



**Skagit Valley College
Governance Steering Committee
Policy/Procedure Request Form**

Instructions

1. Complete personal information section. (Please print or type)
2. State request in Section 1. (If your request involves more than one policy/procedure, please submit multiple requests. This will facilitate the Governance procedure and make it easier to forward your request to the proper committee(s) for consideration.)
3. Use Section 2 to explain the rationale for your request. This section is for you to expand upon and support your request. The more information and explanations you provide in this section, the easier it will be for the Steering Committee to process your request.
4. Submit your completed request by doing one of the following:
 - a. Sending a hard copy to any member of the Steering Committee via inter-campus mail.
(See following alphabetical list)
 - b. Emailing an electronic version to any member of the Steering Committee.

Dick Barclay	dick.barclay@skagit.edu
Carolyn Batchelor	carolyn.batchelor@skagit.edu
Julie Bishop	julie.bishop@skagit.edu
Mick Donahue	mick.donahue@skagit.edu
May Haley	may.haley@skagit.edu
Jane Jansen	jane.jansen@skagit.edu
Jan Morley	jan.morley@skagit.edu
David Muga	david.muga@skagit.edu
Leslie Peebles	leslie.peebles@skagit.edu
Denny Reid	denny.reid@skagit.edu
Brian Trinh	brian.trinh@skagit.edu
Linda Woiwod	linda.woiwod@skagit.edu
LadyByrd Wong	ladybyrd.wong@skagit.edu
Bill Zerby	bill.zerby@skagit.edu
 - c. Mailing by US Postal Service to Governance Steering Committee at Skagit Valley College, 2405 E College Way, Mount Vernon, WA 98273.

Procedures

Upon receipt of your request, the Governance Steering Committee will:

- a. If necessary, request clarification or more information from you regarding your request.
- b. Place it on the next meeting agenda. (see dates below)

Nov 13, 2006

Dec 04, 2006

Jan 8, 2007

Feb 12, 2007

March 12, 2007

Apr 9, 2007

May 14, 2007

Jun 04, 2007

“We meet at 2:30 pm in Studio A on both campuses and meet interactively.

Anyone is welcome to attend and see how YOUR governance system works!”

Please check the website for the most current information on meeting dates and times.

- c. Discuss, determine, and document the action or routing of your request at that meeting.
- d. Arrange to forward your request to the appropriate committee(s), with a deadline by which a response must be received by the Steering Committee.
- e. Assign a Steering Committee member to act as a liaison with the receiving committee(s) in order to maintain open communication regarding your request’s progress.
- f. Upon receipt of statement/consideration/resolution, advise you, in writing, of the deliberation results.
- g. Follow up and/or complete the procedure by ensuring that results are forwarded to appropriate destinations.

SVC Governance Policy/Procedure Request Form

Date: _____

Name: _____ Email address: _____

Phone: _____

1. Proposal/Request

2. Rationale

1. Basis for the requested change:

2. Current policy/procedure (if any) as it applies:

3. Impact if the policy/procedure is enacted:

4. Impact if policy/procedure is left unchanged:

Steering Committee Policy/Procedure Response

For Steering Committee Tracking & Routing

Tracking # _____ Date Sent: _____

Instruction _____ Stu Svcs: _____ Solve & Dissolve (list comm. members): _____

Steering Committee Response to Original Request: Governance issue Not a Governance issue

Request/Charge to Committee:

Timeline:

Date and notification and final determination to original requestor: