

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees  
FROM: Sarah Daniels, Assistant to the President  
DATE: February 27, 2008  
SUBJECT: Paperless Board Meetings Proposal

Discussion/Action
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In an effort to cut costs and to make the most efficient use of available technology, the Office of the President proposes that the Ohlone College Board of Trustees transition to a paperless format for future Board meetings. In addition to eliminating the need for countless reams of paper and other office supplies used to prepare Board binders, advancing to a paperless format will also eliminate the need for an expensive courier service and will significantly reduce the number of staff hours required to prepare for each Board meeting.

The following has been researched and can be implemented beginning April 23, 2008:

- A supply of 18-20 available laptop computers has been located for evening use from the Information Technology Center ("ITC") on the Fremont Campus, under the direction of Lesley Buehler (Dean, Learning Resources & Academic Technology). These Apple computers are configured to run using a Windows platform.
- For those more comfortable using a mouse for navigation (as opposed to the touchpad provided on the laptop), that accessory can be ordered in advance of implementation.
- Making use of the wireless capability available in the Child Development Center, the Board will access all agenda memos and supporting documents via computer connection to the Board of Trustees' website (sample attached).
- Our Media Center Assistant has confirmed that power can be supplied to each machine to ensure no interruption in the event of a lengthy meeting. ☺
- A laptop will also be positioned at the table made available for members of the public. The Administrative Assistant who sits nearby will provide the public with direction and/or assistance, as needed.
- At the first meeting of this transition, April 23, a traditional hard copy "Board Packet" will be provided to serve as back-up in the event that there are unforeseen obstacles.
- An architect from TBP, Gary Frye, has also confirmed that the location in the Student Services Building (under construction) where Board meetings will be held beginning in 2009 is more than able to accommodate paperless meetings. Although the precise furniture has not been considered at this time, the designated room is configured for the anticipated power and electronic requirements necessary to support a paperless format.
- Please note that the computers used for the viewing of Board materials are not to be used for the creation of other documents, since they will be returned to the ITC and made available to Ohlone students during daytime hours.

RECOMMENDATION

The President/Superintendent recommends approval of this proposal to transition to a paperless format for Board of Trustees meetings, as detailed.