### HARTNELL COMMUNITY COLLEGE DISTRICT
PROCEDURE FOR REVIEW AND APPROVAL OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
<th>STEP 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BP/AP distributed from superintendent/president's office</strong></td>
<td><strong>Council and constituent groups review BP/AP and provide input and actions to chair/co-chair of Council</strong></td>
<td><strong>Council will review and recommend approval to the College Planning Council</strong></td>
<td><strong>College Planning Council will review and recommend approval to the superintendent/president</strong></td>
<td><strong>Superintendent/president will submit the BP to the Board of Trustees for a first reading</strong></td>
<td><strong>Superintendent/president will recommend approval of BP to Board of Trustees</strong></td>
</tr>
</tbody>
</table>

**1 MONTH** | **1 MONTH** | **1 MONTH** | **1 MONTH** | **1 MONTH** |

**STEP 1**
The superintendent/president will initiate the distribution of board policies (BPs) and administrative procedures (APs) to the appropriate Council and constituent groups along with the tracking form (see Attachment 1) that will be used to record input and actions from Councils and constituent groups. The BP/AP will be assigned to the Council most closely aligned with the purpose of the BP/AP. For example, BP/AP 5410 – Associated Students Elections, would be assigned to the Student Affairs Council.

**STEP 2 (1 MONTH)**
The assigned Council and constituent groups will review the BP/AP. Constituent groups will be responsible for timely review of the BP/AP and will report input and action to the chair/co-chair of the Council. The chair/co-chair of the Council assigned primary responsibility for the BP/AP will be responsible for gathering the input from constituent groups and recording it on the tracking form.

**STEP 3 (1 MONTH)**
The chair/co-chair of the Council will review input and actions from the Council and the constituent groups in proposing the final draft of the BP/AP. The Council will consider recommending approval of the final draft of
the BP/AP. When reviewing the final draft of the BP/AP the Council will have all of the input and actions from all groups that have reviewed the BP/AP through the tracking form.

**STEP 4 (1 MONTH)**
The chair/co-chair of the Council will forward the action of the Council to the College Planning Council for final consideration. When reviewing the final draft of the BP/AP the CPC will have all of the input and actions from all groups that have reviewed the BP/AP through the tracking form. The CPC will consider recommending approval of the BP/AP and will forward that recommendation to the superintendent/president.

**STEP 5 (1 MONTH)**
The superintendent/president will review and forward the BP to the Board of Trustees for a first reading. The BOT will have all input and actions from all Councils and constituent groups through the tracking form. The BOT will not take action on APs; they will be forwarded to the BOT as information items.

**STEP 6 (1 MONTH)**
The superintendent/president will forward the BP to the Board of Trustees for a second reading and consideration of approval. In considering action on the BP, the BOT will have all input and actions from all Councils and constituent groups through the tracking form.

**NOTES:** BPs and APs that are directly related to the Board of Trustees (2000s) will be forwarded to groups and councils for a courtesy review, but input will not be sought. Additionally, there will be some BPs and APs that have direct liability, legal, and/or health and safety ramifications for the District. These BPs and APs will also be forwarded to groups and councils for a courtesy review.
# HARTNELL COMMUNITY COLLEGE DISTRICT
## BOARD POLICY AND ADMINISTRATIVE PROCEDURE
### ROUTING/TRACKING FORM

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**Review and approval by the various college governance groups is requested:**  Yes ☐  No ☐

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**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:**

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<table>
<thead>
<tr>
<th>Reviewing Group</th>
<th>Date</th>
<th>Approval/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Superintendent/President’s Executive Cabinet</strong></td>
<td></td>
<td>Approved as presented  ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approved with changes  ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not approved  ☐</td>
</tr>
</tbody>
</table>

**Comments:**

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**Routed to:**
- ☐ Council:
- ☐ Academic Senate President
- ☐ HCFA President
- ☐ CSEA President
- ☐ L-39 Chief Steward

**College Planning Council**

- Approved as presented  ☐
- Approved with changes  ☐
- Not approved  ☐

**Comments:**

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**Hartnell College Faculty Association**

- Approved as presented  ☐
- Approved with changes  ☐
- Not approved  ☐

**Comments:**

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**Academic Senate**

- Approved as presented  ☐
- Approved with changes  ☐
- Not approved  ☐

**Comments:**

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**CSEA**

- Approved as presented  ☐
- Approved with changes  ☐
Not approved

Comments:

L-39

Approved as presented
Approved with changes
Not approved

Comments:

Board of Trustees
(First Reading)

Comments:

Board of Trustees
(Consideration)

Approved as presented
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: