

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

Meeting Minutes

Meeting Date: Wednesday March 8, 2017 (9:00am-12:05pm)

Members in attendance: Joyce Nelsen, John Norrena, and John Sapp; joined later by Ron Stenger and Kitty Davis (approx. 11:15am).

John Sapp called the meeting to order at 9:00am.

Minutes from February 9, 2016 were read and discussed. Joyce motioned to approve, seconded by John N.; voted and approved.

Old Business:

Discussed current condition of Policy & Procedures Manual Draft.

New Business:

NOTE: highlighted areas are action items.

1. Art. II, #2 "Meetings": Added "*compliant with the latest revision of the Attorney General's Public Records and Public Meetings Manual*". Also updated link to 1.3 for online manual.
2. Discussed the need to update the links of 1.2 through 1.5 (1.3 is done). **John S. will work on this.**
3. Discussed the need to reformat and renumber the document, including "section" and "article" names for clarification. **John S. will work on an updated/corrected copy and bring it back to the next committee meeting for review.**
4. Updated numbering of 1.7.1 to 1.8 and 1.8 to 1.9; also discussed the need to correct formatting, **to be addressed in more detail later.**
5. Updated 1.8 (formerly 1.7.1) to include the removal of a board seat and the Governor's consideration for approval: "*submit a recommendation to the Governor's Office for consideration*"; also removed redundant statements.
6. Updated 1.8 to include a definition of a quorum for a committee: "*A quorum shall be present for voting matters. A quorum is defined as a simple majority of voting members, but not less than two*"
7. Updated 1.8 "Membership": removed "Tariff" statement that was addressed in the OARS and Tariffs section (redundant and not appropriate for the Membership section).
8. **Discussed the Training and Education Committee Statement of Purpose, still under review by that committee, wait for follow-up.**
9. **Discussed the OARS and Tariffs Statement of Purpose, still under review by that committee, wait for follow-up**
10. Article II, sect 3 "Organization": added "*or designee*" to take minutes at all meetings.
11. Deleted 1.6.22 & 1.6.23 OUNC Emeritus positions, not current.
12. Updated 1.6 from 22 positions to 21 and corrected wording.
13. Discussed need to update the Letterhead (changed from Kitshaber to Brown on 3/9/17).
14. Updated/corrected 1.7, removed references to nominations and unnecessary bylaw references.
15. Discussed the Enforcement Committee Statement of Purpose, **still under review by that committee, wait for follow-up.**
16. Policy and Procedures Statement of Purpose, made minor wording corrections.
17. Corrected 1.11, removed "*and Education*" from Publicity and Education Committee. Other minor re-wording.

18. Discussed 2.1 “Zero Discrimination Policy”, is current statement up-to-date? Doesn’t seem to be. **John N. will review.**
19. changed wording on 2.3 from “a *Committee Chair*” to “*the OUNC Board*”; **JOHN S. to discuss/confirm at the next OUNC Board Meeting.**
20. Discussed changes to 3.5 #1 and #3; **Joyce will review.**
21. Corrected wording on 3.8 (A)(3): removed “*Finance*” and added “*Budget*”
22. Discussed 3.8 (C) “Delegation of authority, spending limits...” Kitty to check on spending limits (she replied in email on 3/9), **committee will need to address this section at next committee meeting.**
23. Section 4.2 “Acquisition Policy for Goods and Services”: this section needs to be re-worded and to ensure compliance with federal, state, and local laws. **Joyce to discuss with Shannon (Contract Comm.).**
24. Discussed 5.1 Records Management Policy, who establishes and maintains it? We all felt that **more research on this matter is necessary by Joyce, John N., and John S.**
25. Updated 5.3, removed statement about Board resolutions and that the OUNC Board’s Secretary will be responsible for “*updating the secure website with the Board Resolutions*”.
26. Discussed 5.4 Public Records Requests. **John S. will check with Governor’s office on current requirements for Boards and Commissions for PRR’s.**
27. Minor re-wording on Section Six.
28. Other minor re-wording and Syntax corrections throughout document.

John N. motioned to adjourn, seconded by John S. Voted and approved at 12:05pm

These minutes were reviewed, motioned & voted to accept on 4/12/17 at P&P Committee Meeting.