The Chancellor's Office and the Information Services Division are responsible for providing the necessary equipment for a presentation that is being conducted to the Board of Trustees using a laptop and data projector. The laptop available for such presentations is set up for use of Internet Browsers, Microsoft Office Products, and Banner. In trying to provide adequate services to staff who are conducting presentations to the Board of Trustees, the following steps are to be followed:

1. The Chancellor's Office is to be notified of a scheduled presentation to the Board of Trustees no later than the District Administrative Council (DAC) meeting date or the date of the Chancellor's Staff meeting to review the draft board agenda -- *usually the Wednesday before a board meeting*.

2. The Chancellor's Office will then notify Information Services staff of the scheduled presentation.

3. *By noon Friday, the week before a board meeting*, the Chancellor's Office is to be notified of equipment needed for the presentation to the Board of Trustees. The Chancellor's Office will then notify Information Services staff.

4. *By noon Monday, the day before a board meeting*, the Chancellor's Office is to receive via e-mail a copy of the presentation to the Board of Trustees. A copy will be presented to the Chancellor for review.

5. *By noon Tuesday, the day of a board meeting*, the Chancellor's Office is to receive via e-mail any revisions to the presentation to the Board of Trustees. The Chancellor's Office will then forward it to the Information Services staff. If no revisions are received, the Chancellor's Office will forward the original presentation to Information Services.

6. *If additional assistance will be required* in conducting the presentation to the Board of Trustees, the presenter is responsible for bringing an assistant to the board meeting.

7. *By noon Tuesday, the day of a board meeting*, the Chancellor's Office is to receive any handouts related to a presentation to the Board of Trustees.

8. Information Services staff will be responsible for the removal of the equipment from the Board Room upon conclusion of a presentation to the Board of Trustees.

The above timelines are to be adhered to in order to prevent any delays in conducting the presentation to the Board of Trustees.

Presenters are responsible for bringing any equipment other than a laptop and data projector that is needed in conducting the presentation to the Board of Trustees.

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