



HARTNELLCOLLEGE

**Academic Affairs Division**  
**Board Item Process**  
**As of 08-11-2021**

**The board item process requires planning ahead of time and is as follows:**

- 1) All items that go to the Board of Trustees for consideration need to be reviewed first by Dr. Wilkinson at the Dean's one-on-one meeting. Managers who do not report directly to Dr. Wilkinson will first review with their Dean, who will then review with Dr. Wilkinson at the Dean's one-on-one.
- 2) Once approved by Dr. Wilkinson, please ensure the board packet is complete before emailing to Dina for posting on BoardDocs.com. No hard copies, please.

Checklist of items to be sent:

- a) [Tracking Sheet](#)  
The tracking sheet should be completely filled out, and the Dean and Director, as applicable, printed name(s) typed under signature line 3. Please also type in "Dr. Cathryn Wilkinson" for the printed name under signature line 4.
  - b) [Board Agenda Cover](#) (**send in WORD doc format only**)  
Please ensure you have detailed background/summary information on your Board Agenda cover. Also, please use the updated [Reference List](#) to note the applicable Strategic Priorities (there are only four) and Accreditation Standards.
  - c) Contract/Agreement/MOU (in pdf or Word doc format)
  - d) GLBS report showing you have funds available
- 3) Dr. Wilkinson will then discuss the item at Cabinet's monthly Build Board Agenda Meeting. **Please do not start the signature process with Vanessa Meldahl.**
  - 4) Once Cabinet approves the agenda item, then the approval process begins via BoardDocs.com. The board packet will also be sent electronically to the Business Office by Dina, and Vanessa will submit the tracking sheet through Adobe Sign.

**PLEASE NOTE:**

All documents must be submitted via email to Dina **at least two weeks prior** to the Build Board Agenda Meeting – please refer to the [Timeline](#) listing the VPAA Office and President's deadlines. **DO NOT** email your items to Lucy Serrano for posting.

08/11/21 AAO dh

**Hartnell College Vision Statement:** *Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.*

**Hartnell College Mission Statement:** *Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.*