

## ACC Meeting Name: Classified Association

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**Date:** March 18, 2008  
**Chair:** Lisa Buck, President

**Time:** 12:00 p.m. - 1:00 p.m.  
**Location:** HBC

### Attendees:

President: Lisa Buck  
President Elect: Suzanne Ortiz  
Secretary: Jeannie Beach  
Parliamentarian: Al Kaiser

Representatives:  
Melissa Brown  
Judy Green  
John Wynn

Members of Classified Employee Group

## *March 2008 Minutes*

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### I. Agenda Item: ACC Smoking Policy

Presenter: Lisa Buck

ACC is considering possible changes to the Smoking Policy on College property and is requesting feedback from all employee associations and students. Lisa Buck distributed an on-line survey to the Association via list serve on 03/06/08. Of those who responded to the survey, the results are:

- 96 voted to Keep the current system of no-smoking within 15 feet of building entrances
- 98 voted to Switch over to Designated Smoking areas
- 113 voted to Switch to a totally smoke free campus policy

These results will be carried forward by Gary Rodge, ACCCEA representative on both the Facilities and the Environmental Health and Safety Committees.

It was noted that any of the mandates above are difficult to enforce. ACC officers cannot enforce City Ordinances. Those who smoke are reminded to be considerate of others. Please don't litter. This topic will be addressed by the Administrative Services Council. It may require the amendment of an administrative rule.

### II. Agenda Item: Servant Leadership

Presenter: Lisa Buck

Classified employees are reminded to review our role within the Servant Leadership management style.  
[http://www.austincc.edu/servant/support\\_staff.php](http://www.austincc.edu/servant/support_staff.php)

Core Concepts of Servant Leadership include:

- It is a privilege to serve others
- Helping others to grow provides employee satisfaction
- Making the organization healthier and stronger is everyone's responsibility

"When ACC support staff ensure that their colleagues have easy access to information, are treated fairly and non judgmentally, understand processes and can be self-directed learners, they are exhibiting the essence of servant-leadership."

### III. Agenda Item: Questions / Comments

Presenter: Lisa Buck

Q: Why does it take so long to settle a grievance?

A: A third party has to hear both sides of the story. Occasionally, a grievance may end up in litigation. Dr. Kinslow is requesting that specific facts be presented – nothing vague or generic to protect identities. He encourages employees to come forward and report perceived wrongdoings. Gerry Tucker has an open door policy. We are invited to take unresolved concerns to her. Team building activities are ongoing.

Q: Does a supervisor have to approve health-related professional development activities? My supervisor says I must use my own leave time to attend.

A: Employees are required to complete a certain number of hours of professional development annually. Above that number of hours, employees should use discretion in selecting workshops most beneficial to the individual or work unit. Employees are discouraged from attending an excessive number of workshops.

Q: Do we have dates, yet, for the Classified Appreciation Breakfast and/or Lunch with the President?

A: Lunch with the President is not set. Lisa will contact Pam Sutton. Classified Appreciation Breakfast is scheduled for Friday, April 18<sup>th</sup>. Other details will be determined.

Q: When is the Board election?

A: In May.

Q: Will a representative from the Social Security Administration be invited as a guest presenter?

A: Lisa is requesting that this event be made available to all employee groups as a professional development activity. This recommendation is pending a response from H/R. If not approved in this format, we will ask a Social Security representative to present to a regular Classified Association monthly meeting.

IV. Agenda Item: New / Old Business:                      Presenter: Lisa Buck

- a) The association Bylaws Committee needs to meet. Lisa will compile and distribute recommended changes to the ACCCEA constitution.
- b) The ACC Budget is being developed for FY09. Our current budget is in good shape.
- c) The Master Plan Initiatives are out.
- d) Association members are encouraged to submit any concerns that the Officers can take forward to meetings with the administration or Board.

V. Adjourn

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***Other Information***

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Next Meeting Date: April TBA  
Classified Breakfast: April 18, 2008

Respectfully Submitted: Jeannie Beach, Secretary