Board Agenda Item

Cover Sheet

| Title  Consider Ratification of Agreement with (list name of organization) | Month/Day/Year of Board Meeting |
| --- | --- |
| Submitted By: Raul Rodriguez, Interim Superintendent/President  Prepared by: Cathryn Wilkinson, Vice President of Academic Affairs and  (Name), Dean of Academic Affairs (Area), and Director of Academic Affairs (Area) | Status (“X” near one only)  Action  Consent (most common) X  Informational  Presentation |
|  | Reference (**see updated Reference List in Google folder**)  Strategic Priority – 1, 2  (most common)  Accreditation Standard – IIA  (most common) |

**BACKGROUND / SUMMARY**

**(See page 2 for guidelines)**

**TERM**

(List start and end date)

**BUDGET IMPLICATION**

Expenditure (Budgeted Item)

| Fund: | Amount |
| --- | --- |
| List G/L# here | $ |
|  |  |
|  |  |
| Total |  |

**RECOMMENDATION**

Ratify the agreement between Hartnell CCD and (list name of organization).

How to write Board Agenda Items:

1. Brief description of the agenda item – “The What”
2. Concise background information. (If extension of a previous grant, describe the purpose of that grant.)
3. Benefit to the organization – Why should the Board approve this?
4. Anticipate questions the board might ask and briefly address, if feasible.