

**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
<b>Routed to</b>		
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: