

## Elizabeth Bornstein (Tucker)

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**From:** Elizabeth Bornstein (Tucker)  
**Sent:** Thursday, October 29, 2009 4:33 PM  
**To:** 'Brian Wright'; Frank Fung; Peter Wong  
**Cc:** V-Anne Chernock; Leigh Sata  
**Subject:** November 17 Gateway Presentation

**Importance:** High

Gentlemen,

On Tuesday, November 17, 2009, as advised yesterday via email, you will be presenting to the College of Marin Board of Trustees. Please see the instructions below regarding your presentations on November 17.

Afternoon Board of Trustees Study Session on Tuesday, November 17, 2009 in the Deedy Lounge in the Student Services Building.

Presenting teams are not to attend each other's presentations or the Board discussion.

- Use any or all of the same boards; no new boards will be allowed.
- Each team will have 30 minutes to present an abbreviated version of the original presentation.
- Teams should not attempt to change anything from their original presentation.

**TLCD:** be set up and ready to go at 3:00; after a short introduction on process and instructions to the Board (by Leigh Sata and V-Anne Chernock), presentation to run from 3:15 to 3:45, with 15 minutes for questions from the Board. Team must then leave the room.

**ED2:** arrive no earlier than 4:00 for setup. Presentation to run from 4:15 to 4:45, with 15 minutes for questions from the Board. Team must then leave the room.

Board will discuss presentations from 5:00 to 5:30. **Although the meeting is open, we are asking the teams to not attend, to avoid the temptation for the Board to ask additional questions.**

If the Board has additional questions during its discussion, Leigh and I will answer on behalf of the teams if we are able, or will convey to each team for future response.

The Board will not be asked to make a decision.

If you have additional questions about the instructions above or need directions or information about where the Board meeting is, please do not hesitate to call or email me. It is VERY important that teams be on time and adheres to the schedule noted above.

Thank you for you patience.

*Elizabeth Bornstein*

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