

**ACTION ITEM**  
**Maricopa Governance**  
**Governing Board Auxiliary Policy**

**Governing Board Agenda**

**Meeting Date:** September 22, 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 equals or exceeds four hours, or if the estimated time required to comply with an accumulation of requests from a Board member exceeds four hours in a calendar month, 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.

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