



**Administrative Services Governance Committee
MINUTES
Meeting on November 17, 2009**

Members:	Present	
Todd Emmons	√	Vice President for Administrative Services (ex officio, non-voting)
Jim Brown	√	Non-Unit Professional
Laura Brown	√	Student
Deb Bush	√	Classified Staff
Liz Hanlan	√	Classified Staff
Donna Harvey	---	Classified Staff
Ralph Parente	---	Faculty
Pat Schmohl	√	Faculty
Patricia Solitro	√	Non-Unit Professional
Elda Zeko	√	Unit Professional

1. Welcome

Bill Daring, Assistant Vice President for Human Resources joined this month's meeting.

2. All College Forum

Pat Schmohl gave an update of the November 3rd All College Forum. Kathy Rentsch and Carol King spoke about **MassTEC**. This initiative will be featured on both *YouTube* in 5 minute segments and on Charter-TV3 in half hour segments.

Each Governance Committee chair gave a summary of actions from the October governance meetings.

3. Policy review: *College Alcohol & Drug Use*

Pat Schmohl noted that Pat Solitro created a draft copy of the *QCC Alcohol & Drug Use Policy* in the preferred template for college policies. Prior to this meeting, Pat emailed a copy of the Drug-Free Workplace Act Certification, which comes from the State Comptroller's Office. Bill noted that, as mandated by the State, this information is visibly posted on campus and sent to all employees. This notice will be sent out in the near future.

Elda Zeko suggested that additional clarification(s) are needed in this policy, for example, with regard to the illegal distribution of prescription drugs. Committee members agreed that, as it is, the policy is somewhat confusing and might possibly need to be separated into two policies.

Bill Daring suggested that other community colleges may have a policy that we might use as models to form a cohesive policy for our campus. Both he and Vice President Emmons agreed to contact their counterparts for sample policies. A motion was made to table further discussion pending review of sample policies.

Motion: Table discussion to February meeting – seconded and carried.

4. Policy review: *Copyright*

Pat mentioned that after the forum he was approached by Vice President Toney who advised him that the Community College Chief Academic Officers Council is in the process of reviewing and updating an all encompassing *Copyright Policy*. In light of that, the ASG Committee agreed to table any further discussion on this policy pending the outcome of the CAO discussions.

Motion: Table discussion to future meeting – seconded and carried.

5. New Business

After reviewing the *Acceptable Use Policy*, all agreed that it appears to be an Information Technologies policy and it is unclear to what extent the ASG committee is expected to review/revise this policy. Chairman Pat suggested that he go back to the All College Council for clarification as to the responsibility of the ASG committee on this matter. A motion was made to table further discussion pending clarification from the ACC.

Motion: Table discussion to February meeting – seconded and carried.

6. Other

Since the meeting scheduled for December 15th is during the week before final exams a motion was made to cancel the December meeting.

Motion: Cancel the December 15th meeting – seconded and carried.

The next meeting of the Administrative Services Governance Committee will convene on February 17, 2010 at 2:00 p.m. in Room 220A

Meeting adjourned at: 2:35 p.m.