

# LPC Instructions for Processing Board Items

With the District's implementation of BoardDocs, all Board Items will be entered into BoardDocs by each Vice President's Executive Assistant. Use email to submit to the Executive Assistants the complete set of documents required for the Board Item.

## Documents to Submit to Exec Assistants:

- **Board Meeting Agenda Item\*** (formerly known as Board Recommendation Memo); use the new [Word Template](#) provided by the District
- **Agreement/Amendment/Award/MOU/Curriculum Change/Requisition and other backup documentation as applicable**
- **Post-Board Processing Instructions** requiring the vendor's name of contact, telephone, and email
- **Request for Certificate of Insurance** (if needed)

## Naming Conventions:

All documents uploaded into Board Docs for a Board Item must have the following naming convention:

**VENDOR\_PROGRAM\_DOCUMENT TYPE\_SITE\_DATE**

### Example 1:

**Board Item Subject:** Approval of Grant Agreement – Alameda County Community Food Bank (ACCFB) Capacity Building Grant, Chabot-Las Positas Community College District, Las Positas College

- **ACCFB Mini-Market Grant Agreement LPC 02212023**
- **ACCFB Mini-Market Post Board Instructions LPC 02212023**

### Example 2:

**Board Item Subject:** Approval of the Instructional Service Agreement and Courses between the Livermore-Pleasanton Fire Department (LPFD) and Chabot Las Positas Community College District, Las Positas College

- **LPFD FTP Instructional Services Agreement LPC 011723**
- **LPFD FTP Post Board Instructions LPC 011723**

## Deadlines:

Please observe all [LPC internal deadlines](#).

\*The Board Meeting Agenda Item Template does not get uploaded into BoardDocs, but rather will be used by the Exec Assistants to enter information into BoardDocs.

[All Documents referenced can be found on the LPC Board Web Site](#)