

ACC Meeting Name: Administrative Services Council

Draft 7/23/2008

Date: July 17, 2008 **Time:** 1:30 pm
Chair: Ben Ferrell **Location:** SVC, Rm 168

Attendees:

Present: Ben Ferrell, Susan Thomason, Gerry Tucker, Dean Johnson, Frankie Waller, Bill Mullane, Bel Smith, Gilbert Rodriguez, Lisa Buck, Jim Nelson, Linda Welsh

Adjunct Faculty Present: Jim Nelson

Student Government Association Present: No student present

Also attending: Joe Winer, Business Services

Minutes

Agenda item: Minutes – April 17, 2008 **Presenter:**

Discussion:

Approved.

Decision/Actions:

Follow-Up items	Person responsible	Deadline
✓ Will post to web.	Phyllis Kalz	

Committee Reports / Other

Committee: Recycling & Sustainability Committee **Presenter:** Ben Ferrell

Discussion: First Meeting Scheduled

First meeting of the Recycling & Sustainability Committee is scheduled for Thursday, July 24, 2008 at 1:30 pm – 3:30 pm, SVC 168. The students will be making a presentation at this first meeting.

Committee: Campus Facilities Operations Committee **Presenter:** Ben Ferrell

Discussion:

An update on the Campus Facilities Operations Committee was presented. Campus Manager's requested information on placement of memorials on campus.

Follow-up items	Person responsible	Deadline
✓		

Report: Reports to the Board **Presenter:** Ben Ferrell

Discussion: Facilities Update, Financial Report and FY09 Budget Update

Above reports were reviewed. They can be found on the Board of Trustees web site, Agendas.

Other: Printing of Pay Stubs

Presenter: Gerry Tucker

Discussion: The discontinuance of printing paystubs for ACC employees will be implemented in January 2009.

Other: Tuition Vouchers

Presenter: Gerry Tucker

Discussion: Gerry Tucker will research suggestions on sharing employee vouchers with relatives and also the suggestion of treating the vouchers as we do Sick Leave Pool. Employees can give their vouchers to the pool when needed. Gerry Tucker will gather the data on how many employees use their vouchers.

Agenda Items

Agenda Item: BUSE Review: AR# 3.03.001 Equipment Inventory

Discussion: Submitted for pro-forma review

Approved with minor requested change to value statement. Joe will add language and distribute to ASC members. This rule will be sent to the President's Office.

Decisions/Actions:

Follow-up Items:

Email approval of clarified value statement.

Agenda Item: Management of an Employee Complaint or Grievance AR#6.08.005

Presenter: Gerry Tucker

Discussion: First review. Under *Definitions, Complaint*: Language to be reviewed: "Issues related to compensation, discharge, ADA, sexual harassment and contract disputes are considered in the grievance proceedings."

Follow-up Items:

AR#6.08.005 will be sent to association presidents for distribution members.

Other Information

Next Meeting Date: September 18, 2008

Time: 1:30 pm

Location: SVC, Rm 168

Special notes:
