

**Preparing and Submitting Agenda Items for
Meetings of the Board of Trustees – EVCBA's
Guidelines**

Updated July 15, 2010

Table of Contents

<i>Preface</i>	3
<i>Dates for Your Calendars</i>	3
<i>Workflow for Preparing and Submitting Contracts (other than personnel items)</i>	5
<i>Saving the Templates</i>	10
<i>Downloading and Saving the Board Templates</i>	10
<i>Save Additional Templates</i>	12
<i>Opening and Using the Board Templates</i>	13
<i>Table Gridlines</i>	13
<i>Delete/Add Rows</i>	16
<i>Add Spacing</i>	16
<i>Questions of Style</i>	18
<i>Spelling & Grammar</i>	19
<i>Saving the Document</i>	20
<i>Sending the Document to the EVCBA's Editor</i>	21
<i>Sending the File From Word via Email</i>	21
<i>Finishing the Job</i>	22
<i>Updating the Templates</i>	23
<i>To save an update to an existing template</i>	23
<i>Appendix A: DCCCD Board Agenda Resources</i>	24

Preface

This manual has been produced for employees who work with the office of the executive vice chancellor for business affairs in preparing and submitting agenda items for regular meetings of the Board of Trustees. They are:

	Primary Contact	Local Business Officer	Editor	Backup Editor
BHC	Richard McCrary	George Herring	Dawn Bishop	Edna Love
CVC	Jennifer Wimbish	Huan Luong	Bonnie Shipp	
EFC	Jean Conway	Jim Jones	Melanie Reynolds	Brenda Stevenson
ECC/BJP	Paul McCarthy	David Browning	Shirley Henthorn	Ida Keller
MVC	Felix Zamora	Sharon Davis	Pat Standifer	Tim Soyars
NLC	Herlinda Glasscock	Christa Slejko	William Videtto	April Burns
RLC	Kay Eggleston	Ron Clark	Janet James	Terry Lefler
LCET	Pam Quinn	Dottie Clark	Karen McClendon	Linda Turner
DO	Andrew Jones	Edward DesPlas	Treschell Seymore	Karen Settles-Lee
DO	Denys Blell	Edward DesPlas	Benita Briggs	Dawn Segroves
DO	Kathryn Tucker	Edward DesPlas	Theresa Rose	Toni Barajas
DO	Betheny Reid	Edward DesPlas	Mark Ballard	Kathye Hammontree
DO	Robert Young	Edward DesPlas	Marilyn Herridge	Maria Miller
DSC	Kim Green	Edward DesPlas	Diana Wilder	Latricia Speede
DSC	Clyde Porter	Edward DesPlas	Eddie Tealer	Eric Lewis
DSC	Philip Todd	Edward DesPlas	Cindy Wilburn	Diane Banta
DSC	Steve Park	Edward DesPlas	Julie Winn	
DSC	John Lopez	Edward DesPlas	Elsa Hernandez	

The authors welcome suggestions for improvements. Please send via e-mail to Barbara Corvey.

Dates for Your Calendars

State statute requires that notice of the Board meeting and the agenda be posted at least 72 hours before the meeting. As a rule, the chancellor's staff posts the official notice and agenda in the Dallas County Records Building and at the DCCCD Offices at 1601 South Lamar, Dallas, by noon on Friday before a 4:00 p.m. meeting the following Tuesday. Nothing can be added to the agenda after the posting deadline.

Notice of the Board meeting and agenda are also posted on the internet at <http://www.dcccd.edu/About+DCCCD/Board+of+Trustees/Board+of+Trustees+Meeting+Agendas/>, at DCCCD's administrative offices, colleges and other sites.

As a general rule, regular meetings of the Board of Trustees are held at 4:00 p.m. the first Tuesday of each month.

FY 2009-10 the cut-off dates for submitting agenda items through the EVCBA are listed in the chart below. Note that agenda items for a regular Board meeting will be accepted ANY TIME IN ADVANCE of the deadline.

If possible, submit agenda items two months before the month of the proposed effective date. For example, for a contract that is proposed to be effective Sept. 1 through Aug. 31—submit for the Trustees’ consideration at the regular July meeting. To do so gives them ample opportunity to request more information which may be assembled for the chancellor to discuss with them. Action may then be taken at the regular August meeting, prior to the Sept. 1 effective date.

In addition to regular monthly meetings on first Tuesdays, the Board conducts occasional work sessions; the Board Audit Committee meets quarterly; and the Board Budget and Planning Committee meets once or more each Fall, Spring and Summer semesters. Notices of changes to cut-off dates for EVCBA agenda items are sent by e-mail to everyone named in the table on page 3 of this manual.

Agenda items to be processed through the EVCBA’s office for the Board meeting on Tuesday ... ^		...will be accepted any time and up until Noon on ...
January 5, 2010	^	December 8, 2009
February 2, 2010	^	January 19, 2010
March 2, 2010	^	February 16, 2010
April 6, 2010	^	March 22, 2010
May 11, 2010	^	April 27, 2010
June 1, 2010	^	May 18, 2010
July 6, 2010	^	June 22, 2010
August 3, 2010	^	July 20, 2010
September 7, 2010	^	August 23, 2010
October 5, 2010	^	September 21, 2010
November 9, 2010	^	October 26, 2010
December 7, 2010	^	November 18, 2010

At the discretion of the executive vice chancellor for business affairs, agenda items that are incomplete, contain errors, and/or are received after the deadline may be returned and/or deferred for submission to the following month. Note: If there is reference in an agreement or contract to an appendix, letter of agreement or other documents, these must be supplied by the deadline for the submission to be considered “complete.”

There have been occasions when an agenda item has been submitted before the cut-off date, followed by one or more unsolicited, revised versions after the cut-off date. When this occurs, the agenda item is treated as having been received after the cut-off date and may be returned and/or deferred for submission to the following month.

The Board of Trustees is not obliged to grant retroactive approval of contracts. It is always advisable to negotiate beginning dates that occur following, not on or before, the anticipated date of Board action. Readers are reminded of Board Policy CF (LOCAL), RESPONSIBILITY FOR DEBTS:

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board Policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

Workflow for Preparing and Submitting Contracts (other than personnel)

Step	Who	What
1	Originator	<p>Identifies need for interlocal agreement, contract \$25,000 or greater for similar services in a 12-month period, educational services agreement \$250,000 or greater in a 12-month period, or other action that requires approval by the Board of Trustees. NOTE: As a general rule, it is inadvisable to negotiate contracts that span more than one fiscal year. DCCCD's fiscal year is September 1 – August 31. If compelled to cross fiscal years, confer as soon as possible with your local business officer about the Board policy on this subject.</p> <p>For more information about Board policies pertaining to interlocal agreements, educational services agreements, and other contracts, see http://www.tasb.org/policy/pol/private/057501/, particularly but not only Chapter C. The search function is helpful for locating additional information.</p> <p>If uncertain about how to proceed, contact the local business officer or Robert Young, legal counsel.</p>
2	Intervening supervisor(s)	Approve in concept? YES indicates anticipated benefits justify anticipated costs.
3	Originator	If answer to #2 is NO: re-evaluate need and develop alternative plan.

Step	Who	What
4	Local business officer	YES indicates a) funds are already or expected to be available, and b) other anticipated financial terms and conditions, as far as can be known at this stage, are within the realm of DCCCD's policy, procedures and good business practice.
5	Originator	If answer to #4 is NO: re-evaluate need and develop alternative plan.
6	DSC purchasing director	Need to advertise and solicit formal requests? Depending on services and entities that may be the ultimate provider, the DSC director of purchasing may consult with legal counsel before answering. NOTE: This consultation with the DSC director of purchasing may be initiated by the originator or the local business officer, depending on the workflow that is unique to the location where the item is originating.
7	DSC purchasing director	If answer to #6 is YES: handled through purchasing department from this point forward. NOTE: Formal procurement processes sometimes require more time. It is important to consult with purchasing as early as possible.
8	Originator, intervening supervisor(s) and local business officer	<p>If answer to #6 is NO and action involves selecting a contractor: review procedures for selecting contractors. Develop rating sheet and list of parties to receive invitations.</p> <p>See <i>Board Policy Manual</i>, http://www.tasb.org/policy/pol/private/057501/, type CF in the Go to Policy Code section/enter to view document titled <i>Purchasing and Acquisitions</i>, and See <i>Business Procedures Manual</i>, http://www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/470.pdf to view section 4.7.0. If action involves rental or other action, follow applicable policies and procedures set forth in publications named above. Real estate matters are not handled by the purchasing department and are not subject to competitive bidding.</p>
9	Originator	Extend invitations; evaluate respondents.
10	Originator and intervening supervisor(s)	Select contractor.

Step	Who	What
11	Originator	Secure contractor's signature on three (3) originals of instrument supplied by contractor or by DCCCD's legal counsel, or, on one of DCCCD's multi-part forms, whichever instrument is most appropriate to the agreement. The two most frequently used DCCCD's multi-part forms are Professional Services Contracts and Institutional Agreements. [Note: Signature line for the chancellor is required and is styled as <i>Wright L. Lassiter, Jr., Chancellor.</i>] Attach signature tabs to the right side of each page, aligned with each signature line for the chancellor (or, this may be done by the editor). If the agreement requires signature by a witness (or has an "attest" line), then attach another tab to the right of each of these.
12	Originator (Note: NOT the editor)	Draft Board agenda item using language in the templates provided by the office of the executive vice chancellor of business affairs as a guide, where applicable. If the boilerplate in the template is not a perfect fit, consult with local business officer or review recent Board agendas to find samples of how to adapt the language. See http://www.dcccd.edu/sharednfs/intranet/dcccd/business_affairs/home.html for EVCBA's Board Agenda up-to-date templates. [Note: Write in third person, not first or second.] Forward agenda item and contract(s) to supervisor.
13	Originator, intervening supervisor or local business officer ¹	Where indicated by the nature of the agenda item, list each entity that responded to the request for proposals. See sample transmittal message on page 21 for an example of how to convey information.
14	Intervening supervisor(s)	Accurate and complete? If answer is NO: return to #12.

¹ Each primary contact (these are named on page 3) is responsible for assigning responsibility for the collection of this information. It may be the responsibility of the originator, an intervening supervisor, the local business officer, or some other position.

Step	Who	What
15	Local business officer NOTE: Originator is primary source of estimated revenues and expenditures, which are validated by the business officer.	Accurate and complete? YES indicates conformance with all applicable provisions of <i>Board Policy Manual</i> and <i>Business Procedures Manual</i> . Validates or corrects originator's statement of estimated revenues and expenditures, if such a statement is indicated by the nature of the contract. <u>Provides explanation for any amounts not specifically found in the contract.</u> Forwards to primary contact. If answer is NO: return to #13.
16	Primary contact (see p. 3)	Approve? YES indicates endorsement of proposed activity, cost, timeframe, recommended contractor, and other relevant conditions. If yes, forwards to legal counsel.
17	Primary contact (see p. 3)	If answer to #15 is NO: return to local business officer for resolution of issue(s).
18	Legal counsel	Approves form of the agreement? If YES, enters initials at chancellor's signature line on each of three (3) original contracts, or, on DCCCD's multi-part form. [Notes: a) A handwritten change to a contract must be initialed by the contractor and DCCCD's legal counsel before this step is complete. b) Amendments and change orders are also subject to review by legal counsel before being submitted to EVCBA's office.]
19	Primary contact (see p. 3) and local business officer	If answer to #17 is NO: resolve issue(s), involve other parties as needed.
20	Primary contact (see p. 3)	Content of agenda item accurate and complete?
21	Primary contact (see p. 3)	If answer to #19 is NO: edit.
22	Primary contact's editor ² (see p. 3)	Format correct? YES indicates conformance to guidelines for submitting agenda items to EVCBA. Ensure Barbara Corvey in the EVCBA's office has the agenda item in electronic format, AND <u>all</u> contract documents on or before the cut-off date for the Board meeting at which you want action to be taken.
23	Primary contact's editor (see p. 3)	If answer to #21 is NO: edit, then complete step #21.

² Or back-up if the editor is absent. Editors and back-up editors are encouraged to coordinate their schedules so that one is always available.

Step	Who	What
24	EVCBA's office: Barbara Corvey	Process each agenda item and prepare for transmission to the chancellor's staff, to include: <ul style="list-style-type: none">• Editing content and format of agenda items,• Returning agenda items to primary contacts when indicated,• Recommending deferral of agenda items when indicated,• Matching contracts to agenda items,• Inserting agenda items into appropriate sections of the agenda (separate files for building and grounds, financial, informative and consideration of bids reports),• Reviewing agenda items with EVCBA,• Preparing transmittal to Kathryn Tucker, executive director, board relations, and• Publishing exception reports to primary contacts when indicated.
25	EVCBA	Approve?
26	EVCBA staff	If answer to #24 is YES, deliver to Kathryn Tucker on or before deadline she has established.
27	EVCBA	If answer to #24 is NO: advise primary contact. "Next steps" vary at this point according to circumstances.

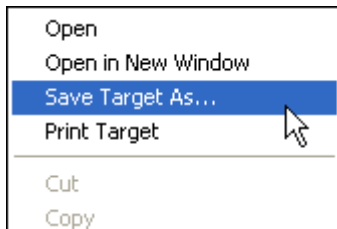
Saving the Templates

You need to save the templates to your computer to use them. The templates can be accessed online at www.dcccd.edu/dsc/dsc-home.htm. Click the ***Business Affairs - IntraNet*** link. The templates are located under the section “EVCBA's Board Agenda Templates” Follow the steps below.

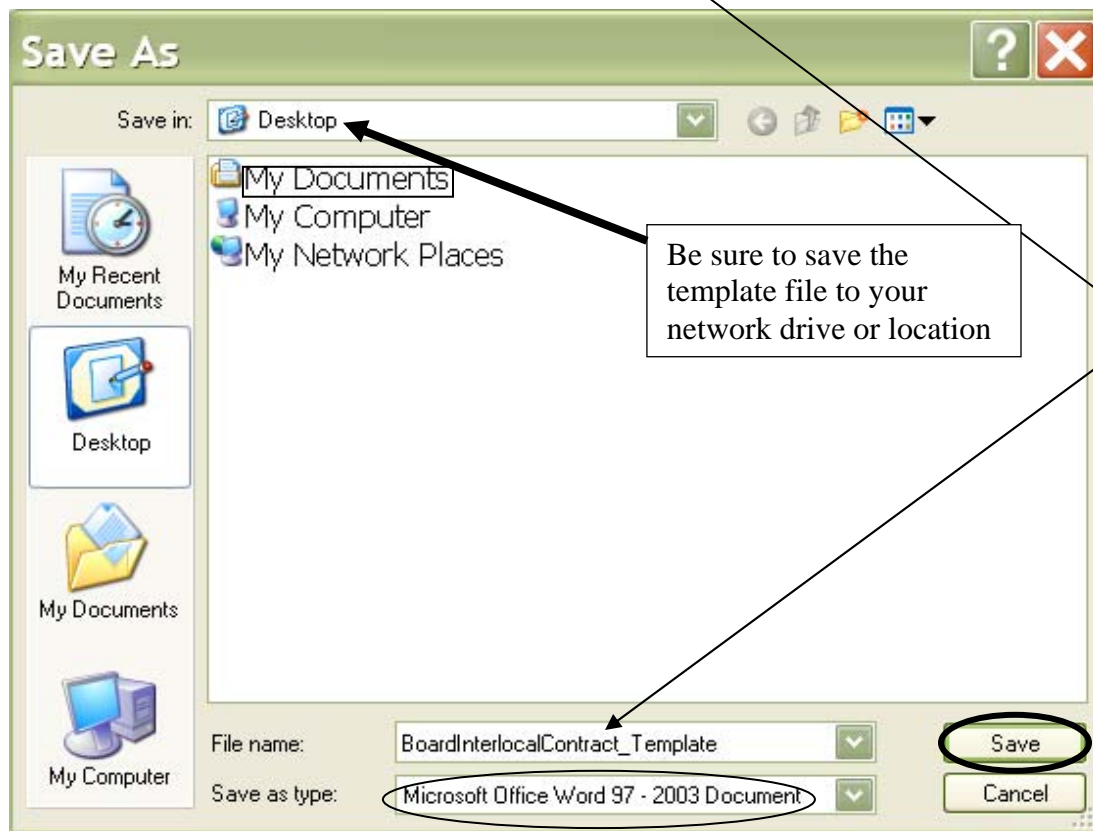
Downloading and Saving the Board Templates

Follow the steps below to download and save the templates.

1. **Right-click** the Board Template link desired and choose “**save target as**” from the right-click menu that appears.



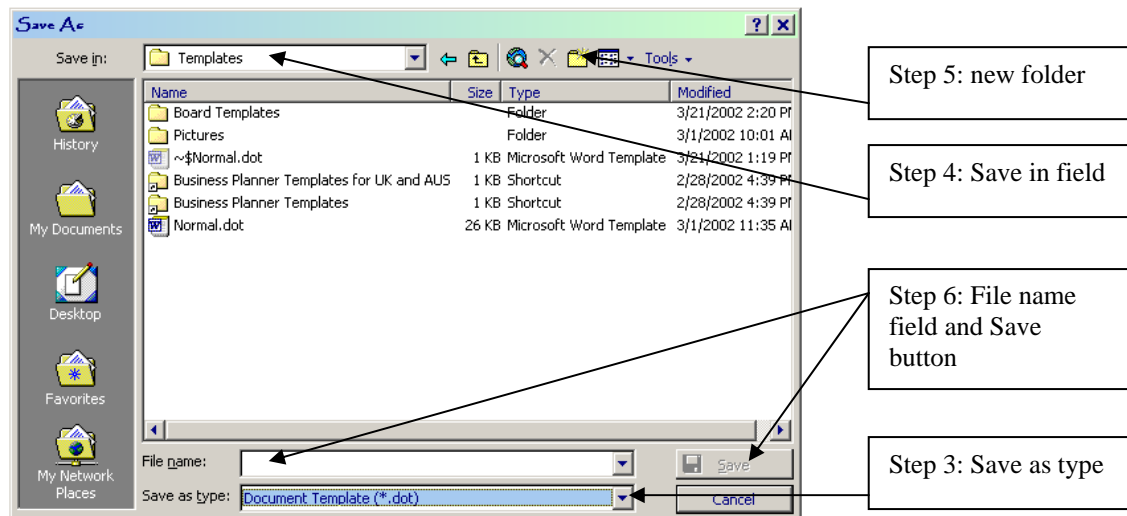
2. A dialogue box as seen below will open. **Important: Make a note of the filename that appears, (write it down as shown OR press Ctrl + C on your keyboard to copy the filename for later use).** Note: The filename will be different for each file.



Very Important

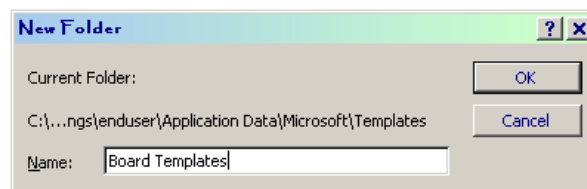
Note: If a **File Download** box appears then click the **Save** button and the dialogue box above will open automatically.

3. Click the *Save as type* arrow at the bottom of the box and **select Document Template if available**, otherwise leave as **Microsoft Office Word 97 - 2003 Document**.
4. From the *Save in:* field at the top of the box, **select** the location or a network drive on your computer to save the document for future reference such as *Desktop*, *My Documents*, your *P:* or *U:* drive on the network. [Note: Your *P:* or *U:* drive is preferable because files there are automatically backed up whereas if your desktop computer fails, your files may be lost.



You want to organize all the templates into one folder.

5. Click the *new folder* button at the top of the box, type in *Board Templates* and **click OK**.

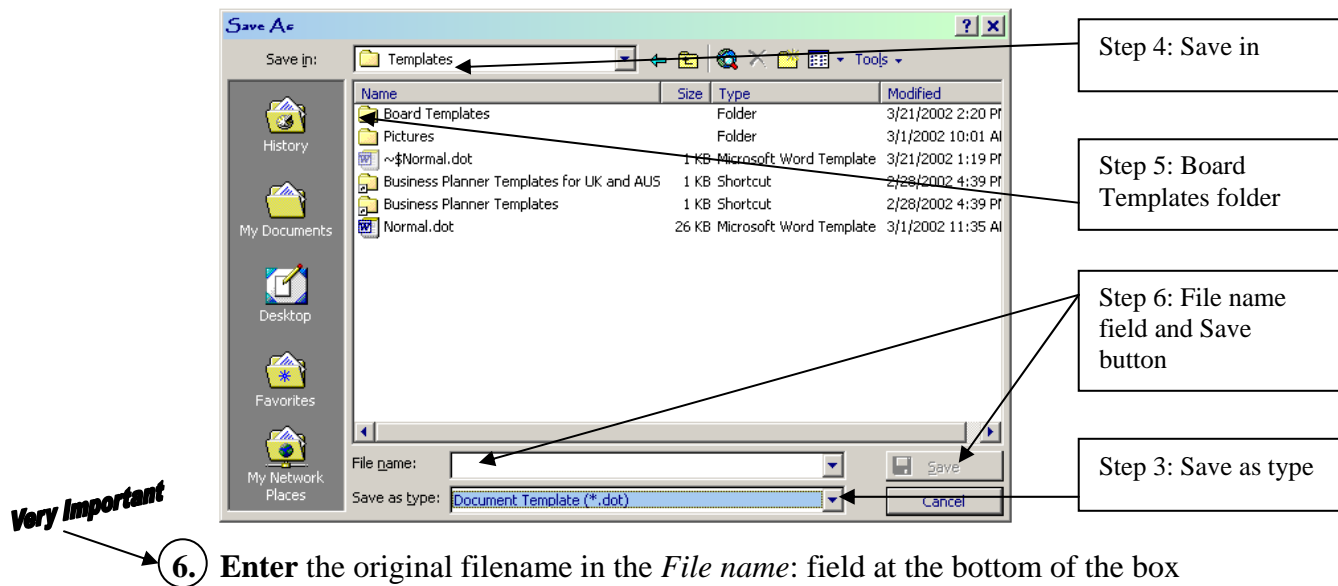
**Very Important**

6. **Enter** the original filename in the *File name:* field at the bottom of the box and **click** the *Save* button.
7. After you have completed the **Template download and save steps**, continue with the **Save Additional Templates** on page 12.

Save Additional Templates

Any subsequent templates will also be saved in the *Board Templates* folder you just created so the process changes a little at one point:

1. **Download and save** any additional template files. (See *Downloading and Saving the Board Templates* steps 1-2).
2. Displaying the **Save As** dialog box.
3. **Click** the *Save as type:* arrow at the bottom of the box and select *Document Template* if available. .
4. **Choose** the location (e.g. P/...) in the *Save in:* field at the top of the window.
5. **Double-click** the *Board Templates* folder in the list.



7. **Click** the *Save* button.

Opening and Using the Board Templates only

1. **Open Word.**
2. **Open** the *File* menu and **select** *New...* to start a new file based on the templates you have already saved.
3. The *New* dialog box will appear. **Click** the *Board Templates* tab. It is displayed because you created the *Board Templates* folder earlier. The templates you have saved display in the box.
4. **Double-click** the template you need to use. It will open as a Word document:
BoardAgreement_Template or BoardInterlocalContract_Template.

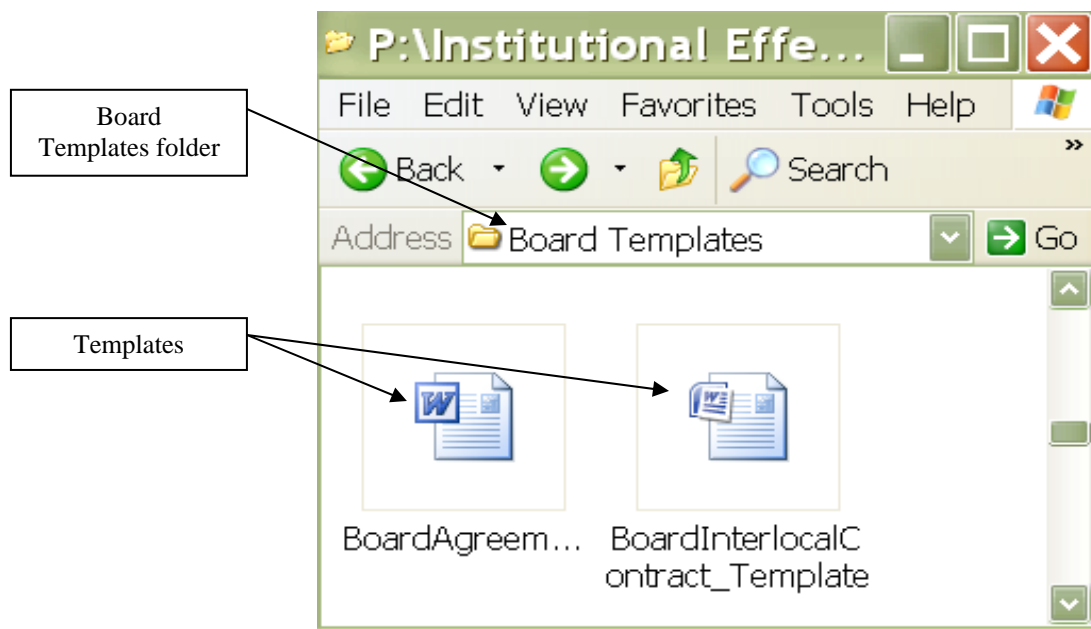


Table Gridlines

The templates were created using tables as placeholders. The gridlines will not print but show up on screen as grey borders. If you cannot see the gridlines after opening the template, use the following process to show them.

1. Table → Show Gridlines

If you wish to turn the gridlines off to see how the page will print:

2. Table → Hide Gridlines

In *Word 2007*, click on any line of information

3. Layout tab now available under Table Tools tab → in Table group → click View Gridlines → click again to Hide Gridlines

5. The template has *bracketed fields* for inserting information – [**Click HERE and enter...**] – so click there and enter the information provided by your authors (originator, intervening supervisors, local business officer and/or local cabinet member). Note: in an amount not to exceed must include the total anticipated expenditure (fees + reimbursable expenses, etc., as enumerated in the contract). Following is page 1 of the template called *BoardAgreement.dot*:

Board Meeting [click **HERE** and enter date as MM/DD/YYYY]

FINANCIAL REPORT NO. [Chan's office ONLY: click **HERE** and enter #]

Approval of Agreement with
[click **HERE** and enter name of contractor EXACTLY as on contract]

It is recommended that authorization be given to approve an agreement with [click **HERE** and enter name of contractor EXACTLY as on contract] in an amount not to exceed \$[click **HERE** and enter amount, e.g., \$35,000 or \$34,999.99] for the period [click **HERE** and enter effective date, e.g., September 1, 2002] through [click **HERE** and enter ending date, e.g., August 31, 2003], to provide [click **HERE** and enter brief description of services, e.g., a lecture series] for [click **HERE** and enter name of DCCCD location, e.g., Brookhaven College].

Board Meeting 05/07/2002

FINANCIAL REPORT NO. [Chan's office ONLY: click **HERE** and enter #]

Approval of Agreement with Joe Contractor

It is recommended that authorization be given to approve an agreement with Joe Contractor in an amount not to exceed \$35,000 for the period September 1, 2002 through August 31, 2003, to provide a lecture series for Brookhaven College.

6. The phrasing in the templates is for contracts for services. If the agenda item you are submitting is something different, substitute appropriate language. Use the template for all agenda items to assure uniformity of margins and other formatting conventions.

Page 1 of *BoardAgreement.dot* asks for additional information.

Background

[click HERE and enter relevant background, if any]: Whether or not there is relevant background may be known by the originator (author), business officer, primary contact, or EVCBA staff.

[If a request for retroactive approval, click HERE and explain why]: An occasional bona fide emergency, such as storm damage to a roof that requires immediate repair, may necessitate engaging a contractor prior to Board approval. However, the starting date of almost all other contracts can be negotiated to begin after the Trustees have given their authorization. In situations where this has not happened, authors (especially business officers and cabinet members) should describe honestly the circumstances that led to a request for retroactive approval and what steps will be taken to avoid the same thing from happening again. Primary contacts, business officers and originators are advised that costs incurred prior to Board approval of a contract, bid, quote or other award that requires Board action may be treated as the employee's personal expense.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

[click HERE and list parties in alpha order]

This recommendation has undergone the following administrative review:

- **An assessment from the director of purchasing that this work was not suited to solicitation of formal bids or quotes (if applicable);**
- **Approval of the form of the agreement from DCCCD's legal counsel;**
- **Assurance from the local business officer,
[click HERE and enter name & lowercase title per p. 24] , that relevant provisions of the *Board Policy Manual* have been observed;**
- **Approval of the substance of the agreement by
[click HERE and enter cabinet member's name & lowercase title per p. 24] .**

The preceding paragraphs verify that employees have followed written policies and procedures and must be included (unless it is untrue). **Never include an untrue statement** simply because it is part of boilerplate language in a template. Instead, authors should substitute a paragraph that describes the selection process that led to recommendation of this contractor.

Estimated revenues are \$[click HERE and enter amount or delete if NA] .
Estimated expenditures are \$[click HERE and enter amount or delete if NA] .

Do not include an estimate of state reimbursement. The preceding paragraph may be drafted by the originator or intervening supervisors. It must be validated by the local business officer and must provide information about any items that are not found in the agreement. If the EVCBA's staff checks and cannot verify funds are budgeted, the agenda item will be returned or deferred until budgets are verified.

The last row of the table contains the **Submitted by [click HERE and enter cabinet member info per Appendix A]** field. If you do not need this field because of duplication of the last bullet point information, you should delete that row and the row above it so there is no unnecessary spacing at the end of the template.

Delete/Add Rows

1. Make sure you can see the table gridlines:
Table → Show Gridlines
2. Place your mouse pointer out to the left of the table until it changes to a white arrow pointing to the right
3. Click and drag to select the rows to delete
4. Right click Mouse → Delete/Insert Rows or
Table → Delete Rows or Table → Delete → Rows

Note for Microsoft 2007 to delete a row/column

1. Make sure you can see the table gridlines by clicking on any line of information, Layout tab now available under Table Tools tab → View Gridlines in Table group
2. Select the row that you want to delete by clicking its left edge



2. Right click Mouse → Delete Rows/Insert or
3. Layout tab → Rows & Columns group → Delete image/arrow → Delete Rows/Columns...Insert Above/Below/Left/Right or
Rows & Columns group line, double click arrow for Insert Cells menu

Add Spacing

Occasionally, after inputting your information into the template's fields, a section may break across pages. If there is only one line or a few lines of a large section breaking to the next page, consider re-wording to condense the text and pull the line(s) up to the previous page. If most of the section falls on the next page, click above the section, in a blank row, and press the Enter key on the keyboard to push the entire section to the next page.

FINANCIAL REPORT NO. [Chan's office ONLY: click [HERE](#) and enter #]

Approval of Agreement with

[click [HERE](#) and enter name of contractor EXACTLY as on contract]

It is recommended that authorization be given to approve an agreement with [click [HERE](#) and enter name of contractor EXACTLY as on contract] in an amount not to exceed

\$(click [HERE](#) and enter amount, e.g., 35,000 or 34,999.99] for the period [click [HERE](#) and enter effective date as, e.g., September 1, 2002] through [click [HERE](#) and enter effective date, e.g., August 31, 2003] , to provide [click [HERE](#) and enter brief description of services, e.g., a lecture series] for [click [HERE](#) and enter name of DCCCD location, e.g., Brookhaven College] .

Background

[click [HERE](#) and enter other relevant background, if any]

[If a request for retroactive approval, click [HERE](#) and explain why]

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

[click [HERE](#) and list parties in alpha order]

This recommendation has undergone the following administrative review:

- An assessment from the director of purchasing that this work was not suited to solicitation of formal bids or quotes;
- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer,
[click [HERE](#) and enter name & lowercase title per p.24] , that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by
[click [HERE](#) and enter cabinet member's name & lowercase title per p.24] .

Estimated revenues are \$(click [HERE](#) and enter amount or delete if NA] .

Estimated expenditures are \$(click [HERE](#) and enter amount or delete if NA] .

Submitted by "[click [HERE](#) and enter cabinet member info per Appendix A]"

Questions of Style

Unless otherwise noted, observe guidelines in *The Associated Press Stylebook and Briefing on Media Law*. [Note: The office of the executive vice chancellor for business affairs has provided a copy of this manual to each cabinet member's editor plus Denise Zackery, Clyde Porter and Philip Todd at the District Service Center. If you wish to obtain additional copies, contact David Bartley at 972-860-7788.]

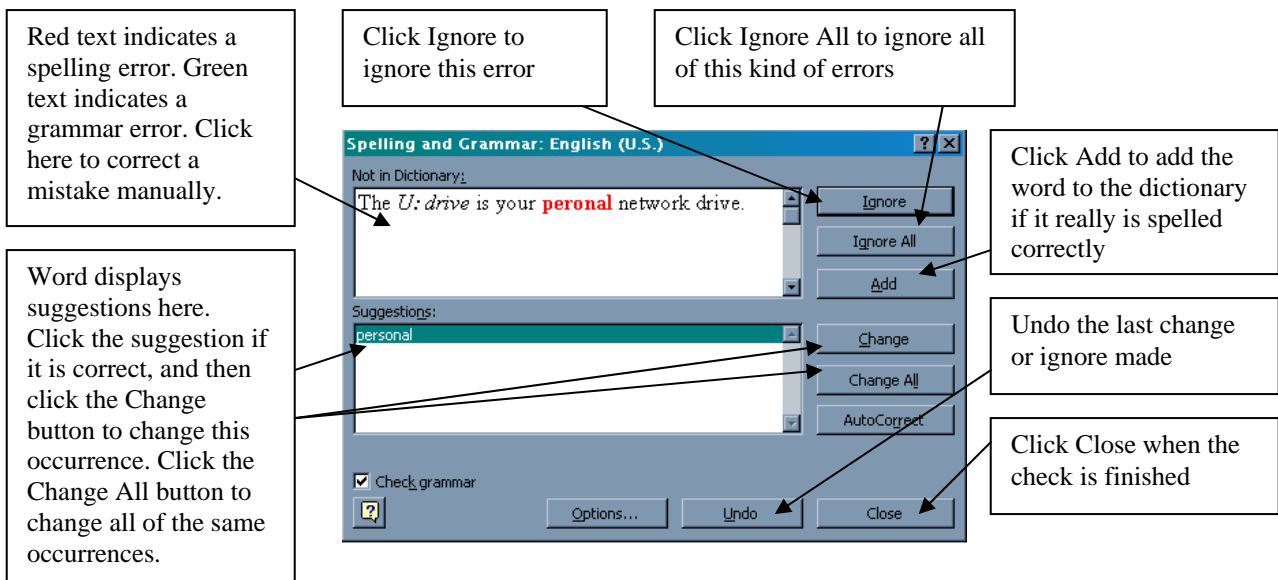
Following are DCCCD-specific styles for the Board agenda. Some of these are in addition to what is contained in the *AP Stylebook*; some are exceptions to the *AP Stylebook*. The following list also contains spellings to be added to your Word spelling and grammar check.

Abbreviations	For DCCCD's 12 campuses use the following: BHC, CVC, EFC, ECC, MVC, NLC, RLC, BPI, LCET, DO, and DSC.
Board	Always capitalized when used in reference to DCCCD's elected governing body.
District	Always capitalized when used in reference to the Dallas County Community College District.
Dollars	Omit decimal places if the amount is even dollars, e.g., present \$35,000.00 as \$35,000. Retain decimal places if the amount is not even dollars, e.g., present \$34,999.99 as \$34,999.99.
Font	Times New Roman 13 is required for the Board agenda and recommended for other documents. If supplying an attachment to a bid or other agenda item, use this font if at all possible.
Interlocal	Add this word to your Word spelling and grammar check. It refers to contracts between governmental agencies.
Margins/ View	1.25" left and right margins, 1.0" top and bottom \ print layout view at 100% zoom are required for the Board agenda and recommended for other documents. If supplying an attachment to a bid or other agenda item, use specified margins/view if at all possible.
Metroplex	Add this word to your Word spelling and grammar check. It refers to the 16-county Dallas-Fort Worth Metroplex.
Months	Always spell out the name of the month, e.g., <i>September</i> (not <i>Sept.</i>).
Policy	Always capitalized when used to reference something in the TASB Manual, e.g., Board Policy CF (LEGAL).
Seasons	Uppercase <i>Spring</i> , <i>Summer</i> , <i>Fall</i> , <i>Winter</i> when a specific semester or term is stated or implied, e.g., <i>Fall 2006</i> , <i>Winter Term</i> , <i>Spring</i> [Semester implied].
Trustee(s)	Always capitalized when used in reference to one or more members of DCCCD's elected governing body.

Spelling & Grammar

Although spelling and grammar checks help catch some mistakes, they are not foolproof. Always proofread the document before sending it as well as running the spelling and grammar check.

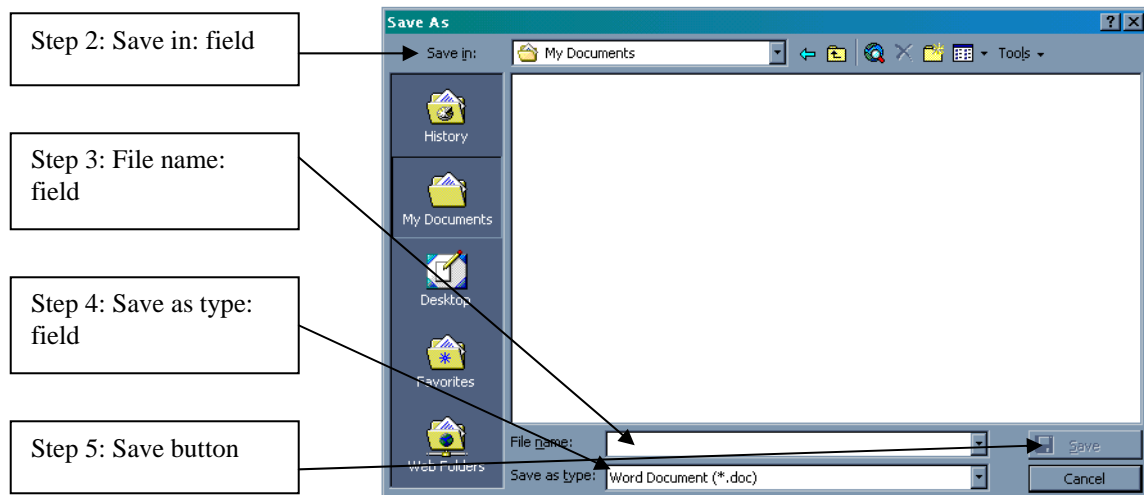
1. **Hold** down the *Ctrl (Control)* key on your keyboard and **hit** the *Home* key at the **same time**. This will take you to the beginning of your document.
2. **Open** the *Tools* menu (*Word 2007* under *Review* tab) and **select** *Spelling and Grammar* to display the dialog box
3. Word will **find** each spelling and grammar mistake it thinks you made and ask you to **correct** the mistake or **ignore** it.
4. When Word indicates passive voice, **re-write in active voice** if at all possible.
5. When Word suggests different phrasing, it implies the existing phrasing may be ambiguous. **Consider re-writing**.
6. When Word indicates *long sentence, no suggestions*, **consider re-writing**.
7. When the check is **finished**, Word will notify you.



Saving the Document

After creating the document based on the appropriate template, save it to your computer for reference later if you wish. If you want to save the document, use the following steps:

1. **Open** the *File* menu and **select** *Save As...*



2. From the *Save in:* field at the top of the box **select** the location on your computer or a network drive to save the document for future reference. **Select** the *My Documents* folder on your computer or your *P:\ drive* or *U:\ drive* on the network. [Note: Your *P:\ drive* or *U:\ drive* is preferable because files there are automatically backed up whereas if your desktop computer fails, your files may be lost.]
3. **Type** in a *filename* in the *File name:* field at the bottom of the box using this convention: Location Primary Contact's last name Contractor.doc. For example:

BHC_McCrary_TNRCC.doc
ECC_McCarthy_UTSWMC.doc
NLC_Glasscock_DFW_Airport.doc
DO_Blell_MDLH.doc
DSC_Green_D&T_audit.doc

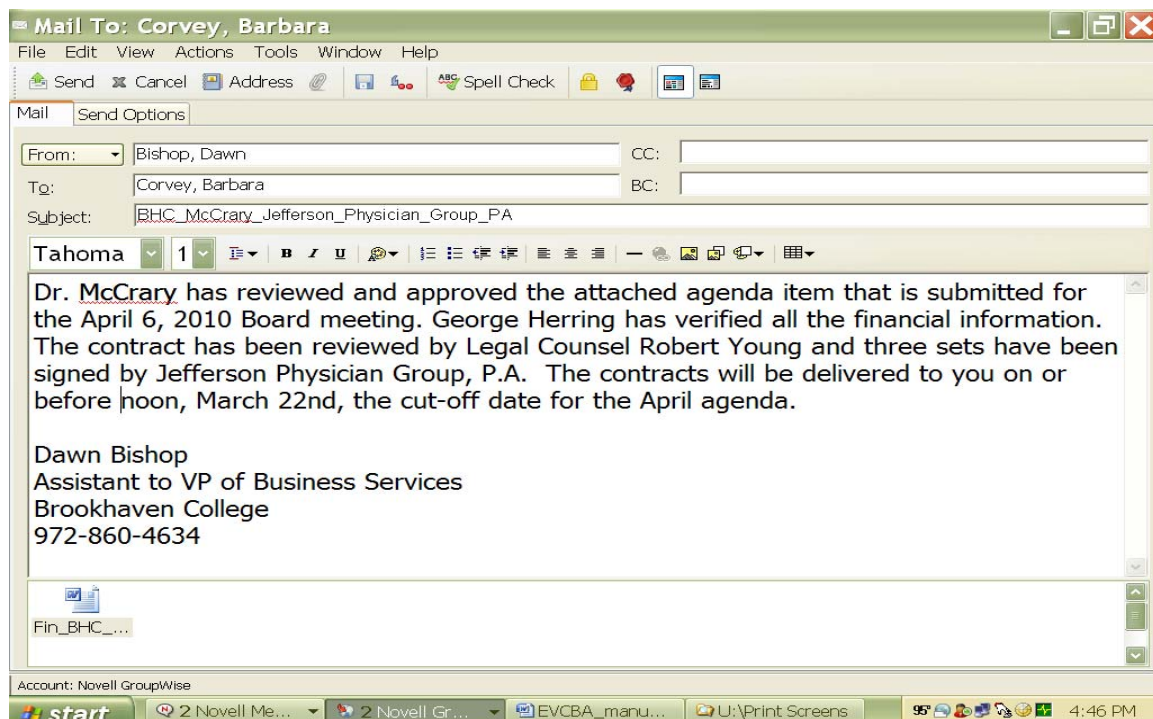
4. **Leave** the *Save as type:* as *Word Document (Word 2007 as Word 97-2003 Document)* for this document
5. **Click** the *Save* button.

Sending the Document to the EVCBA's Editor

The next step is to send the document to Daisy Ollie with cc: to Barbara Corvey, Linda Gomez, your primary contact (see p. 3), business officer, originators, and backup editor through GroupWise e-mail.

Sending the File From Word via Email

1. **Double-click** the *My Computer* icon on the desktop of your computer screen.
2. When the *My Computer* window opens you will see a list of all the drives you have access to on your computer, organized by letter.
3. The *C: drive* is your computer. If the file has been saved on your computer, **double-click** the *C: drive* icon and any other folders to get to where you saved your file.
4. The *U: drive* is your personal network drive. **Double-click** it if you saved your file here and navigate through any other folders to get to where you saved your file.
5. **Open** the file.
6. From the *File* menu, **select** *Send To*, and then **select** *Mail Recipient* (as attachment) or *GroupWise Recipient*.
7. A new e-mail message will open with your document automatically attached.
8. **Enter** the address of the person/people you are sending the document to, along with a message, as follows:



9. Click the *Send* button.

Finishing the Job

The final step is to ensure the associated **3 original contracts** (if any) are in **Daisy Ollie's physical possession with Legal's approval (Robert Young's initials on each original) on or before the cut-off date/time**. Depending on the time frame, this may be accomplished via interoffice mail, courier or otherwise. The agenda item is subject to deferral to the next month if Daisy does not have all materials at her desk on or before the cutoff date.

NOTE: If contracts, contract amendments or change orders make reference to appendices, attachments, letters of agreement, or other documents, these must be attached for the material to be considered complete.

Updating the Templates

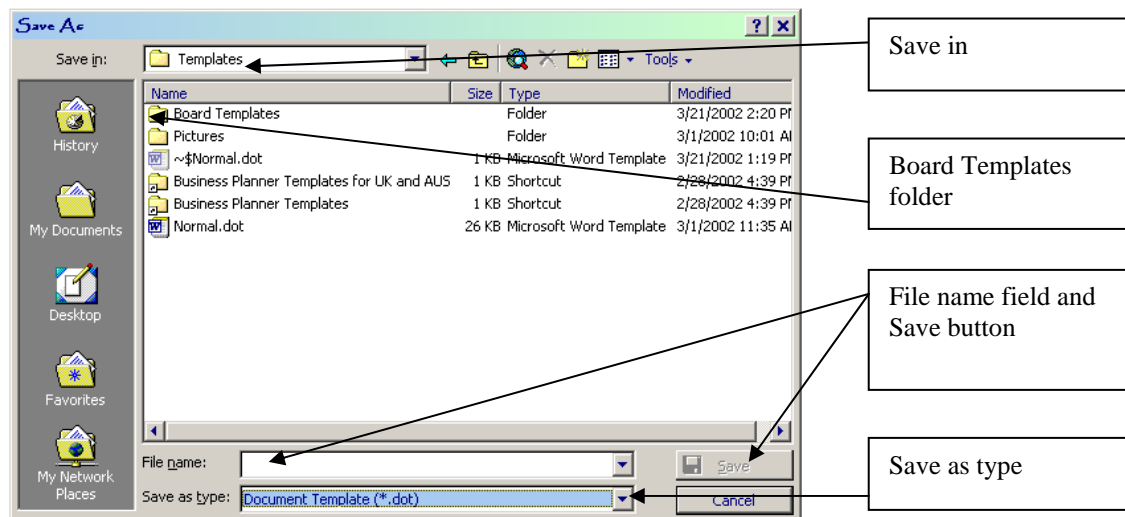
Periodically, new templates and/or updates to the templates may be created and made available to you via the intranet. The templates can be accessed online at www.dcccd.edu/dsc/dsc-home.htm. Click the **Business Affairs Intranet** link. The templates are located under the section “EVCBA's Board Agenda Templates”

Follow the steps below.

To save an update to an existing template

The updated template will have the same name as one you have already saved and been working with.

1. Save a template following the **Save Additional Templates** steps 1-5 on page 13



2. Since this template is an update to an existing template, one you have already saved, select the template that you are updating from the list in the Board Templates folder and click the *Save* button.
3. A box will display asking if you want to overwrite the existing file.
4. You **do** want to overwrite the existing file because this is an update so click the *OK* or the *Yes* button to save the file.

Appendix A: DCCCD Board Agenda Resources

Resource	Business Officer
Richard McCrary Interim President Brookhaven College (972) 860-4806	George T. Herring Vice President of Business Services
Jennifer Wimbish President Cedar Valley College (972) 860-8250	Huan Luong Vice President, Business Services
Andrew Jones Executive Vice Chancellor of Educational Affairs District Office (214) 378-1808 Denys Blell Executive Vice Chancellor of Human & Organizational Development District Office (214) 378-1812 Kathryn Tucker Executive Director, Board Relations District Office (214) 378-1609 Betheny Reid Associate Vice Chancellor, District Foundation and Resource Development District Office (214) 378-1538 Robert Young District Legal Counsel District Office (214) 378-1703	Edward DesPlas Executive Vice Chancellor of Business Affairs
Edward DesPlas Executive Vice Chancellor of Business Affairs District Service Center (972) 860-7752 Kim Green Associate Vice Chancellor of Business Affairs District Service Center (972) 860-7710	Edward DesPlas Executive Vice Chancellor of Business Affairs

DCCCD Board Agenda Resources, con't

Resource	Business Officer
Jean Conway Interim President Eastfield College (972) 860-7001	Jim Jones Vice President of Business Services
Paul McCarthy President El Centro College (214) 860-2012	David A. Browning Vice President of Business Services
Felix Zamora President Mountain View College (214) 860-8700	Sharon Davis Vice President of Business Services
Herlinda Glasscock President North Lake College (972) 273-3010	Christa Slejko Vice President of Business Services
Pam Quinn Provost R. Jan LeCroy Center for Educational Telecommunications (972) 669-6550	Dottie Clark Dean of Financial Affairs
Kathryn K. Eggleston Interim President Richland College (972) 238-6364	Ronald M. Clark Vice President of Business Services