Participatory Governance Handbook Change Request Routing Form

Name of person submitting request:_____

On behalf of: _____

Item Description: _____
_____
_____
_____
_____

Supporting documents attached: □ yes, document title:

_____

Request provided to each the following groups <u>as informational items</u>:

□ Access, Retention & Completion Committee   Agenda/Share Date: _____

□ Budget Committee   Agenda/Share Date: _____

□ Professional Development Committee   Agenda/Share Date: _____

□ Safety & Facility Committee   Agenda/Share Date: _____

□ Technology Committee   Agenda/Share Date: _____

□ Academic Senate   Agenda/Share Date: _____

□ Classified Senate   Agenda/Share Date: _____

Executive Governance Council (EGC)

Recommendation: _____

Committee Chair/President_____ Date_____

Participatory Governance Handbook Change Request
Routing Form Instructions

This form is to be used when submitting a requested change to the participatory governance structure as cited in the Participatory Governance Handbook. Items that require vetting through the Change Request Routing process are items that affect existing or proposed operational and governance committees. Senate and EGC changes may be brought directly to EGC.

It is the originator/group's responsibility to share their request as an information item with each group on the routing form (committees and both senates) in a timely manner <u>prior</u> to the item being placed on the EGC agenda for action/acceptance. Items should be submitted to the chair/senate president with a request for an agenda addition or direct email to their membership. For upcoming meeting dates, visit: sdcce.edu/organization/governance/calendar.

Please use one routing form per item. Each request form must contain the name of the originator/group making the request, an item description, and any attached supporting documentation (e.g. handbook page with requested changes). Make sure to add the agenda/email date the item was shared with the group.

The completed routing slip and any backup documentation, shall be submitted to the president's office the week prior to the EGC meeting the item is to be discussed for final acceptance and/or action.

If EGC *does not recommend the request as submitted*, the item will be returned to the originator.

The President's Office will communicate approved changes to the Public Information Officer (PIO) on behalf of EGC and the President. The PIO will update the official Participatory Governance Handbook (digital and print) located at sdcce.edu/organization/governance.

This form can be obtained from the President's Office and is available in the SDCCE shared drive and online at the URL above.