

GOVERNANCE STEERING COMMITTEE

PRESENT	GOVERNANCE STEERING COMMITTEE	REPRESENTING
	Marilyn Martin CHAIR of GSC	Faculty Senate Representative
	Kevin Butler	<i>Forum Moderator (ex officio, non-voting)</i>
abs	Susan Laprade	<i>Assistant Vice President (ex officio, non-voting)</i>
	Philomena D'Alessandro (Chair)	Learning Council Representative
	Kathy Rentsch	Learning Council Representative
	<i>Linda LeFave</i>	<i>Learning Council Alternate</i>
	Faith Symmes (Chair)	Operations Council Representative
	Sandra England	Operations Council Representative
	<i>Jean McLean</i>	<i>Operations Council Alternate</i>
	Ricardo Caton (Chair)	Diversity Council Representative
	Gaelan Benway	Diversity Council Representative
	<i>Margaret Wong</i>	<i>Diversity Council Alternate</i>
	Michelle McCrillis (Chair)	Student Services Council Representative
	Jonathan Miller	Student Services Council Representative
	<i>TBA</i>	<i>Student Services Council Alternate</i>
	George Fitch (President)	Faculty Senate Representative
	<i>Linda Grochowalski</i>	<i>Faculty Senate Alternate</i>
	Katharine Warner (President)	Student Senate Representative
	Jorge Calvera	Student Senate Representative
	<i>Marco DeLeon</i>	<i>Student Senate Alternate</i>

GOVERNANCE STEERING COMMITTEE TUESDAY, March 11, 2014 MONKS ROOM AT 3:00 P.M.

1. Approval of minutes:

The minutes of the February 11, 2014 Governance Steering Committee were approved.

2. Council Chair Updates

Operations Council – Faith Symmes – no report

Learning Council – Philomena D'Alessandro:

Vehicle Use Policy issues raised-

Section 2, No revision history is listed.

There is a College Travel Policy, found at

http://www.qcc.mass.edu/purchasing/Forms/TravelPolicy_7-19-13.pdf, which applies to anyone who travels on approved College business (with or without funding) and all parties traveling on approved activities of the College.

The College Travel Policy is intended to:

- Ensure sound business practices and proper reporting of travel expense in compliance with state and federal regulations.
- Establish guidelines for approval, control and accounting for all who travel on College business.
- Ensure fairness for both the traveler and College.

Section 7.1, #1 The driver must be a paid employee of the college.

The College Travel Policy states that companion expenses (including additional driver costs on rental cars) will not be reimbursed. However, it does not state that companions cannot drive the rental car.

Section 7.1, #4 The driver must register with public safety as a College driver, including a check of license status.

The College Travel Policy does not currently require this.

Section 7.1, #12 The driver must never transport passengers such as hitchhikers, family members, or friends for unauthorized use.

The current College Travel Policy does not state that companions cannot be transported in the rental car.

The College Travel Policy lists the following Insurance Guidelines for vehicle rentals:

Optional Insurance will generally not be reimbursed.

Insurance Guidelines- The following are suggested guidelines when dealing with all car rentals:

Collision Damage Waiver: Reimbursable

Liability Insurance: Should come with vehicle; reimbursable

Note: The travel policies and procedures as indicated above are GAAP, IRS, and contractual policies.

Personal Accident Insurance: Non-reimbursable – all employees are covered by worker’s compensation when TPOR is submitted prior to travel

Personal Effects Insurance: Non-reimbursable

Since the Vehicle Use Policy is intended to provide for the safe operation of College vehicles, as well as their appropriate stewardship, it may be good to include a section on insurance.

Section 7.1, #18 and **Section 7.3, #5** Both of these sections mention that the vehicle is a state-owned vehicle. This may not be the case, especially if it is a rental vehicle.

Suggested Clarification:

- Revise structure of policy to address:
 - Rental Car
 - State Vehicle
 - Rental & State Vehicle
- Define “unauthorized use”
- Clarify the use of vans
 - Does QCC have vans?
 - Is training required to use the van? How long is the training good for?

- If there is the need for both “travel” and “vehicle use” policies, make certain related items/expectations are reflected in each and that each policy is referenced in the other.

Faculty Senate – George Fitch:

Social Media Policy- George will meet with Ken Dwyer to work on this policy.

Student Voting Policy – rejected by all present.

Children on Campus Policy – Learning Center coordinators will also be listed as having the power to approval the presence of children in those areas. This is to be voted on in next forum.

Mutual Expectations document to be topic of next Forum. Chair will check on a resolution to be voted on at Forum affirming this document.

Diversity Council – Ricardo Caton

Vehicle Use Policy

Discussion of possibility to sign a waiver to limit college’s liability.

Student Services Council – Jonathan Miller:

No report.

Student Senate – Marco DeLeon

Student Voting Policy

Discussion of allowing credit and non-credit students to vote.

Other Business:

Suggestions to add to template:

- Distinguish between new policy, policy revisions, and constitutional amendments.
- List any related policies
- Note retirement of old policy if proposed policy is a replacement.