## Academic Affairs Division

## Board Agenda Item Process for Submission

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

1) Start the process with Laura Warren by obtaining her signature on the tracking sheet, as well as attaching the Board Agenda Item Cover Sheet and agreement . This is the "whole" board packet and should be submitted in a hard copy form at. Laura will put 4) Once Dr. Kildal approves, Dina will return the folder

your item on <u>boarddocs.com</u> before the Build Board Agenda Meeting. The board cover sheet \* needs to be submitted to Dina via email (in Word doc format), at least one week prior to the Build Board Agenda Meeting.

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## HARTNELL COLLEGE VISION STATEMENT