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:

Revised: June 2017

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:

Revised: June 2017