

Board Agenda Template for Agreements

Agenda Item Details

Meeting: **Meeting: Select board meeting**

Category: **Category: Select "Action Items" unless instructed otherwise**

Subject:

Access:

Type: Action
 Action (Consent)
 Discussion
 Information
 Minutes
 Presentation

Goals: **Attached Goals**
 Click attached goals to remove them from this agenda item. You can also drag to sort attached goals.
 No goals attached

Available Goals
 Click one or more available goals to attach them to this agenda item. They will appear in the list to the left.

- Collaboration Board Values
- Community Board Values
- Customer Service Board Values
- Diversity

Preferred Date: **Preferred/Absolute Date: Enter the meeting date**

Absolute Date:

Fiscal Impact: **Fiscal Impact: Select "yes" or "no"**

Dollar Amount:

Budgeted: **Budgeted: Select "yes" or "no"**

Budget Source:

Recommended Action:

Approval Tree: **Approval Tree: Select appropriate approval routing**

Subject: When utilizing Scheduled Maintenance, Measure AV, or Strong Workforce funds, include the funding source in the Subject line; adjust subject line accordingly for amendments.

Goals: Select applicable goals

Budget Source: Enter name of funding source; if blending funding streams you can state "General Funds" and/or "Categorical Funds"

Recommended Action: This should match/agree with Recommendation below

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and source.

A.BACKGROUND
 Approval is requested to [enter into an/amend the] agreement with [Vendor's Legal Entity Name] for [Project Name and #/Services Provided]. [Background, reason services are required, term of agreement, legal authority, etc.].

B.BUDGET IMPLICATIONS
 [\$XXX,XXX.XX] will be paid [Per Fiscal Year/Monthly/One-Time/etc.] from [Fund Name].
 [If using restricted funds, cite the guidance/regulations permitting the purchase.]

C. RECOMMENDATION
 It is recommended that the Board of Trustees approve the [Name of Agreement] between [Contractor Name] and Antelope Valley Community College District for [Project Name and #/Brief Description of Services] with [type of funding] funds.
 [Attach Agreement and other related documents]

body p span span

Public Content: Make sure that grammar, punctuation, and spelling are correct.