**Diné College**

**Authorization of a Resolution to be**

**Presented to the Board of Regents**

All sponsors of a resolution are strongly encouraged to provide all document(s) as one submission to Board of Regent Executive Assistant at mcury@dinecollege.edu.

**Submission Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Board Meeting Date:** ­­­­­\_\_\_\_\_\_

Date

**Resolution Sponsor:** [Signature here]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type Name, Type Title**  Date

**Resolution Title:** Enter here.

## **☐ Legal Review Submission**

**Legal review request should be initiated by Vice Presidents and courtesy copying BOR Executive Assistant.**

* A general guideline is 3-5 business days for legal review and recommendations; however timeline is subject to the college’s legal attorneys’ schedule and depth of legal research.
* The legal recommendations should be incorporated into resolution and/or supporting documents prior to submission.
* Memorandum

Date submitted for Legal Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**VP Authorization:**

**Name, Title**  Date

**Comment: N/A**

President Authorization

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

Bernice “Bo” Lewis, Diné College Acting President Date

**Comments: N/A**

## **Academic Resolution**

**Recommended Supporting Documents**

☐*Historical Resolution(s)*

☐*Legal Feedback \*includes tracked changes/ redline version referencing incorporated revisions for board records.*

☐*Course Listings*

☐*MOU or MOA*

☐*Supporting financial documents, referencing budget expenditure.*

☐*Supporting letters or memorandums.*

## **Administrative Resolution**

**Recommended Supporting Documents**

☐ *Historical Resolution(s)*

☐*Legal Feedback \*includes tracked changes/ redline version referencing incorporated revisions for board records.*

☐ *Request for Proposal (RFP)*

☐ *Legal Feedback on RFP prior to soliciting bidders.*

☐ *COI for Committee members.*

☐ *Contract or Award Letter*

☐ *Bid Matrix*

☐ *Advertisement Notice(s)*

☐ *Supporting financial documents, referencing budget expenditures.*

☐*Supporting letters or memorandums.*

## **Other, Resolution**

☐ *Historical Resolution(s)*

☐*Legal Feedback \*includes tracked changes/ redline version referencing incorporated revisions for board records.*

☐ *Supporting financial documents, referencing budget expenditures.*

☐ *Supporting letters or memorandums.*