

ACC Meeting Name: Administrative Services Council

Date: June 18, 2009 Time: 1:30 pm
Chair: Ben Ferrell Location: SVC, Rm 168

Attendees: Becky Cole, Bel Smith, Ben Ferrell, Dr. Mariano Diaz-Miranda, Gerry Tucker, Imad Mouchayleh, Jim Nelson, Linda Morrison, Mary Harris for Mary Hensley, Rebecca Francis, Stan Gunn, Suzanne Ortiz, Domingo Alba, Bill Mullane, Nicholas Rowe, Richard Cutler

Adjunct Faculty Present: Jim Nelson, Richard Cutler
Student Government Association Present: Nicholas Row
Also attending: Phyllis Kalz, Joe Winer, Business Services

Introductions were made to the new SGA representative, Nicholas Row.

MINUTES

Agenda Item:	Minutes – April 23 and 30, 2009	Presenter:
Discussion:	Approved	
Decision/Actions:	Approved. Phyllis will post to ASC web.	
Follow-Up Items:		Person Responsible
√ Post approved minutes to web.		Phyllis Kalz

Committee Reports / Other

Committee: Recycling & Sustainability Committee Update **Presenter:** Bill Mullane

Report: Sustainable Construction and College Operations Rule/Procedure
Memorandum from Administrative Services Council

Discussion: R&S Committee passed the rule/procedure to go forward as a recommendation to the ASC for approval. After minor changes, the ASC approved the Sustainable Construction and College Operations Administrative Rule and Guidelines/Procedures for sending to association presidents and posting to the web requesting comments.

Action: Phyllis will email the rule/procedures to association presidents and post to the ASC web requesting comments back to the ASC.

Committee: Centralization of Administrative Rules and Related Tasks **Presenter:** Joe Winer
Rebecca Francis

Discussion: A coordinator level position is suggested to be created for the purpose of keeping track of all council and committee work flow. It is suggested the EVP, Administration and Finance be placed over this position. Shared Governance Review Council should make a recommendation for the coordinator position to the president. HR would formalize the job description.

Motion: The ASC recommends the creation of a coordinator position be considered by the President for the purpose of keeping track of all council and committee actions to ensure all processes and procedures are followed to completion. Approved.

Committee: EHS Committee **Presenter:** Becky Cole

Discussion: EHS will be joined by Ross Greves, Security Management Director, on June 22, 2009. Posted Emergency Management position. Scheduling interviews for this position in the next week or two. Will be posting an Administrative Assistant to the Security Management Director.

Procedures and guidelines associated with Management Safety Statement:

Items previously discussed at ASC:

- Hazard Communications Program – updated links
- Injury and Illness Prevention Program
- Hazardous Waste Program – updated links
- Blood Borne Pathogen Program
- Fire System Impairment Procedures and Guidelines
- Fire Watch Procedures and Guidelines
- Heat Stress Guidelines
- Contractor Safety Program

New Items: (First Review)

- Personal Protective Equipment Program
- Automated External Defibrillator (AED) Administrative Rule and Guidelines/Procedures
- CDL Drive Department of Transportation Controlled Substance and Alcohol Testing Guidelines/Procedures
- Local Exhaust Ventilation Program Guidelines/Procedures
- Return to Work Administrative Rule
- ACC Space Heater Guidelines

Action: Members are requested to review and send Becky comments electronically for the above. Will implement comments as appropriate.

Committee: Discussion on Political Materials **Presenter:** Gerry Tucker

Discussion: Previous discussions on this topic indicated we have an administrative rule already in place to cover this topic and ACC originally misinterpreted. Gerry Tucker will email this current rule to council members.

Action: Gerry Tucker will email current rule to council members.

Agenda Items

Agenda Item: Travel AR# 7.03.001 Rule/Guideline/Procedure **Presenter:** Joe Winer

Discussion: Updates on Rule: Approved as submitted. Guidelines/Procedures: Approved as submitted.

Actions: Travel AR# 7.03.001 Rule and Guidelines/Procedures was approved and will be sent forward to the President's Office for review and approval.

Agenda Item: Employment of Individuals Under the Americans With Disabilities Act **Presenter:** Gerry Tucker

Discussion: Comments received indicate further review is needed by both the ACC Accessibility Committee and EHS Committee.

Actions: Robert Rogers is on both the above committee and his report will be sent to Gerry Tucker.

Other Information

Ben Ferrell reported to the council that Dr. Kinslow had returned two items for requested changes. Ethics AR# 6.11.001 was reviewed by Dr. Kinslow and requested changes have been sent forward to Gerry Tucker to work with the committee. Smoke Free Environment was returned with a question on the last sentence regarding ACC's goal to become a smoke free institution. *Sentence: It is the goal of the College to have a smoke-free environment.* A copy was returned to Dr. Kinslow with an explanation as to how and why the sentence is included in the rule and procedures.

Next Meeting Date: July 16, 2009

Time: 1:30 – 3:00 pm

Location: SVC, Rm 168