

# ACC Meeting Name: Administrative Services Council

Approved 3/22/2007

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**Date:** February 15, 2007      **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 Ben Ferrell, with the following members present: Ben Ferrell, Gerry Tucker, Jerry North, Neil Vickers, Becky Cole, Frankie Waller, Linda Welsh, Bel Smith, David Borden, Lisa Buck for Judy Green, Imad Mouchayleh

Adj. Faculty and SGA Present: Jim Nelson

Adj. Faculty and SGA Absent: John Herndon (No SGA reps in attendance)

Also attending: Joe Winer and Phyllis Kalz, Business Services staff.

## Minutes

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**Agenda Item:** Minutes – December 7, 2006      **Presenter:**

**Discussion:**

Minutes were approved.

**Decision/Actions:** Phyllis Kalz will post to ASC web site.

**Follow-Up Items**

**Person responsible**      **Deadline**

✓ Post to web.

Phyllis Kalz

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**Agenda Item:** **Committee Reports**      **Presenter:** David Borden

**Committee Topic:** Discipline Committee reported to the Council that they have presented to Ben Ferrell, Chair, the completed Progressive Discipline Guidelines/Procedures for legal review prior to distribution to the Council members. The Committee will now begin work on the grievance procedure.

**Decision/Actions:** Ben noted the document has been sent to our legal counsel requesting review.

**Follow-up Items**

**Person responsible**      **Deadline**

✓ The ASC will be presented with the approved document when it is returned from legal counsel.

David Borden

**Committee Topic:**

**End of Committee Reports**

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**Agenda Item:** Educational Incentive AR# 6.05.001 **Presenter:** Gerry Tucker

**Discussion:** Presented to the Council as "Educational Recognition Award." The Educational Incentive Committee does not support this version. Their request is for a percent increase. Dr. Kinslow supports this revision of AR# 6.05.001. After some discussion, Gerry Tucker will make minor changes to the document. Phyllis will then distribute to council members for comments and/or approval to distribute to ACC associations.

**Decisions/Actions:** Requesting approval to distribute to ACC associations.

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

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**Agenda Item:** Leave Without Pay AR# 6.10.004 **Presenter:** Gerry Tucker

**Discussion:** This rule was approved with minor changes. After the changes Phyllis will distribute to the associations and note that this is REVISED and no major changes made in the content.

**Decisions/Actions:** Distribution of this revised rule.

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

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**Agenda Item:** Drug Free workplace & Drug Free Schools and Communities Act AR# 3.03.003 **Presenter:** Gerry Tucker

**Discussion:** After some discussion it was decided this rule will be returned to the committee for clarification.

**Decisions/Actions:** Gerry Tucker will bring back to the Council.

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓	Gerry Tucker	

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**Agenda Item:** Faculty English Proficiency **Presenter:** Gerry Tucker

**Discussion:** This rule was decided to be tabled.

**Decisions/Actions:** Be returned to the Council.

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓	Gerry Tucker	

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**Agenda Item:** Non-Accrued Leave AR# 6.09.005 **Presenter:** Gerry Tucker

**Discussion:** Minor changes will be made to this administrative rule. The rule will then be sent to Council members for approval to distribute to ACC associations.

**Decisions/Actions:** Phyllis will distribute and post to the web.

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

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**Agenda Item:** Staff Evaluation (NEW) **Presenter:** Gerry Tucker

**Discussion:** It was requested that Council members review the items regarding the PEP program and email comments to Gerry Tucker.

**Decisions/Actions:** This rule will be brought back to the Council.

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

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**Agenda Item:** Leave AR# 6.10.001 **Presenter:** Gerry Tucker

**Discussion:** Minor changes will be made to this administrative rule. The rule will then be sent to Council members for approval to distribute to ACC associations.

**Decisions/Actions:** Phyllis will distribute and post to the web.

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

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**Agenda Item:** Compensatory Time (Exempt Employees) AR# 6.10.012 **Presenter:** Gerry Tucker

**Discussion:** This administrative rule continues to be under discussion. Ben Ferrell will prepare for a presentation to the Professional / Technical Association.

**Decisions/Actions:**

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

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## Other Information

**Next Meeting Date:** March 22, 2007

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

**Location:** SVC, Room 168