

Policy & Procedure Committee Meeting Minutes – Clackamas Community College, Wilsonville, OR

Meeting Minutes

Meeting Date: October 16, 2014

Members attending: Jarrod Morrison, Kevin Hennessy, Flo Hoskinson, and Trevor Voris.
Matt Wales called the meeting to order at 11:10 am and introductions were made.

AGENDA

Old Business:

1. Section 1.8 - Add committee descriptions to this section?

Three descriptions are missing their Statement of Purpose:

Locate Damage Prevention Training, Nominating and OUCC Report.

Flo Hoskinson asked Matt Wales to cut and paste from an email-dated 9.29.14 for description of the Contracts Committee.

Board Members reviewed the existing Organizational Chart. Discussion to have Special Services goes under Publicity & Education. Kitty Davis will design 2 new layouts of the Organizational Chart. Board provided sub heads to go under the P&E.

2. Section 1.13 – Links to the Standards Manual or include the manual here?

We will keep a copy of the original standard manual as an addendum in the new policy manual somewhere in the OAR's or ORS's we are obliged to keep this and it is referred to in statute. 1997? Kevin, is this correct?

3. Section 3 – Add the spending limit recommended by the Contracts Committee

Flo Hoskinson will send Matt Wales copies from the last board meeting.

4. Section 4.3 & 4.4 – Do we even need these in the manual?

We are going to create a book with a digital copy both to be updated by the secretary.

5. Where are we maintaining a record of the Board Resolutions?

Board Members discussed that they will maintain in a new book the Board Resolutions and the secretary will update and keep a copy.

6. Formatting changes: Nothing has been finalized.

New Business:

1st Recommendation for new Policy: a policy to shape Revision Control for the Secretary. Give guideline for secretary as to what documents are important to keep. Example: contracts, minutes, resolutions.

2nd Recommendation for adding Appendices: Kevin Hennessy made the suggestion to add Appendices.

-Next Policy & Procedure meeting was scheduled for November 5, 2014. Location: CCC/Wilsonville. Time: 11am – 1pm

-Flo Hoskinson made a moved to adjourn. Jarrod Morrison seconded the motion.

Submitted by: Kitty Davis on October 21, 2014