



**POLICIES & PROCEDURES TASK FORCE**

*AGENDA*

**MEETING TYPE:**

	Staff
	Product/Project
X	Special

**Date:** May 12, 2006

**Starting Time:** 10:00 a.m.

**Ending Time:** 12:00 p.m.

**Place:** SU-18

**CHAIR:** Robert Deegan

**MEMBERS:**

**RECORDER:** Josie Silva

	Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
I.	Introductions	Discussion		min.
II.	Task Force Role and Meeting Schedule	Discussion		min.
III.	Definitions of Policies and Procedures	Discussion		min.
IV.	Review Updating Process and Draft Timeline	Discussion	Handout IV	min.
V.	Review Policies and Procedures for Chapters 1 and 2	Discussion		min.
VI.	Other	Discussion		min.
VII.	Next Meeting Agenda – Friday, September 15, 2006	Action		
VIII.	Adjournment	Action		