

ACC Meeting Name: Administrative Services Council

Approved 6/14/2007

Date: April 19, 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, Linda Schulz for Gilbert Rodriguez, Jerry North, Linda Welsh, Imad Mouchayleh, Susan Smith for Gerry Tucker, Kathy Judge, Frankie Waller, Jim Nelson, Becky Cole, and Judy Van Cleve for David Borden.

Adj. Faculty and SGA Present: Jim Nelson

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

Also attending: Phyllis Kalz, Business Services staff, and Vida Forrest y Salazar, Professional Development; Julie Todaro, Progressive Discipline Committee

Minutes

Agenda Item: Minutes – March 22, 2007 **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
Julie Todaro represented the committee. The rule is being submitted to ASC today and procedures should be completed soon.

Decision/Actions:

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 was April 2, 2007. The members reviewed the suggestions from the March 22, 2007 ASC meeting. The Grievance Committee is scheduled to meet Monday, April 23, 2007.
Julie Todaro for David Borden

Committee and Topic: EHS Task Force
Chair: Becky Cole

Decision/Actions: EHS Task Force brought forward the following for ASC review:
ACC Employee Guidelines for Working in Hot Environments
ACC Contractor Safety Guidelines and Procedures and Associated Forms
ACC Fire System Impairment Procedures and Guidelines
ACC Fire Watch Procedure and Fire Watch Log Sheet

Decision/Actions: These have been provided to ASC members electronically. Please email your comments to Becky Cole by May 15, 2007.

Committee and Topic: Shared Governance: Board Policies for Review
Presenter: Ben Ferrell

Decision/Actions: For shared governance purposes, the following revisions/changes were brought to the ASC: G-4, Capitalization and Depreciation; A-4, Tuition Rates (renumber G-9); E-3, Economic Analysis (renumber G-10); E-6, Investments (renumber G-11); Auxiliary Enterprises (renumber G-12); Cash Reserves and Property Taxes.

Discussion: Linda Welsh suggested these be posted on the web for discussion purposes.

End of Committee Reports

Agenda Item: Contracts AR# 7.02.003 **Presenter:** Ben Ferrell

Discussion: Intent is to designate the Purchasing Department as the authorized agent to oversee all non-employment contracts.
It was suggested that a contract template be created for use by all ACC departments to help manage the contracts, agreements, MOUs, etc., when making a contractual agreement with anyone outside the College.

Decisions/Actions: Ben Ferrell will discuss with legal counsel.

Follow-up Items	Person responsible	Deadline
Will be brought back to council.		
✓	Ben Ferrell	

Agenda Item: Staff Evaluation, Performance Excellence Program **Presenter:** Vida Forrest y Salazar

Discussion: Suggestions were made to the draft and Vida Forrest y Salazar will incorporate the requested changes and the administrative rule will be posted to the draft web site and distributed to association presidents, PLT, PET requesting their comments.

Decisions/Actions: After receiving draft, Phyllis will post to the web and distribute to appropriate individuals with the request for comments be returned to ASC.

Follow-up Items	Person responsible	Deadline
✓	Vida Forrest y Salazar and Phyllis Kalz	

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

Discussion: Different approval levels are within the document. Under Special Circumstances, Educational and Medical Leaves: These are addressed separately under separate headings. Needs to be reviewed for accuracy. Suspension without pay should be noted in this administrative rule since it is an option listed in Progressive Discipline Process.

Decisions/Actions:

Follow-up Items	Person responsible	Deadline
✓		

Agenda Item: Progressive Discipline Rule **Presenter:** Judy Todaro

Discussion: The Progressive Discipline Committee drafted the value statement to reflect the changes in the guidelines/procedures.

Decisions/Actions: Will be posted to the web requesting comments back to the committee.

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

Agenda Item: Volunteer Services **Presenter:** Gerry Tucker

Discussion:

Decisions/Actions: Comments to Gerry Tucker.

Follow-up Items	Person responsible	Deadline
✓ Will be brought back to ASC.	Gerry Tucker	

Agenda Item: Freedom of Expression **Presenter:** Becky Cole

Discussion: It was requested that "first come, first serve" be struck from the document and in its place a sentence placing use limits per semester be inserted.

Decisions/Actions: This suggestion might be already addressed in the guidelines/procedures but the suggestion will be taken back to committee.

Follow-up Items	Person responsible	Deadline
✓	Becky Cole	

Other Information

Next Meeting Date: June 14, 2007

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

Location: SVC, Room 133