

HARTNELL COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD DEVELOPMENT SESSION

DATE/TIME/PLACE

March 18, 2014 – 5:00 p.m.

411 Central Avenue, Salinas

Building B, Room 208

Members of the Governing Board

Candi DePauw, President / Elia Gonzalez-Castro, Vice President

Patricia Donohue, Bill Freeman, Ray Montemayor,

Erica Padilla-Chavez, Demetrio Pruneda

Elaine Duran, Student Trustee

Willard Lewallen, Ph.D.

Board Secretary / Superintendent/President

A G E N D A

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC COMMENTS

Fifteen minutes (three minute maximum per person) set aside to receive public comments on items on the published agenda.

V. BOARDDOCS

The governing board will receive hands-on training on BoardDocs, a software program for managing paperless governing board meetings.

VII. ADJOURNMENT

VISION STATEMENT: Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

MISSION STATEMENT: Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement, and success.

ACCOMMODATIONS: All meeting locations are wheelchair accessible. The following services are available when requests are made by 4:00 p.m. of the Wednesday before the Board meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes; assistive listening devices. Please contact, the Office of the President at (831) 755-6900, if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act. Act.

AGENDA ITEM FOR BOARD MEETING OF: March 18, 2014

<u>Title</u> BoardDocs	<u>Number</u> V.
<u>Area</u> Office of the Superintendent/President Prepared by: Willard Lewallen Superintendent/President	<u>Status</u> Training
	<u>Reference</u> Strategic Priority – 4 Accreditation Standard – IV. A.

BACKGROUND / SUMMARY

At its meeting of December 10, 2014, the governing board authorized the administration to enter into agreement with BoardDocs for purchase and implementation of meeting management software.

Training for BoardDocs involves three components on two consecutive days, March 17 and March 18: 1) document publisher training, 2) administrative staff training, and 3) executive training.

The document publisher will learn how to build an agenda and packet using materials and information from a recent or upcoming meeting.

The administrative staff will learn how to submit agenda items and receive an overview of BoardDocs using the meeting created during the document publisher training.

The executive training (governing board) will be shown how to make full use of BoardDocs at their meetings, including such topics as viewing agendas, accessing documents, and annotating agenda items with private notes. The complete agenda and packet created during the document publisher training session will be used to demonstrate the various features of BoardDocs. Laptop computers will be made available for this hands-on training.

RECOMMENDATION

None, no action required by the Board of Trustees.