

FIRST READING ITEM
Maricopa Governance
Governing Board Auxiliary Policy

Governing Board Agenda

Meeting Date: August 25, 2009

<u>Item Number</u>	<u>Item Title</u>	<u>Responsible Agents</u>
VII.B	Proposed NEW Policy Requests of Staff Time and Research	Mrs. Debra Pearson

Recommendation

It is recommended that the Governing Board adopt a Policy titled *Requests of Staff Time and Research*. Upon adoption, the language will be added to the Board Auxiliary Policy section.

Justification

A Board member may request that an employee assemble research and data regarding any District or college operation. Any such request shall be made through the Chancellor. On receipt of a request, the employee will estimate the number of hours required to comply with the request. If the estimated time is less than eight hours, the employee shall comply with the request directly, providing the research and data to the Chancellor and to each member of the Governing Board. If the estimated time equals or exceeds eight hours, the Chancellor or designee shall inform the requesting Board member of the time estimate, along with an estimate of the dollar-amount cost of complying with the request. If the Board member still wishes to obtain the research and data, the request shall be forwarded to the Governing Board as an action item for Board approval at a subsequent Governing Board meeting.

Funding	Approvals/Certifications
<u>Source:</u> <u>Account Identification:</u>	Chancellor _____ Academic & Student Affairs _____ Business Services _____ Human Resources _____ ITS _____ Res Dev & Cmty Relations _____ College President _____