



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

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	--	<u><i>Red, italics, and double underscored</i></u>
Second new language	--	<u><i>Blue, italics, and double underscored</i></u>
Third new language	--	<u><i>Purple, italics, and double underscored</i></u>
Deleted language	--	Green, lined out
Moved Language	--	Brown, with a note indicating the location the language was moved to in procedure