

**HARTNELL COMMUNITY COLLEGE DISTRICT
BOARD POLICY AND PROCEDURE
ROUTING/TRACKING FORM**

Review and consideration to approve by the various governance groups is requested Yes No Courtesy Review

Policy/Procedure # _____ Policy/Procedure Name _____

New Revised Replaces existing policy/procedure: _____

New policy/procedure or revisions initiated/proposed by: _____

Reason for new policy/procedure or revisions: _____

| Reviewing Group | Date Out | Forward by |
|-----------------|----------|------------|
|-----------------|----------|------------|

Routed to

Academic Senate President _____

HCFA President _____

CSEA President _____

L-39 Chief Steward _____

Hartnell College Faculty Association

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

Academic Senate

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

CSEA

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

L-39

Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

_____ **Council** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

**Superintendent/President
Executive Cabinet** Date of Action: _____

Recommend approval Recommend approval with changes Do not recommend approval

Comments:

First Reading Second Reading

Board of Trustees _____

Approved Approved with changes Not approved

Comments:

ANTICIPATED TIMELINE
Board of Trustees first reading to occur on _____
Board of Trustees consideration to occur on _____

Additional Comments: