

AGENDA ITEM 11.c.

BP 5106, 5330, and 5331 for review

RECOMMENDED DIRECTIVE: The BOR hereby reviewed and approved the following policies:

Policy No.	Original	Revision
BP 5106 - Petty Cash Fund		Change to BP 5011- Petty Cash Fund Deletion of AP5106.2 /5011.2-Petty Cash Fund–CTEC due to establishment of CTEC Imprest Fund
BP 5330 - Payroll Policy		Change to BP 5012 –Payroll Policy Deletion of www.freedictionary.com Update of Personnel Policy Handbook and other compensation policies to COM-FSM Human Resources Manual Change of Payday from Friday to Wednesday Change of timesheet submission to BO from Monday to Thursday
BP 5331 – Attendance and Leave Monitoring Policy		Change to BP 5013- Attendance and Leave Monitoring Policy

DISCUSSION:

As part of improving the college operation, the above policies were reviewed and updated in order to address effectively and efficiently the current and future needs of the college.

ACTION TAKEN:

- Approved as presented
- Approved w/ modifications
- Disapproved
- Deferred to a later meeting

VOTE:

aye nay abstain

DATE: _____