



**Administrative Services Governance Committee
MINUTES
Meeting on October 20, 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

The meeting convened at 2:00 p.m. Introductions were made around the table for the benefit of new members.

Pat Schmohl was nominated and agreed to continue this year as Chairperson for the committee. The motion was seconded and carried unanimously.

Patricia Solitro was nominated and agreed to continue to take minutes at the committee meetings this academic year. The motion was seconded and carried unanimously.

2. All College Forum

Pat Schmohl gave the committee an update from the All College Forum held on October 3, 2009. The focus of this meeting was an update on the Strategic Planning committee's over the summer. Additional information regarding the committee's progress may be found at

<http://sharepoint.qcc.mass.edu/StrategicPlanning/Lists/CampusWide%20Review/AllItems.aspx>

The Strategic Plan is in its final stages. Once the draft is completed it will be forwarded to President Carberry for review/approval and finally to the QCC Board of Trustees.

3. Governance Calendar 2009/2010

A Governance Review Team has been formed and is being led by Lisa Palmer, Chair of the All College Council (ACC). This team will review our current governance structure, seek input from the college community for possible revisions to this structure and then make recommendations to improve the current structure.

Additionally, the ACC has recommended that all governance policies be formatted in the same manner. A template has been created to be used for this purpose. The Administrative Services Governance Committee (ASGC) is responsible for reformatting the policies that fall under its purview. Once a policy has been reformatted, it will be forwarded to the ACC with one of the following recommendations: Reformatted & Reaffirmed; Reformatted & Revised; or Retire the policy. The ACC will then present the recommendation to the All College Forum.

5. New Business

Review and discussed the *College Alcohol & Drug Use* policy. We discussed whether or not to make it two separate policies. It was decided that we need to review the *Drug Free Workplace Act of 1988*. A motion was made to table further discussion until the next meeting; it was seconded and carried.

6. Other

Pat Schmohl noted that, according to *Robert's Rules of Order*, as a small board we are not subject to formal meeting regulations. We agreed, however, to continue to make and accept motions and take informal votes when necessary. He also introduced the College's Copyright Guidelines which date back to 1991. Todd Emmons will invite Faith Symmes, Assistant Dean for Auxiliary Operations, to the November ASGC meeting to share her knowledge of copyright laws. Pat will also contact Dale Labonte, Coordinator of Library Services, for information on copyright laws.

The next meeting is scheduled for November 17, 2009.

Meeting adjourned at: 2:45 p.m.