Academic Affairs Division
Board Item Process

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

1) Start the process with Vanessa Meldahl, Executive Assistant to Al Munoz, by obtaining her signature on the tracking sheet, as well as attaching the board item and agreement (this is the "whole" board packet in hard copy form). Vanessa will put the packet in her "official" blue folder.

2) The blue folder goes to the area Dean for approval, then back to Vanessa

3) Vanessa will then submit her blue folder to AAO office for Dr. Lolland's approval.

4) Once Dr. Lolland approves, Dina will return the folder to Vanessa and post your item on BoardDocs.com before the Build Board Agenda Meeting.

The following items need to be submitted to Dina via email:

a) Board cover sheet* (in Word doc format only)
b) Backup documentation – agreement, contract, MOU, course outline and flyer, etc. (Word doc or pdf format)

All items must be submitted via email at least two weeks prior to the Build Board Agenda Meeting – please refer to the Timeline posted on the Academic Affairs Handbook webpage.

*PLEASE NOTE THAT THE NARRATIVE IN THE “BACKGROUND/SUMMARY” MUST INDICATE WHETHER THE CONTRACT/AGREEMENT IS NEW OR A RENEWAL. YOU MUST ALSO NOTE AS SUCH ON THE TRACKING SHEET FOUND ON ADMINISTRATIVE SERVICES’ WEBSITE.

05/26/19 AAO dh