COVER SHEET GENERAL FORMAT

- Margins: Top .4, bottom .4, left 1.25, right 1.0
- Font: Arial
- Cover reports should be one page.
- Point Size: Text should be in 12 point, except for the district name at the top of the page which is 10 point. Text size can be reduced to 11 point if space is needed to keep the cover report to one page.
- Spacing and style: Text should be single spaced and paragraphs justified. If there is room on the page, double space the first paragraph below the main sections of “Background”, “Status” and “Recommendation”; otherwise, single space. The section titles of Background, Status and Recommendation should be all caps, bold and underlined.
- Cover sheets are in memo format to the Board of Trustees, example below. In general, all items are from the Chancellor. Use the Chancellor’s full name, Gary L. Poertner. The item number is inserted by the Chancellor’s Office.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Letter of Agreement with Cities of Mission Viejo, Laguna Niguel and Laguna Woods Village
ACTION: Approval

- The RE: should list the organizational entity followed by a colon followed by the item description. The description should be brief, but explanatory. While a one line description is preferred, it is appropriate to use two lines if necessary to describe the item. The names of the colleges should be spelled out, while ATEP and SOCCCD should use acronyms.
- Under the ACTION: category double space and insert a bold underline.
COVER SHEET GENERAL FORMAT (Continued)

- In general, all items are submitted by the college presidents, chancellor, or vice chancellors. The notation is made on the bottom of the agenda cover report by using a footnote with the individual’s name and title in italics.
  
  Example: Item Submitted By: Dr. Tod Burnett, President

- If the text does not fill up the cover sheet page, triple space between text sections of background, status and recommendation. The “Item Submitted By” line should be inserted as a footnote at the bottom of the page.

- There are four action categories:
  
  Approval
  Review and Study
  Discussion
  Information

- For information items, do not include the Recommendation section on the cover sheet because no action is to be taken.

- As a general rule in phrasing the Recommendation, please begin the section with the following:

  The Chancellor recommends that the Board of Trustees [approve/authorize/etc].

  - In the text, use numerals for dollar amounts, such as $50,000.00 or $79,143.23.

EXHIBITS

Exhibit is the term used in agenda cover sheets to describe all attachments. When noting exhibits in the cover reports, use letters of the alphabet (Exhibit A, Exhibit B, etc.).

In the top right corner of every exhibit page, state the exhibit letter and on the line below list the number of pages in the exhibit, as in the example below.

Exhibit A
Page 1 of 3

Exhibit A
Page 2 of 3
EXHIBITS (Continued)

Please keep exhibits brief. Keep in mind that Trustees will be reviewing an entire, sometimes lengthy, agenda on many different subjects and issues. Make every effort to summarize information in a few paragraphs or on one or two pages, instead of expecting Trustees to thoroughly read multiple page reports. Overall, include only the most essential exhibits.

Contracts and agreements should be an exhibit to the agenda cover report.

PRESENTATIONS

Presentations will most often be listed under the Discussion Items section of the agenda. Exhibits should be one or two page reports that summarize the discussion item, not the exact presentation. PowerPoint presentations should be submitted by 12:00 noon on the Wednesday prior to the board meeting.

ITEM CATEGORIES

After the docket meeting each month, the Chancellor determines the placement and order of agenda items in the following categories.
Consent Calendar Items
General Action Items
Discussion Items
Reports (Information Reports and Written Reports)