Minutes of the
Financial and Administrative Policy Council
Thursday, September 16, 2010
2:00 pm; CN2220, Clarkston Campus

Members Present: Ron Carruth (Chair), Sheletha Champion, Jim Rasmus, Elizabeth Harris, Fran Mohr, Godfrey Noe, Scott Hardy, Margaret Major, Mark Griffin, Elaine Bryan, Lewis Godwin, Norvell Jackson, Debra Moon, Glenn Sierko, Tammy Honore’ (Recording Secretary)

Members Absent: Reid Christenberry, Sharda Short, Jordan Fitzpatrick, Keith Cobbs; Tiffany Britt, Nicholas Marinelli

Guest: Belinda Boldoe; Joe Amador

I. Call To Order
The Chair called the meeting to order at 2:10 pm.

II. The Minutes of the June 17, 2010 meeting of the Council was approved via email

III. Old Business
The following policies were moved, seconded and approved as presented:
- Shared Sick Leave Program – worked on “Key Business Process Steps”; tracking in terms of hours; meets internal auditor approval
- Teleworking and Flextime Policy

IV. New Business
The following policies are to be presented back to the Council at its October 21, 2010 meeting:
- Anti-Harassment and Anti-Retaliation Policy; need clarification with regards to adding sexual orientation
- Reassignment and Transfer of Personnel Among Campuses/Centers Policy
- Tuition Assistance Program Policy; should be inclusive of staff
- Leave/Family and Medical Leave (FMLA) Policy; question regarding sexual gender
• Classified Personnel Performance Management Policy
• Career Development Policy
• Guidelines for Screening Committee Expenditures
• Employment of Foreign Nationals/Non-Resident Aliens
• The elimination of policy 802.5 (AIDS Guidelines)

V. Other Business - Informational Items
The two student representatives on the Council have been replaced by the following: Courtney Ashley and Timaley Russell.

The FAPC will meet every third Thursday of the month with the exception of December 2010 and July 2011.

VI. Announcements
Mr. Carruth provided the Council with a brief budget update: Although there was an increase in State revenue for August, there is a decrease in fall enrollment resulting in an additional budget reduction for FY2012. Therefore, all vacant positions are on hold. Should enrollment projections improve, we will fill some positions. The total enrollment goal for the college is 26,500 and we are currently at 24,000. There are some questions regarding the purge protection process; i.e., students with a late enrollment date often apply for financial aid assistance.

We are scheduled to have a visit from Chancellor Davis on Monday at the Dunwoody Campus.

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

Respectfully submitted,

Tammy Honore’
Recording Secretary