



**Administrative Services Governance Committee
MINUTES
Meeting on November 16, 2010**

Members: Present

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

1. All College Forum

Committee Chair, Pat Schmohl provided a summary of the All College Forum, held on November 2nd, which focused on the issue of implementing a smoking ban on campus. Veronica Gates, a 2010 graduate from Respiratory Care, presented an argument for supporting a college-wide smoking ban. Student representatives from the Student Senate expressed their concern that the decision was being made without input from the student body and made reference to a petition signed by students opposing the ban. Jonathan Miller, Director of Student Life, also expressed his concern that the rights of the students are not being considered. Others in attendance voiced their views both pro and con.

2. Trust Fund Policy

After committee review and discussion, it was determined that the Trust Fund Management Guidelines have been taken from the statutory authority for Trust Funds found in the *Massachusetts General Laws*. It was further agreed that, as such, these guidelines do not fall under the purview of the Community College Governance structure but under that of the Chief Financial Officer and Chief Executive Officer of the College, with approval from the QCC Board of Trustees. A motion was made and seconded for the Committee Chair to make a recommendation to the All College Council to remove these guidelines from the Governance Structure.

3. Debt Policy

After committee review and discussion, it was determined that the College Debt Policy does not fall under the purview of the Community College Governance structure but under that of the Chief Financial Officer and Chief Executive Officer of the College, with approval from the QCC Board of Trustees. A motion was made and seconded for the Committee Chair to make a

recommendation to the All College Council to remove this policy from the Governance Structure.

4. Refund Policy

After committee review and discussion, it was determined that the College Tuition and Fee Refund Policy does not fall under the purview of the Community College Governance structure but under that of the Registrar and the Enrollment and Student Services division of the College, with approval from the QCC Board of Trustees. A motion was made and seconded for the Committee Chair to make a recommendation to the All College Council to remove these guidelines from the Governance Structure.

5. Active Military Duty - Employees

Currently, the College does not have a formal policy with regard to employee leave for active military duty. Pat Schmohl distributed a memorandum dated September 22, 2003, from the Office of the General Counsel, addressed to all community college Presidents. This memo outlined their obligation to provide leave and other benefits to active military reservists, National Guard, and Red Cross personnel.

Pat noted that the Human Resource is currently reviewing this document with the Office of the General Counsel. After some discussion a motion was made and seconded to table further discussion until the February 15th meeting.

6. Bloodborne Pathogen Policy

A meeting to discuss creating a college-wide policy is scheduled for December 2nd at 9:30 a.m. in Room 110A with Susan Johnson, Nursing Education Director and Jane June, Dean of Health Care who are responsible for the blood borne pathogen policy currently used by the health care programs. Pat Schmohl, Pat Solitro and Ralph Parente will attend this meeting and any other committee member who is able to do so is invited to attend.

7. New Business

Francesca Pacheco, student member of the ASGC, reported that the general consensus of the student population is that their voice is not being taken into consideration with regard to the issue of the proposed college-wide smoking ban. As she stated at the October meeting, she gathered signatures on a petition opposing the ban. As she was out for medical reasons for a period, she was not aware that the petition had not been presented to the President or the All College Council. She further stated that the Student Senate plans to conduct a poll on December 15 – 17, 2010 asking students to vote for or against the proposed ban.

Pat Schmohl stated that he will again take the students' concerns to the Governance Review Team and alert them to the scheduled student poll.

Meeting adjourned at: 3:05 p.m.

The next meeting of the Administrative Services Governance Committee will convene on February 15, 2011 at 2:00 p.m. in Room 224A.