

**BOARD AGENDA****1130**

The District Superintendent shall provide an agenda for the meetings. The agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings and 24 hours prior to the meeting time for special meetings.

**BOARD AGENDA****R1130**

The San Luis Obispo County Community College District/Cuesta College Board of Trustees shall formulate a set of guidelines for agendas, which shall direct the Board in conducting meetings in an efficient and businesslike manner.

Guidelines

1. The Cuesta College Board agenda shall be developed by the Superintendent/President of the San Luis Obispo County Community College District in consultation with the Board President.
2. Items for the agenda may be submitted by Board members, administrators, other College personnel, or citizens from the College District, after consultation with the Superintendent/President of the College. All agenda items must be submitted to the Superintendent/President at least nine working days prior to any regular board meeting.
3. In the case of disagreement among Board members over whether an item should be agendized, the proposed agenda item will be voted on by Board members and, if passed, added to the agenda for a subsequent meeting.
4. The agenda may include the following items:
  - a. Call to Order and Pledge of Allegiance
  - b. Roll Call
  - c. Adjourn to Closed Session  
(Discussion and/or action may include any of those items listed in Policy 1113, Closed Sessions.)
  - d. Reconvene in Open Session
  - e. Approval of Agenda
  - f. Public Comment
  - g. Reports from Employee Organizations
  - h. Reports from Board Members
  - i. Report from Superintendent/President
  - j. Communications
  - k. Reports
  - l. Consent Agenda
    - 1) Approval of Unadopted Minutes
    - 2) Warrant Listings
    - 3) Payroll Orders
    - 4) Classified Personnel Recommendations
    - 5) Academic Personnel Recommendations
    - 6) Quarterly Budget Transfers and Financial Activity Report
    - 7) State Quarterly Financial Status Report
    - 8) Gifts to the College

- 9) Items Previously Discussed and Ready for Action
- m. Business Agenda
  - 1) Action Items
  - 2) Discussion/Action Items
  - 3) Information Items
- n. Agenda Items for Next Board Meeting
- o. Adjournment

The regular order of business may be changed by consent of the Board of Trustees.

5. The agenda and supporting material shall be mailed or delivered in time to be received three to four days preceding the regular Board meeting date.
6. The totals of payroll orders and warrant listings shall be listed on the Board agenda.
7. There shall be a Budget Transfers and Financial Activity Report and State Financial Status Report prepared quarterly by the Vice President/Assistant Superintendent, Administrative Services, and provided to the Board members along with the agenda.
8. The Superintendent/President shall coordinate the material to be mailed to the Board of Trustees. General material not pertinent to a discussion of items on the agenda may be collected and placed on the Board table at the meeting.
9. Items on the agenda should be as specific as possible, particularly if appropriations are to be requested. A brief description of each agenda item shall be provided on the agenda.
10. Items concerning educational matters or support programs will be regularly presented at Board meetings.
11. All matters put to vote shall consist of a motion and second which are duly recorded, with a roll call record of the vote on a motion if not unanimous.

(Revised: 2/7/90; 11/25/74, 2/7/90, 5/5/93, 5/4/94, 5/3/00)