Minutes of the
Financial and Administrative Policy Council
Thursday, May 20, 2010
2:00 pm; CN2220, Clarkston Campus

Members Present: Ron Carruth (Chair), Sheletha Champion, Lewis Godwin, Jim Rasmus, Norvell Jackson, Debra Moon, Tiffany Britt, Elizabeth Harris, Glenn Sierko, Fran Mohr, Keith Cobbs, Godfrey Noe, Scott Hardy, Nicholas Marinelli

Members Absent: Reid Christenberry, Mark Griffin, Margaret Major, Elaine Bryan, Sharda Short, Jordan Fitzpatrick, Tammy Honore’

I. Call To Order
The Chair called the meeting to order at 2:17 pm.

II. Presentation of Minutes from the April 15th meeting of the Council
The Minutes will be distributed electronically at a later date.

III. Old Business
The following policies were moved, seconded and approved as presented:
- Pre-Employment Drug Testing Policy
- Employee Grievance Policy

The following policies were moved, seconded and approved as amended with minor edits:
- Employment of Part-Time Faculty
- Employment of Full-Time Classified Personnel

IV. New Business
The following policies were reviewed and members were requested to submit feedback on any changes by June 3rd:
- Employee Orientation Policy
- Anti-Harassment and Retaliation Policy
- Classified Employee Disciplinary Policy
- Shared Sick Leave Program
- Teleworking and Flextime Policy
• Purchasing Card Program Cardholder Policy and Procedures
• Purchasing Card Administrative Policy and Procedures

An additional policy was presented for review, suggestions for expansion were made by the group, and the policy will be represented at a future meeting:
• Capital Improvement Projects

V. Other Business - Informational Items
Any feedback on the following informational items should be submitted by June 3rd:
• Georgia Perimeter College Classified Full-Time Employee Handbook
• Georgia Perimeter College Classified Part-Time Employee Handbook

VI. Announcements
Mr. Carruth announced that the FY2011 GPC Budget would be submitted for BOR approval at the June meeting. Reductions were less than previously predicted, there are still some unknowns due to the economy. New faculty positions and some additional staff positions are included in the budget proposal. Student tuition will be raised $3/credit hour and the institutional fee will remain at its current level of $100 until it expires in 2012.

Next meeting of the Council is Thursday, June 17th at 2:00 pm, JCLRC, 4190, Clarkston Campus.

VII. Adjournment
The meeting adjourned at 4:04 pm.

Respectfully submitted,

Elizabeth Harris
Acting Recording Secretary