Minutes of the  
Financial and Administrative Policy Council  
Thursday, June 17, 2010  
2:00 pm; JCLRC-4190, Clarkston Campus

Members Present: Ron Carruth (Chair), Sheletha Champion, Jim Rasmus, Tiffany Britt, Elizabeth Harris, Fran Mohr, Godfrey Noe, Scott Hardy, Nicholas Marinelli, Margaret Major, Tammy Honore’ (Recording Secretary)

Members Absent: Reid Christenberry, Mark Griffin, Elaine Bryan, Sharda Short, Jordan Fitzpatrick, Lewis Godwin, Norvell Jackson, Debra Moon, Glenn Sierko, Keith Cobbs

Guest: Keith Chapman

I. Call To Order
The Chair called the meeting to order at 2:15 pm.

II. Presentation of Minutes from the April 15th and May 20th meetings of the Council
The April 15th Minutes were approved as presented.
The May 20th Minutes were approved as amended.

III. Old Business
The following policies were moved, seconded and approved as presented:
  • New Employee Orientation Policy
  • Shared Sick Leave Program (pending development/implementation of business plan)
  • Teleworking and Flextime Policy

The following policies were moved, seconded and approved as amended:
  • Purchasing Card Program Cardholder Policy Statement (addition: VP’s to be notified when employees are out of compliance of the PCard Policy) Keith Chapman to explore repercussions of vendors not agreeing to refund tax on PCard purchases; i.e., remove vendor from approved list)
- Classified Employee Disciplinary Policy and Procedures (formatting/headings needed in some areas)

The following policies are to be presented back to the Council at its July 15th meeting:
- Anti-Harassment and Anti-Retaliation Policy (define "Anti-Retaliation")
- Employee Travel and Reimbursement Policy (adjust formatting/and remove “Gwinnett” from campus mileage)

IV. New Business
None

V. Other Business - Informational Items
None

VI. Announcements
Mr. Carruth announced an additional $100,000 budget reduction for FY2011 ($4 million for BOR) with the anticipation of future reductions. May revenues are down 6-7% with the expectation of 1-2 years before the State will see some relief. The institutional budget for FY2010 has been reduced by a total of 9.4%. Federal Stimulus funds were utilized in FY2010 and are not available as yet for FY2011.

Next meeting of the Council is Thursday, July 15th at 2:00 pm, JCLRC, 4190, Clarkston Campus.

VII. Adjournment
The meeting adjourned at 3:40 pm.

Respectfully submitted,

Tammy Honore’
Recording Secretary