

**Administrative Services Governance Committee**  
**MINUTES**  
**Meeting of November 18, 2008**  
**AGENDA**

**Members: Present**

Todd Emmons	√	Vice President for Administrative Services (ex officio, non-voting)
Jim Brown		Non-Unit Professional
Open		Unit Professional
Gloria Doherty	√	Classified Staff
Liz Hanlan	√	Classified Staff
Deb Nash		Classified Staff
Ralph Parente	√	Faculty
Pat Schmol	√	Faculty
Patricia Solitro	√	Non-Unit Professional
Phil Trimby	√	Student

**1. Welcome & Introductions**

Chief Kevin Ritacco joined this meeting.

**2. 2008-2009 *Guide to Governance***

Committee Chair Pat Schmol asked if anyone has questions after reviewing the Governance manual. None raised.

**3. All College Forum**

Pat gave an overview of the November 14<sup>th</sup> All College Forum.

It was announced that, with the resignation of Karen Cox from the committee, the Administrative Services Governance Committee has a vacancy for a Unit Professional. To date no one has expressed an interest.

**4. Vehicle Use Policy**

This policy was presented to the Board of Trustees in the Spring and returned to the committee for further review.

The policy has been revised to reflect the standard policy format. After some discussion the following changes were suggested: Add “College” to the policy title; add to 7.1 (as #3) “Be 18 years of age or older”; add to 7.1 #17 (which will become #18 after the afore mentioned addition) “with the exception of emergency vehicles”; change 7.3 #9 to read “Refer all questions about the accident to the Vice President of Administrative Services.

The question was raised whether or not to add the use of personal vehicles for College business. It was suggested that this should be a separate issue and not part of this policy.

A motion was made and accepted to table further discussion until the December 16<sup>th</sup> meeting.

**5. Weapons Use Policy**

Chief Ritacco advised the Governance committee that the President has appointed a separate committee to research options with regard to arming campus police. This committee will present their findings to the President at a future date. The President will then make a recommendation to the Board of Trustees.

A motion was made and accepted to table further discussion until the December 16<sup>th</sup> meeting.

**6. New Business**

Since the March meeting falls on a holiday it was agreed that this meeting would be cancelled.

**7. Other:** Next meeting scheduled for December 16, 2008.

**Meeting adjourned at 2:45.**