AGENDA ITEM 10.d.

Policy Review – Administrative Services Units

RECOMMENDED DIRECTIVES:

The board hereby approves:

1. Elimination of obsolete policies
   _____ administrative services policies
2. Reclassification of policies that are really procedures
   _____ administrative services policies
3. Elimination of obsolete procedures
   _____ administrative services policies
4. Approval of policies that do not need revision
   _____ administrative services policies

DISCUSSION:

The communication policy and procedures require that all policies are to be reviewed by December 2016. The Cabinet agreed in its January 31, 2014, meeting to divide the policies into four categories: 1) policies needing revision, 2) policies needing no revision, 3) policies that are obsolete, and 4) policies that are not really policies.   The management team met and identified 142 policies and procedures. Attached is a list of all administrative policies and recommendations for your review and approval from human resources, business & finance, and maintenance & security offices with assigned category. Categories 2, 3, and 4 were submitted to the cabinet on March 17th for information sharing.   On March 13, 2014, administrative management team discussed the various categories assigned to each policy and modified them accordingly. It must be noted that the policies extracted from the MAAP are already superseded by new updated policies in the personnel manual, business office and finance policies and procedures, and maintenance and security policies also on the website.

ACTION TAKEN: **VOTE:**

_____ Approved as presented   _____aye _____nay _____abstain

_____Approved w/ modifications

_____Disapproved

_____Deferred to a later meeting   **DATE:** _____