I. **Welcome and Introductions:**

Kathleen Kirkpatrick welcomed everyone to the first College of Marin Board Policy/Procedures Task Force Meeting. She introduced Dr. Jane Wright from the Community College League of California who will be assisting in the revision and creation of College of Marin policies and procedures. This was followed by a self-introduction of committee members present.

Kathleen spoke about the composition of the team, noting that the Academic Senate, the Classified Senate, the Student Senate, CSEA, SEIU, and UPM were each invited to appoint a member to represent them on the taskforce; each group elected to participate except UPM.

Committee members expressed concern that without a UPM representative, the committee's work might be subject to objection. Kathleen reported that Ira had indicated UPM would prefer to negotiate at the bargaining table if necessary. Jane pointed out that, policies should be brief statements that conform to current law which should minimize issues subject to negotiation. Also, when appropriate, the phrase “according to current collective bargaining agreements” will be included in policies &/or procedures. Kathleen informed Ira about this and notified him that UPM will be able to review drafts on the web.

The Office of Organizational Development & Planning is in the process of developing a website that will include an area for policy and procedure. All documents being discussed in the task force meetings will be posted in this section for public consumption. There is an e-mail address policy.revise@marin.edu that questions or comments can be sent, this e-mail will go directly to Jane Wright.

II. **Dissemination of Task Force Notebooks**

A binder has been provided to committee members that will promote learning and understanding during taskforce meetings. Dr. Wright reviewed the handouts in section one as follows:

- Policy Procedure Revision Project Announcement
• Definitions of Policies and Procedures (yellow) - Policies are considered the “voice of the Board.” Procedures tell how the policy will be carried out. It is important to remember that a policy does not always need a procedure and procedures are not approved by the Board of Trustees.

• Legal Compliance (green) – CCLC-proposed policy and procedure language is divided into three levels; (1) legally required (high priority), (2) legally advised (limits liability), and (3) Suggested as good practice (optional).

• Community College League of California Policy and Procedure Subscription Service Board Policy Table of Contents (Salmon)

• Community College League of California Policy and Procedure Subscription Service Administrative Procedures Table of Contents (Blue)

• College of Marin Board-Related Policy/Procedures review and Update Process – flow chart

• College of Marin Institutional Policy/Procedure Review and Update Process – flow chart

III. Task Force Role and Meeting Schedule
The task force will meet monthly until all policies have been reviewed. Meetings during the fall 2007 semester:
Thursday, November 15, 2007 @ 3:00pm in AC 108
Thursday, December 13, 2007 @ 2:30pm in AC 108

IV. Definitions of Policies and Procedures

Definition of Policy
• The voice of the Board
• Best expressed in broad statements
• Establishes the “what”
• Defines general goals & acceptable practices for the District’s operations
• Implements state and federal laws/regulations
• Legally binds the District
• Statements should be clear, succinct, and current
• Delegates implementation
• Requires official Board adoption

Definition of Procedure
• Implements Board policy, laws, and regulations
• addresses “how” the general goals of the District are achieved
• Defines the operations of the District
• Creates plan of action for achieving a policy
• Includes details of policy implementation, responsibility, and accountability
• Developed and implemented by the Superintendent/President, administration, faculty, and staff
• Does not require Board action

V. Review Updating Process and Draft Timeline
The updating process is as follows:
• Meeting with Administrator(s) regarding current and proposed language
• Task Force meets and views proposed revisions
• Revisions are sent to College Council
• Board of Trustees as information – note procedures are informational only
• Board of Trustees as action item

The tentative schedule of review is as follows
• Chapter 6 – Business and Fiscal Affairs
• Chapter 5 – Student Services
• Chapter 4 – Academic Affairs
• Chapter 3 – General Institution
• Chapter 7 – Human Resources
Each chapter is expected to take 2-3 meetings of the task force to complete.
Chapters 1 & 2 will be addressed independently with the Board of Trustees.

The Academic Senate has identified five policies in which they would like to see changes made
and has requested permission to bring revisions to some of these policies through governance and
to the Board of Trustees before their scheduled revision (above).
• Retreat rights – can wait
• Division of Academic Standards Committee – no later that June 2008
• Plus/Minus grades – December
• Pass/no Pass (procedure) – November
• Program Discontinuance - November

VI. Topics for Next Meeting’s Agenda – Thursday, November 15, 2007
Review of Chapter 6, Business and Fiscal Services. There should be several drafts of policies and
procedures ready to review from this chapter by the next Task Force meeting. Each draft will contain
legal citations. Yulian Ligioso, Director of Fiscal Services, will be present at this meeting.

Note: the 3:00 PM start time for the November 15 Task Force meeting. The meeting will be held in
AC 108.

VII. Adjournment
The meeting adjourned at 3:45 p.m.