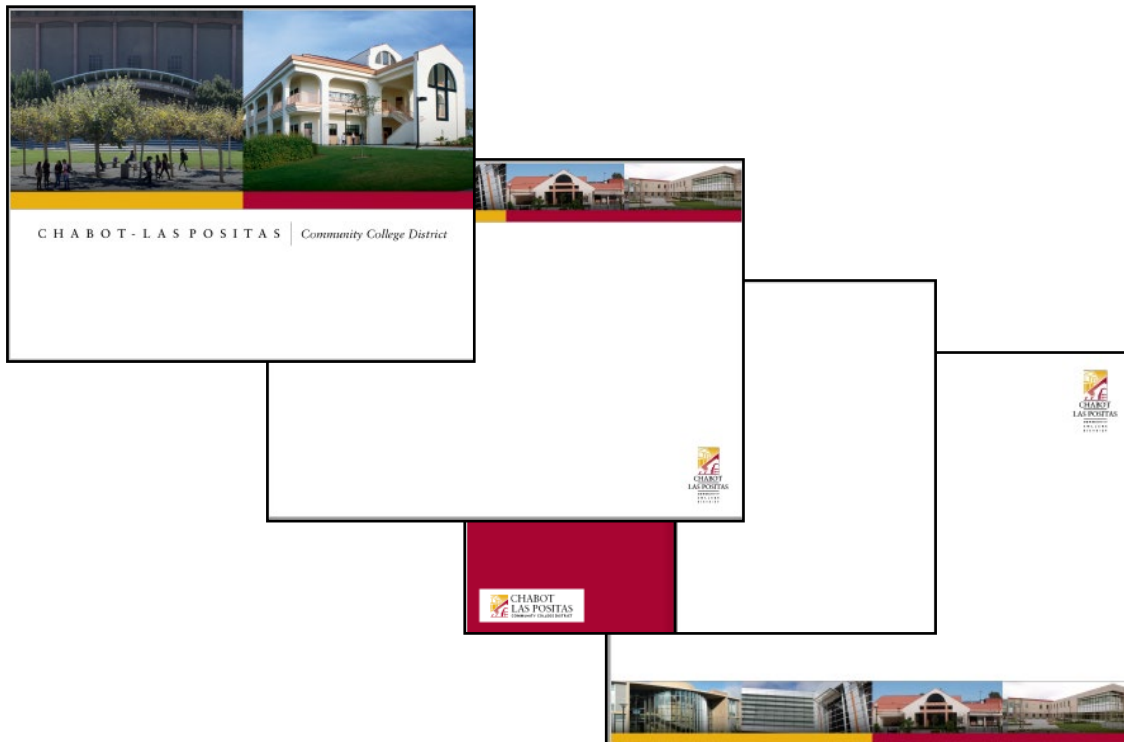
## Checklist for Board Meeting Presentations:

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.

	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.
	Indicate if additional supporting documents are attached.
	Indicate any special instructions.
	Indicate to whom original documents should be sent.

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

**BOARD MEETING DATE:** November 13, 2018

**SUBJECT/CONTRACT NAME:** Umoja Community Education Foundation

**SPECIAL INSTRUCTIONS FOR POST-BOARD APPROVAL HANDLING:**

- Print two (2) copies of the grant documents (all pages)  
number numeral
- 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: \_\_\_\_\_
- Scan signed contract to PDF for tracking purposes and place in Non-Executed Folder in CLPCCD-Contracts.
- Make a copy of the signed document and send via interoffice mail to (Assistant Name), Assistant to (Direct Report), (Department).
- Send ( # ) original documents via FedEx overnight delivery to the following person and address:  
Umoja Community Education Foundation  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
P.O. Box 188067  
Sacramento, CA 95818
- Later, upon receipt of fully executed contract (signed by both parties), scan to PDF and save in Executed Folder pertaining to the correct college folder in CLPCCD-Contracts on the shared drive.

## **Checklist for Submitting Board Items to the President's Office:**

The Checklist below must be signed and submitted to the President's Office with ALL board items. The Checklist is a tool to remind requesters of the District Requirements for Board Items. The Checklist is available on the LPC Shared Governance/Board of Trustees web site at: <http://www.laspositascollege.edu/gv/forms.php>.

### **Checklist for Submitting Board Items to the President's Office**

<b>Memo:</b> Board Recommendation Memo created in Microsoft Word
<b>Memo:</b> All Margins 1"
<b>Memo:</b> Font is Times Roman, 12 points
<b>Memo:</b> Paragraphs are Justified
<b>Memo:</b> Date on Board Recommendation Memo is same as Board Date
<b>Memo:</b> Reference to LPC in Subject line is: Chabot-Las Positas Community College District, Las Positas College
<b>Memo:</b> Reference to LPC in Background is: Chabot-Las Positas Community College District, Las Positas College
<b>Memo:</b> Reference to LPC in Recommended Action is: Chabot-Las Positas Community College District, Las Positas College
<b>Memo:</b> 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>
<b>Memo:</b> Indicate Funding Source if applicable. Example: "Financial Aid Technology Funds" or "Mental Health Services Grant."
<b>Memo:</b> Double space between Date and Agenda Item
<b>Memo:</b> Single space between Agenda Item and Subject
<b>Memo:</b> Double space between Subject and Background
<b>Memo:</b> Single Space between Background and Recommended Action
<b>Memo:</b> Wording for approval in the Subject is the same as wording for approval in the Recommended Action
<b>Memo:</b> Acronyms may be used only after writing the entire word. Example: TVROCP must be Tri-Valley Regional Occupational Center/Program (TVROCP)
<b>Memo:</b> Dates referenced in the Board Recommendation are identical to the dates in the Agreement or M.O.U
<b>Memo:</b> Monetary amounts listed in the Board Recommendation are identical to the amounts in the Agreement or M.O.U.
<b>Memo:</b> Correct Vice Chancellor's name is listed in the "Submitted by" section
<b>Memo:</b> The "Submitted by" name has the Vice Chancellor's name listed completely (ex. Theresa F. Rowland)
<b>Memo:</b> 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)
<b>Presentations:</b> 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: \_\_\_\_\_

7/1/19

## LINKS TO BOARD APPROVED ITEMS

### **Example of Agreement:**

#### **Name of Board Item:**

Approval of Agreement for Off-Site Training between Tri-Valley Regional Occupational Center/Program (TVROCP) and Chabot-Las Positas Community College District, Las Positas College

#### **Sample of Board Recommendation:**

<http://www.clpccd.org/board/documents/4.11LPC101618TVROCPAgreementBoardRecommendation.pdf>

#### **Sample of Agreement:**

<http://www.clpccd.org/board/documents/4.11BCLPC101618TVROCPAgreement.pdf>

### **Example of Renewal of Agreement:**

#### **Name of Board Item:**

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

#### **Sample of Board Recommendation:**

<http://www.clpccd.org/board/documents/4.8LPC101618CDTCBoardRecommendation2018-19.pdf>

#### **Sample of Agreement:**

[http://www.clpccd.org/board/documents/4.8BC1LPC101618CDTCAgreement2018-19\\_infoIA.PDF](http://www.clpccd.org/board/documents/4.8BC1LPC101618CDTCAgreement2018-19_infoIA.PDF)

## **Example of Acceptance of Gift:**

### **Name of Board Item:**

Acceptance of Gift – Chabot Las Positas Community College District, Las Positas College

### **Sample of Board Recommendation:**

<http://www.clpccd.org/board/documents/4.1LPC082118AcceptanceofGift-Clark.pdf>

## **Example of Information Only Item:**

### **Name of Board Item:**

From the Senates of Chabot College and Draft Resolution from Las Positas College on being declared sanctuary campuses

### **Informational Item Detail:**

<http://www.clpccd.org/board/documents/8.2InformationItemonSanctuaryCollegeResolutions.pdf>

### **Resolution Detail:**

<http://www.clpccd.org/board/documents/8.2BCDRAFTJointResolution-LasPositasCollegeasaSanctuaryCampus-11022017.pdf>