

# CCS Administrative Procedure

## 1.30.05-A Board of Trustees Meeting Agenda

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Implementing Board Policy [1.30.05](#)  
Contact: Chancellor's Office, 434-5006

### 1.0 Purpose

This procedure outlines the process to submit agenda items for the Board of Trustees meeting.

### 2.0 Limitations and Requirements

- 2.1 Agenda items for the board may be submitted for consideration only by the following CCS officials:
  - 2.1.1 President or vice president
  - 2.1.2 Chief officer, provost or public information officer
  - 2.1.3 Senior assistant attorney general
- 2.2 The executive assistant to the board is responsible for preparation and distribution of the agenda.

### 3.0 Agenda Items

- 3.1 All items to be included in the agenda must be submitted in writing to the chancellor by the first Wednesday of the month prior to the board meeting. The chancellor, trustee chair, and trustee vice chair review all proposed items for inclusion on the agenda.
  - 3.1.1 The official submitting the agenda item is notified when an item is approved for the agenda.
  - 3.1.2 Once approved, the person responsible for presenting the agenda item must submit a board brief and corresponding attachments, if any, to the executive assistant to the board.
- 3.2 The executive assistant prepares and distributes the agenda, board briefs and attachments to the board members and official attendees prior to the meeting.
- 3.3 All business transacted in the official board meeting is recorded in the minutes of the meeting. The official minutes of the board meeting are posted on the CCS Board of Trustees web page.

### 4.0 Related Items

- 4.1 Chapter [132Q-01 WAC](#) – Board of Trustees
- 4.2 CCS Board of Trustees [Web Page](#)
- 4.3 CCS Board of Trustees [Policy Manual](#)