Minutes of the
Financial and Administrative Policy Council
Thursday, April 15, 2010
2:00 pm; JCLRC-4190, Clarkston Campus

Members Present: Ron Carruth (Chair), Sheletha Champion, Scott Hardy, Jim Rasmus, Godfrey Noe, Norvell Jackson, Mark Griffin, Margaret Major, Tiffany Britt, Elizabeth Harris, Glenn Sierko, Fran Mohr; Tammy Honore’ (Recording Secretary)

Members Absent: Jordan Fitzpatrick, Sharda Short, Elaine Bryan, Reid Christenberry, Lewis Godwin, Keith Cobbs, Debra Moon

Guest: Beth Jensen, J. Anitra Smith-Williams; Mardina Woods

I. Call To Order
The Chair called the meeting to order at 2:14 pm.

II. Presentation of Minutes from the March 18th meeting of the Council
The Minutes were presented and amended.

III. Old Business
The following policies were moved, seconded and approved:
• Employment of Relatives Policy
• Employee Grievance Policy
• Statement of Non-Discrimination

IV. New Business
• Pre-Employment Drug Testing Policy
• Employment of Part-Time Faculty
• Employment of Full-Time classified Personnel
• Travel Reimbursement Policy
• Georgia Perimeter College P-Card Policy/Manual

V. Other Business
Dr. Beth Jensen made a presentation on the processes and procedures concerning policies received and reviewed by the Council. Dr. Jensen discussed the web-site, committee
memberships, policies/procedures and minutes as it relates to policy and governance.

During a review of the policy/procedure template, it was suggested by the Council that information be included referencing BOR policy if applicable. The Council was informed that the "review date" on the template is the final date that the policy was approved. The Council was notified that the procedure should also reflect how to implement the policy. Dr. Jensen stated that any reference to BOR policy should include a link to such policy. The Council was also informed that the justification should be included in the Minutes and not in the policy.

Dr. Jensen also stated that all approved minutes of the Council as well as all sub-committees must be submitted to the Office of Governance and Policy for placement on the web.

VI. Announcements
Next meeting of the Council is Thursday, May 20th at 2:00 pm CN-2220, Clarkston Campus

VII. Adjournment
The meeting adjourned at 3:23 pm.

Respectfully submitted,

Tammy Honore'
Recording Secretary