

ACC Meeting Name: Administrative Services Council

DRAFT 10/27/2005

Date: October 20, 2005 **Time:** 1:30 p.m.
Chair: Ben Ferrell **Location:** SVC, Rm. 168

Attendees:

The meeting was called to order at 1:30 p.m. by Co-Chair Ben Ferrell, with the following members present: David Borden, Bill Carter, Kathy Judge on behalf of Judy Green, Imad Mouchayleh, Jerry North, Gilbert Rodriguez, Bel Smith, Cary Sowell, Gerry Tucker, and Neil Vickers.

Adj. Faculty and SGA: No representative

Also attending was Janine Ramirez, Business Services staff.

Minutes

Agenda Item: Minutes of September Meeting **Presenter:** Ben Ferrell

Discussion:

The Co-Chair requested review of the draft minutes of the ASC's previous meeting on September 15, 2005.

Decision/Actions: The minutes were unanimously approved as written.

Follow-Up Items	Person responsible	Deadline
✓ Posting of approved minutes on the ASC website	Phyllis Kalz	n/a

Agenda Item: Consideration of naming a new Co-Chair **Presenter:** Ben Ferrell

Discussion:

As requested at the previous meeting, the ASC considered a request for naming a new Co-Chair. A motion and second was presented that Gerry Tucker remain Co-Chair of the Administrative Services Council.

Decision/Actions: The ASC voted its approval.

Follow-up Items	Person responsible	Deadline
✓ None required	n/a	n/a

Agenda Item: 2nd Review of AR 6.09.003-Retirement **Presenter:** Gerry Tucker

Discussion:

The ASC noted AR 6.09.003-Retirement, as amended at the previous meeting, and forwarded for presidential approval, has been signed by President Kinslow.

Decisions/Actions: None required

Follow-up Items	Person responsible	Deadline
✓ None required	n/a	n/a

Agenda Item: 2nd Review of AR 6.06.003-Dual Employment **Presenter:** Gerry Tucker

Discussion:

ASC members reviewed AR 6.06.003-Dual Employment, previously forwarded for presidential approval. The AR had been revised by President Kinslow to incorporate wording from the Guidelines/Procedures, in order to avoid repetitious language. It had been returned to the ASC for concurrence.

Decisions/Actions: After some discussion, it was agreed the AR required further clarification by HR as to the subject line and in the "Principles" section regarding the specific individuals affected by the AR. The ASC agreed upon the necessary language to be included, and that following revision, the AR did not need to be returned for further ASC review.

Follow-up Items	Person responsible	Deadline
✓ HR to review and add clarifying language	Co-Chair Tucker	11/17/05
✓ Revised AR to be forwarded for presidential approval/signature		

Agenda Item: Administrative Rule Process Items **Presenter:** Gerry Tucker

Discussion:

The ASC reviewed the list of Administrative Rules previously scheduled for discussion that were placed on the agenda for today's meeting. AR 6.05.001-Educational Incentive was discussed, with the members agreeing the Rule required no revision and to remove it from the review schedule. Co-Chair Tucker noted the majority of the ARs for consideration at today's meeting required further evaluation by Human Resources and that a number of the items would be consolidated.

Decision/Actions: All remaining Rules on the review list for the October meeting will be evaluated by HR and placed on the agenda for the November meeting.

Follow-Up Items	Person responsible	Deadline
✓ HR to revise/consolidate Rules as necessary	Gerry Tucker	11/17/05
✓ Remove AR 6.05.001 from review schedule on ASC website	Phyllis Kalz	n/a

Agenda Item: AR 6.04.002-Faculty English Proficiency **Presenter:** Gerry Tucker

Discussion:

The ASC briefly discussed this Administrative Rule last amended in 1990. It was agreed the Rule needed minor revision and also the inclusion of a value statement. The ASC directed that this Rule be removed from its review schedule.

Decision/Actions: Cary Sowell agreed to prepare the necessary revisions for presentation at the next meeting.

Follow-up Items	Person responsible	Deadline
✓ Revision of AR 6.04.002	Cary Sowell	11/17/05
✓ Forward revised Rule to the ACAC for its approval	Phyllis Kalz	n/a
✓ Remove AR 6.04.002 from review schedule on ASC website	Phyllis Kalz	n/a

Agenda Item: AR 6.06.007-College Work Study Program **Presenter:** Gerry Tucker

Discussion:

The ASC noted this Rule was last amended in 2002 and had no suggestions for revision, with the exception of changing the wording "Associate Vice President" to "Vice President". It was also agreed to remove the Rule from the ASC review schedule.

Decisions/Actions: Forward AR 6.06.007 to the Student Services Council for review and approval.

Follow-up Items	Person responsible	Deadline
✓ Correct wording as noted; forward Rule to Student Services Council	Phyllis Kalz	n/a
✓ Remove AR 6.06.007 from review schedule on ASC website	Phyllis Kalz	n/a

Agenda Item: AR 4.04.016-Developmental Education **Presenter:** Gerry Tucker

Discussion:

Co-Chair Gerry Tucker pointed out this Rule had been recently amended by the ACAC and signed by President Kinslow during the last few days.

Decisions/Actions: The ASC directed that the Rule be removed from the review schedule.

Follow-up Items	Person responsible	Deadline
✓ Remove AR 4.04.016 from review schedule on ASC website	Phyllis Kalz	n/a

Agenda Item: AR 4.01.016-Field & International Studies Courses **Presenter:** Gerry Tucker

Discussion:

The ASC reviewed the rule and made minor revisions and asked that the rule go forward to the ACAC for its concurrence. It was also directed that the rule be removed from the review schedule

Decisions/Actions: Change first sentence to serve as the value statement for the rule; second sentence beginning with "Field Courses..." to become the second paragraph of the rule.

Follow-up Items	Person responsible	Deadline
✓ Correct the rule wording as noted; forward to ACAC	Phyllis Kalz	n/a
✓ Remove AR 4.01.016 from review schedule on ASC website	Phyllis Kalz	n/a

Agenda Item: AR 4.01.019-Role of ACC Jazz Ensemble **Presenter:** Gerry Tucker

Discussion:

There were no recommendations made by ASC members to this rule and it was agreed the ASC was not the entity to suggest change or revision.

Decisions/Actions: The rule is to be sent to the ACAC for review/revision; remove rule from ASC review schedule.

Follow-up Items	Person responsible	Deadline
✓ Forward rule to ACAC for review/revision if necessary	Phyllis Kalz	n/a
✓ Remove AR 4.01.019 from review schedule on ASC website	Phyllis Kalz	n/a

Agenda Item: AR 6.08.001-Termination of Annual Contract Employees **Presenter:** Gerry Tucker

Discussion:

The Co-chair commented that this rule was last amended in 1987 and the ASC agreed a thorough review and clarification, particularly regarding application to Faculty and non-Faculty, was needed.

Decision/Actions: A subcommittee of the ASC, composed of Imad Mouchayleh, Bel Smith, Cary Sowell and David Borden, agreed to work on revision to this rule.

Follow-up Items	Person responsible	Deadline
✓ Subcommittee to draft a revised rule and submit to the ASC at its November meeting	Subcommittee	11/17/05

Agenda Item: AR 6.05.003-Placement of Interns **Presenter:** Gerry Tucker

Discussion:

There was some question as to whether this topic should be an Administrative Rule.

Decisions/Actions: Co-chair Tucker will discuss this subject with the College President.

Follow-up Items	Person responsible	Deadline
✓ Discussion with President Kinslow about AR 6.05.003	Gerry Tucker	n/a

Agenda Item: Format for Administrative Rules **Presenter:** Group

Discussion:

There was discussion regarding the lack of uniformity in format for the Administrative Rules and that ARs are created to implement or complement a Board policy. It was pointed out that if a particular Board policy is specific as to intent and application, there is no need for an administrative rule. Also suggested was revision to placement of the title or subject-line of an administrative rule, for better readability.

Decisions/Actions: Co-Chair Tucker agreed to undertake a review of this matter.

Follow-up Items	Person responsible	Deadline
✓ Future review of procedures for creating, writing and approval process for Administrative Rules	Gerry Tucker	n/a

Agenda Item: Role/scope of the ASC **Presenter:** Ben Ferrell

Discussion: Co-chair Ferrell requested consideration of what should be the role/scope of this Council, beyond serving as a review/editing panel for Administrative Rules. It was noted that the ASC's function statement lists numerous areas of responsibility for the ASC, many of which are not undertaken for various reasons. A general consensus was that the ASC provides a unique forum for representation of all interests of the college and that its role should be more aligned with oversight and recommendation for improvements on a college-wide basis.

Decisions/Actions: ASC members agreed to consider this matter and be prepared for a full discussion of the ASC's charge and purpose at the November meeting.

Follow-up Items	Person responsible	Deadline
✓ Agenda topic for November meeting.	ASC members	11/17/05

Other Information

Next Meeting Date: November 17, 2005

Time: 1:30 p.m.-3:00 p.m.

Location: SVC, Room 168