

# ACC Meeting Name: ASC

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**Date:** September 13, 2007      **Time:** 1:30 – 3:00 pm  
**Chair:** Ben Ferrell      **Location:** SVC, Rm 133

**Attendees:**

Ben Ferrell, Gerry Tucker, Becky Cole, Linda-Marie Schulz for Gilbert Rodriguez, Bill McCauley for Frankie Waller, David Borden, Jim Nelson, Lisa Buck  
Adj. Faculty Present: Jim Nelson  
SGA Present: Robert Daley

Also attending: Phyllis Kalz, Business Services. Julie Todaro

## *Minutes*

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**Agenda item:** Minutes – July 12, 2007      **Presenter:**

**Discussion:**

**Decision/Actions:** Approved.

**Follow-Up items**

✓ Phyllis will post to ASC web.

**Person responsible**

Phyllis

**Deadline**

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**Agenda item:** FY08 Membership

**Presenter:**

Ben Ferrell

**Discussion:**

Representatives:

SGA: Robert Daley

ACCEA: Lisa Buck

Prof/Tech Association: David Borden

Adjunct Faculty Association: Jim Nelson

Faculty Senate: Linda Welsh

Julie Todaro has requested membership.

**Decision/Actions:** Membership list will be updated.

**Follow-up items**

✓ Phyllis will post new membership on web.

✓

**Person responsible**

Phyllis

**Deadline**

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## COMMITTEE REPORT

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**Agenda item:** Grievance Committee

**Presenter:**

David Borden

**Discussion:**

A brief update on the Grievance Committee was presented by David Borden. The committee is waiting to hear from Faculty Senate and Adjunct Faculty Association for member representation.

**Decisions/Actions:**

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

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END OF COMMITTEE REPORT

**Agenda item:** Naming of Facilities Administrative Rule and Procedure **Presenter:** Ben Ferrell, Gerry Tucker

**Discussion:** Both rule and procedure were approved by Council members to forward to Dr. Kinslow requesting signature approval.

**Decisions/Actions:** Phyllis will prepare and send to Pam for Dr. Kinslow.

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

**Agenda item:** Progressive Discipline for Non Faculty Staffing Table Employees Rule and Procedure **Presenter:** David Borden

**Discussion:** Comments received from associations were reviewed.

**Decisions/Actions:** Both rule and procedure were approved by Council members to forward to Dr. Kinslow requesting signature approval.

<b>Follow-up Items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ HR will create the forms for progressive discipline.	Gerry Tucker	

**Agenda item:** ACC Management Safety Statement Guidelines/Procedures **Presenter:** Becky Cole

**Discussion:** Freedom of Expression; ACCD Fire Watch Program; Fire Protection Systems Impairment Process Guidelines and Procedures; ACC Contractor Safety Guidelines and Procedures; ACC Guidelines for Employees Working in Hot Environments

The above Management Safety Statement procedures were originally emailed to all ASC members for their review and comments back to Becky Cole. No comments have been received. The ASC approved posting these guidelines to the web and sending to association presidents for distribution and requests for comments.

**Decisions/Actions:**

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

**Agenda item:**

**Presenter:**

**Discussion:**

**Decisions/Actions:**

**Follow-up Items**

**Person responsible**

**Deadline**

✓

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### ***Other Information***

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**Next Meeting Date:** October 18, 2007

**Time:** 1:30 – 3:00 pm

**Location:** SVC, Rm 133

**Special notes:**

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