

**QCC Governance Meeting
Committee: Learning Council
Regular Monthly Meeting Minutes
March 11, 2014 at 2:00pm in 107A**

Members Present:

Pat Toney, Jane June, Deb Coleman, Linda LeFave, Brenda Marshall, Dadbeh Bigonahy, Carol Murphy, Ken Wong, Leslie Bolinger Horton, Jessica Crowley, Philomena D'Alessandro, Dilip Patel, Maureen Woolhouse, Renee Gould, Meghan Martin, Lisa Palmer, Steve Rayshick, John Stazinski, Andrea MacRitchie, Colleen Doherty, Tara Fitzgerald-Jenkins, Daniel de la Torre, Linda Grochowalski, Susan Mellace, Michelle Tufau Afriyie, Kathy Rentsch, Clarence Ates

Members Absent: Anita Soracco, Arpi Payaslian, Sheri Boisseau, Meg Yoder, Mary Newman, Jim Brown, Judy Colson, Eric Mania, Byron Thomas, Dagne Yesihak, Kathie Manning, Karen Grant, Mary Bailey,

Guest Attendees: Jane Shea, Donna Kilgore

Guest Speakers:

The regular monthly meeting of the Learning Council was called to order by the chair, Philomena D'Alessandro, at 2:00pm on Tuesday, March 11, 2014, at room 107A. Leslie Bolinger Horton, note-taker, was present.

I. School of Humanities & Education – Dr. Clarence Ates

The following program revisions be made to the Early Childhood Education: Pre-K to Grade 2 Option:

- Remove PSY 123 *Human Development I: Conception to Adolescence* and replace with ECE 102 *Growth and Development of the Young Child* in Semester 2.
- Designate Social Science elective in Semester 3 as a History elective with a choice of HST 115, 116, 104, 105 or 106.
- Effective Date: Spring 2015

Motion carried - unanimous :

The following program revisions be made to the Early Childhood Education: Preschool Option:

- Remove choice of PSY 123 *Human Development I: Conception to Adolescence* **or** ECE 102 *Growth and Development of the Young Child*. Require just ECE 102.
- Designate History Elective as a choice of HST 115, 116, 104, 105 or 106.
- Change the two Liberal Arts Electives in Semester 4 to Humanities Electives. Move one elective to Semester 2.

- Move Social Science Elective from Semester 2 to Semester 4.
- Effective Date: Spring 2015

Motion carried - unanimous :

Vehicle Use Policy – proposed by the Operations Council

Note: The Operations Council proposed this policy. The Operations Council also voted to add a prohibition to Section 7.1 against texting and driving, which does not appear in the current draft.

The Governance Steering Committee discussed this policy and agreed that the policy should be brought to all councils for review, in order to make people aware of the prohibitions listed in the policy- particularly in instances when employees rent vehicles to use at conferences, and topics including whether or not family members can drive or be transported in rental cars paid for by the college.

Questions/concerns/comments were brought forth for the following sections of the Vehicle Use Policy. Philomena D'Alessandro said she would bring the following to the Governance Steering Committee

o 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.

o 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.

o 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.

- o 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.

- o 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 employee's 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.

- o 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.

o Suggested Clarification:

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

Philomena announced that the next meeting would be on April 8, at 2:00pm, in room 107A, and declared the meeting adjourned at 2:18pm.

s/ Leslie Bolinger Horton
Note-taker

Date Approved: 3/20/14