

CABINET AGENDA ITEM REQUEST FORM

Agenda topics must be vetted by your division Vice President. Submit requests to the Office of the President before 3:00 pm on Wednesday to be considered for the next Cabinet meeting.

Requestor Name: _____

Agenda Topic: _____

Summary / Objective / Background / Timeline of the Proposed Topic:

Are there guest presenter(s)? Yes No

If yes, please list their names, titles, and emails. If they are external, please include their organization/affiliation name.

Proposed Duration (including Q&A, if any): _____ minutes

Type of Agenda Item (choose all that apply):

- New Information
- Informational
- Cabinet decision or action is needed*
- Budget impact*
- Personnel impact*

*If you chose Cabinet decision or action is needed, Budget impact, or Personnel impact, please explain:

Please select your Division:

- Academic Affairs
- Administration & Finance
- Diversity, Equity, Inclusion & Justice
- Information Technology
- Office of the President
- Student Affairs
- University Advancement

Please save the completed form then email it to your Division Vice President.

Thank you for completing the form. You will be notified via email on Thursday if your agenda item is approved. Once approved, please upload any materials or presentations by Thursday at 3:00 pm for Cabinet's advance review using the link below. If the materials or presentations are not received by this time, your proposed agenda item may be rescheduled to a later date.

For VP Use Only:

President Parham,

I request the addition of this agenda item to the _____ meeting on _____.

Upon completion, email the form to presidentparham@csudh.edu and copy Dr. Justin Gammage and Susan Sanders.