

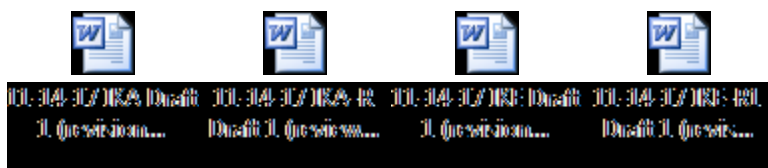
Leonard, Maggie

Subject: Assign IKA, IKA-R, IKE, IKE-R
Start Date: Monday, November 20, 2017
Due Date: Wednesday, November 29, 2017

Status: Completed
Percent Complete: 100%
Date Completed: Thursday, November 30, 2017

Total Work: 0 hours
Actual Work: 0 hours

Owner: Gastellum, Richard; Alvarez, Mark; Leonard, Maggie



On 11/14/17, the Governing Board approved policy IKA to be posted online for public comment. You have been designated as the most qualified person to provide input to and comment on these Board policies. In addition we also include for your review draft regulation IKA-R, and revisions to Policy and Regulation IKE (Retention/Promotion). Because IKA refers to IKE, we wanted to make sure both were updated to align with current statute. These are “track changes” versions that you can revise, save, and return to us.

We are piloting the use of Outlook Task Manager to track the policy review/revision process and would appreciate your assistance and any feedback on how Task Manager works for you. We will use your feedback to improve this process.

You have 5 working days (until Tuesday 11/29/17 by 5pm) to submit your “track changes” comments/revisions to these documents. **If you do not submit your changes by this date, we will assume that you have no comment or changes and the Draft will move on to the next person/department for review.**

At this time we request that you do the following:

- 1) If you have no comment, please reply to this task with “NO COMMENT” and we will note same and move on.
- 2) Save the attached documents to a location where any comments or changes you provide can be saved and then returned to myself and Maggie Leonard.
- 3) Go to the task bar at the top of your screen and click “accept task”.
 - a. After you “accept task”, if necessary, you may forward and delegate this task to your chain of command. But you will be responsible for their work, and for meeting the above deadline whether or not you delegate.
- 4) For your convenience, and to receive electronic reminders, you may also check the boxes marked: “Keep an updated copy of this task on my task list,” and

“Send me a status report when this task is complete”

If you have any questions, feel free to call me or Maggie Leonard at 225-6040.