BP/AP Revision Project Task Force Meeting
Wednesday, September 17, 2008
2:00 p.m. – 3:00 p.m.

Meeting Highlights

Committee Members Present:
Barb St. John          Jane Wright          Kathleen Kirkpatrick
Becky Reetz          Melinda Molloy
Todd McCleary          Yolanda Bellisimo

Committee Members Absent:
Bernie Blackman

I. Review and Approve the May 13, 2008 Meeting Highlights:
The minutes of the May 13, 2008 meeting were approved without discussion.

II. Review CCLC Policy/Procedure Service Principles
Kathleen Kirkpatrick welcomed our new members to the Taskforce and briefly outlined the project and the role of the Task Force in the revision of Board Policies and Administrative Procedures.

III. Review of Chapter 6 – Fiscal Services
The committee was presented a list of Polices and their accompanying procedures that had completed administrative review and are ready for task force review.
- BP 6500: Property Management - Created using the Community College League and legal counsel language with input from District Administrators.
  AP 6500: Property Management - Uses a combination of Community College League legally suggested language and current College of Marin Policies 8.0028 & 8.0026. 
  Both BP & AP are okay to proceed to College Council
- BP 6520: Security for District Property- Created using the Community College League and legal counsel language with input from District Administrators.
  AP 6520: Security for District Property- Has been revised to incorporate and strike the following College of Marin Policies 7.0037, 5.0028, 8.0012, 8.0013, 8.0020, and 8.0012 DP.1. 
  With some input and revision by the task force, both BP & AP are okay to proceed to College Council
- BP 6560: Environmental Responsibility- has been revised to replace current College of Marin Policy 8.0024.
- AP 6560: Environmental Responsibility - has been revised to replace current College of Marin Policy 8.0024 DP.1.  
  With some input and revision by the task force, both BP & AP are okay to proceed to College Council.
IV. **Meeting Schedule**  
The Task Force will meet on the following dates:  
Wednesday, October 15, 2008 @ 2:00pm  
Wednesday, November 12, 2008 @ 2:00pm  
Wednesday, December 10, 2008 @ 2:00pm

V. **Other Items**  
None.

VI. **Topics for Next Meeting’s Agenda**  
- Finish Presentation of Chapter 6 Board Policies and Procedures

VII. **Adjournment**  
The meeting adjourned at 3:07 p.m.
BP 6200 Budget Preparation
    AP 6200 Budget Preparation
BP 6300 Fiscal Management
    AP 6300 Fiscal Management
AP 6322 Employee Indemnity Bonds
BP 6330 Purchasing

Look at again
    AP 6330 Purchasing
BP 6340 Bids and Contracts
    AP 6340 Bids and Contracts
    AP 6350 Contracts – Construction
    AP 6370 Contracts – Personal Services

Begin Here
BP 6500 Property Management
    AP 6500 Property Management
BP 6520 Security for District Property
    AP 6520 Security for District Property
BP 6560 Environmental Responsibility
    AP 6520 Environmental Responsibility
BP 6570 Integrated Pest Management
    AP 6570 Integrated Pest Management
BP 6600 Capital Construction
    AP 6600 Capital Construction
BP 6750 Parking
    AP 6750 Parking