

**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
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**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: