

Instructions for Completing the  
Board of Trustees  
Board Item Template

The Board of Trustees approved the use of this template at the January 6, 2010, regular board meeting.

The use of this template is to improve the:

- 1) usefulness of the content of information being communicated to the Board regarding issues requiring action,
- 2) efficiency of the process involved with the preparation of the board meeting packet,
- 3) the consistency with which board items are prepared, and
- 4) the overall professionalism with which the Superintendent/President's office and Board of Trustees are represented.

When properly completed, any person, with or without knowledge of the subject being presented, should be able to ascertain the purpose of the item and clearly understand the content as it relates to the item.

Board Item Template Preparation

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Board Date:	This is a drop down menu - click on the date and select the board meeting to which the item applies.
Title:	This text box is limited to 200 characters. Clearly <u>identify</u> the item being presented.
Description:	This text box is limited to 250 characters. Clearly <u>describe</u> the item being presented, i.e., Widget and Whips Report, for the purpose of updating the Board on the progress of production; or, Memorandum of Agreement for Underwater Basket Weaving, for the purpose of presenting the agreement for consideration by the Board.
Agenda Section:	This is a drop down menu. Select the section in which the item is to appear. If you have any questions as to where it should be placed on the agenda, contact the President's Office, x 3118.
Originator:	This is a drop down menu. Select the area from which the item originated. Send suggestions for additional choices to the President's Office; <a href="mailto:tfrederi@cuesta.edu">tfrederi@cuesta.edu</a> .
Other:	Use this space to insert an originator of an item that does not appear in the drop down menu.

- Presented by: Enter the name(s) of the person(s) presenting the item.
- Background Information: This text box has unlimited text entry. A complete narrative providing background on the item topic must be provided and will include any previous dialogue or decisions related to the issue.
- Current Considerations: This text box has unlimited text entry. This must be a thorough explanation of current factors having an impact on the issue and the resulting effects of considerations resulting from any recommendations. Specific recommendations and/or scenarios will be included in this section.
- Fiscal Impacts: This text box has unlimited text entry. A clear statement of fiscal impact(s) must be included in this section. This may include any recommendations from the Planning and Budget and Shared Governance Committees and consideration should be given to the respective chairs to confirm the accuracy of the information being included.
- Recommendation: This text box has unlimited text entry. This will be a complete recommendation associated with the action to be taken by the Board. This is not a predetermination of the decision of the Board; it is a recommendation. The Board must deliberate and make all decisions as prescribed by the Ralph M. Brown Act, California Government Code, Section (54950).

Board Items will be screened for inclusion in the Board packet by the Superintendent/President. Items that contain inadequate or inaccurate information will be returned to the originator for appropriate action.

Question, comments, or concerns should be directed to the President's Office.