To: Administrative Council, Chancellor's Cabinet, Consultation Council and Academic Senate

From: Chancellor

Date: March 2, 2015

Re: Process for completing additions or revisions to the District Board Policy or Procedure

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All – Please review and be mindful of the vetting process as it relates to Board Policy and Procedure. If a portion of policy or procedure should employ the process of reply primarily upon or mutual agreement, that portion will be highlighted on that chapter's governance page and submitted for review. Only those sections highlighted are subject to the Academic Senate Participatory Governance process; otherwise it is submitted as information only. The governance page of each chapter will be submitted with each proposed change or addition for informational purposes.

If current law mandates certain changes to the governance process, KCCD will follow current law.

The following is the KCCD vetting process:

1. Proposed **new** or **changes** to current policies, procedures, and/or appendices are to be initiated by the appropriate facilitator. The development and vetting process should take eight (8) weeks from initiation. The facilitator will request the format, governance information and policy and procedure checklist from the Executive Assistant to General Counsel (EA).

   a) The facilitator will transmit all changes to EA. EA will correspond with the facilitator to ensure that all involved in the process have the most current version.

   b) If there are additional changes after Administrative Council or Chancellor's Cabinet review, **those changes will be made on one master copy and submitted by facilitator to EA for revision.**

   c) If changes are made electronically, please follow the color code instructions on this document and send to EA.

2. Following final recommendation by the appropriate representative group, the recommended version will continue through the vetting process.

3. In presenting proposed changes, the document will be dated at the top left corner with the date of the meeting where the changes will be discussed. *(Only one date of presentation)* A matrix and checklist shall be kept by EA of all changes made through the vetting process.

4. After review by the Administrative Council, Chancellor's Cabinet and Consultation Council the date of final review will be placed at the bottom of the document.   Following are examples:

> *ie:*
> *Admin 1/1/15*
> *ChC   1/10/15*
> *CC   1/15/15*

Style for revisions, additions, deletions:

New language	--	*Red, italics, and double underscored*
Second new language	--	*Blue, italics, and double underscored*
Third new language	--	*Purple, italics, and double underscored*
Deleted language	--	~~Green, lined out~~
Moved Language	--	Brown, with a note indicating the location the language was moved to in procedure

3/2015

POLICY / PROCEDURE CHECKLIST

KCCD — KERN COMMUNITY COLLEGE DISTRICT

Complete all Sections and send together with the pdf version of the draft Policy/Procedure to the Facilitator.

1. DISTRICT OFFICE FACILITATOR   **DATE**

Indicate who can be contacted regarding this submission.

2. TITLE OF POLICY or PROCEDURE   **3. POLICY / PROCEDURE NO.**

4. REVIEW SUMMARY / DEVELOPMENT

Identify what outcome is to be achieved with this revised, deleted, new policy or procedure

Reason for Submission	Yes	Comment:
New Policy or Procedure		
Update of existing Policy or Procedure due to: • Legislation change **(State or Federal)**		
• Regulation Change **(Title V)**		
• Procedural change		
• Other		

5. ACADEMIC SENATE (10 +1)		
INFORMATION ONLY		

6. COMMUNICATION AND IMPLEMENTATION PLAN:

UPON COMPLETION OF POLICY REVIEW OR REVISION, A DISTRICTWIDE EMAIL WILL BE SENT AND THE POLICY AGENDIZED FOR THE NEXT BOARD MEETING FOR REVIEW AND APPROVAL AT THE SUBSEQUENT MEETING.

7. VETTING STATUS- EA USE ONLY:

DO-ADMINISTRATIVE COUNCIL:

DO-CHANCELLOR'S CABINET:

DO-CONSULTATION COUNCIL:

8. BOARD USE ONLY:

First Reading / Recommendation:

Second Reading / Approval:

Date Posted to BPM / Website:

Districtwide Email Sent: