

ACC Meeting Name:

Draft 2/22/2008

Date: February 21, 2008 **Time:** 1:30 pm
Chair: Ben Ferrell **Location:** SVC, Rm 168

Attendees:

Present: Gerry Tucker, Linda Morrison, Neil Vickers, Gilbert Rodriguez, Julie Todaro, Frankie Waller, Bel Smith, Jim Nelson, David Borden, Lisa Buck

Adjunct Faculty Present: Jim Nelson

Student Government Association Present: None

Also attending:

Minutes

Agenda item: Minutes – **Presenter:**

Discussion:

Minutes were approved via email prior to this meeting.

Decision/Actions:

Follow-Up items	Person responsible	Deadline
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✓

Committee Reports / Other

Committee: Grievance Committee **Presenter:** David Borden

Discussion:

Chair David Borden reported that the committee is in the process of separating out complaints from grievances for ease in managing.

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

Discussion:

Campus Facilities Operations Committee will have their first meeting next Thursday, February 28, 2008,

Follow-up items	Person responsible	Deadline
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Report: Review Categories for Administrative Rules/Procedures **Presenter:** Ben Ferrell

Discussion: Link:

Phyllis Kalz presented information on the process Business Services will use to present reviewed rules/procedures to the Council. A packet containing (an example of) a Pro Forma Review rule, the current posted rule and Board

Policy will be distributed to Council members. All information will be included in the packet whether it be a Pro Forma Review request of a Substantive Review request. The ASC has the option to request a pro forma presented document be declared substantive and request further review of such.

Decisions/Actions: Approved

Motion: The ASC accepts the format presented for the review process of administrative rules / procedures presented by Business Services. Motion approved.

Follow-up Items	Person responsible	Deadline
	Phyllis Kalz	

Agenda Items

Committee	HR Administrative Inventory	
		Gerry Tucker

Discussion

Gerry Tucker presented an inventory of HR rules/procedures that are in the process of being reviewed. They are: Communicable Disease, Termination of Employment, Leave, Non-Accrued Leave, Accrued Leave, Leave Without Pay, Overtime (Non-Exempt) and Ethics. A review form was included. Requested review form back to HR prior to Spring Break.

Decisions/Actions:

Inventory of rules will be distributed to members electronically and comments requested back to Gerry.

Follow-up Items	Person responsible	Deadline
✓	Phyllis Kalz	

Agenda Items

Agenda item:	Compensatory Time for Exempt Employees	Presenter:	Gerry Tucker
Discussion:			
	This rule was approved with minor changes. HR to correct the guidelines/procedures.		
Decisions/Actions:			
Follow-up Items		Person responsible	Deadline
✓		Gerry Tucker	

Agenda item:	Fundraising	Presenter:	Ben Ferrell
Discussion:	Proposed rule.		
	Both rule and procedure were requested to be distributed to ASC members electronically. Phyllis will email.		

Other Information

Next Meeting Date: March 20, 2008

Time: 1:30 pm

Location: SVC, Rm 168

Special notes:
