

ACC Meeting Name: Administrative Services Council

Approved 4/19/2007

Date: March 22, 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, Linda Morrison, Cary Sowell, Imad Mouchayleh, Gerry Tucker, Bill Mullane, Gilbert Rodriquez, Lisa Buck for Judy Green, Frankie Waller, Bel Smith, Jim Nelson, Becky Cole, and David Borden.

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, and Vida Forrest y Salazar, Professional Development.

Minutes

Agenda Item: Minutes – February 15, 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	

Agenda Item: **Committee Reports**

Committee and Topic: Progressive Discipline Committee: Progressive Discipline Rule for Non Faculty Staffing Table Employees AR# 6.08.003

Chair: David Borden

Decision/Actions: The procedures will be taken back to committee and suggestions made by ASC members discussed. The Committee will work on the Rule and bring this to the ASC.

Follow-up Items	Person responsible	Deadline
✓ Will be brought back to ASC.	David Borden	

Committee and Topic: Grievance Committee: The first meeting of this committee will be April 2, 2007.
Chair: David Borden

Committee and Topic: EHS Task Force: Injury and Illness Prevention Program

Chair: Becky Cole

Decision/Actions: Back in December 2004, EHS Task Force brought forward the Injury and Illness Prevention Program. The task force is bringing forward a revision to promote the “safe” atmosphere which the college is moving toward. The new language adds safety responsibilities to each job description. Brought forward for first review.

Follow-up Items:	Person responsible	Deadline
Becky will incorporate the new language into the total document for clarification. Phyllis will email to council members.	Becky Cole and Phyllis Kalz	

Discussion: This rule has been revised to reflect the organizational title change from “approval of Provost” to “Approval by the Director, Student Support and Success” is required.
This rule was approved by the Council to forward to Dr. Kinslow for his signature approval.

Decisions/Actions: This will be sent to Dr. Kinslow for approval.

Follow-up Items	Person responsible	Deadline
✓	Phyllis Kalz	

Agenda Item: Electronic Presentations

Presenter:

Discussion: The ASC briefly discussed, and approved, using electronic media presentation equipment in place of paper copies for their meetings.

Decisions/Actions: Phyllis to set-up media equipment prior to meetings.

Follow-up Items	Person responsible	Deadline
✓		

Other Information

Next Meeting Date: April 19, 2007

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

Location: SVC, Room 168