WETCC Agenda/Budget Request Form for Council of Trustees

Any person or persons wishing to be added to the COT meeting agenda must have requests turned in to the President two weeks prior to the next regularly scheduled Council of Trustees meeting. The President, in collaboration with the COT, will review the request to ensure that is it directly related to the goals of the WETCC and the meeting. If the request is considered appropriate and timely, it will be included in the next regular scheduled meeting.

In order to effectively manage the business items of the meeting, the President will be responsible for formally presenting the agenda/budget request to the COT. The requestor may attend the meeting but will not necessarily be on the agenda unless so requested by the President and/or the COT. The President will notify the requestor prior to the scheduled meeting the determination of the requestor's responsibilities at the meeting. If the requestor is asked to formally present at the meeting, all agenda/topic items must be presented in a professional manner. If any behavior by the presenter is determined to be unprofessional or inconsistent with the core values of the college, the presenter may be dismissed from the meeting.

Any agenda/budget item request must include in its entirety the information identified below:

Agenda item/issue to be considered:
_____
_____
_____
_____

Brief overview of the item/issue:
_____
_____
_____
_____

Identify all other departments/persons that will be affected by item/issue and how they will be affected, if applicable:
_____
_____
_____
_____

Document collateral support from any departments/persons that will be affected by the item/issue, if applicable:
_____
_____
_____
_____

Amount of time requested on the agenda (if approved by the President and COT): _____

Name of requestor: _____

Position and Department: _____