

# ACC Meeting Name: Administrative Services Council

Approved: 11/13/2008

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**Date:** October 16, 2008      **Time:** 1:30 pm  
**Chair:** Gerry Tucker      **Location:** SVC, Rm 168

**Attendees:**

Present: Rebecca Robinson-Francis, Suzanne Ortiz, Becky Cole, Imad Mouchayleh, Elysia Morrison, Stan Gunn, Linda Morrison, Gerry Tucker, Bel Smith, Linda Welsh, Reed Stoddard

Adjunct Faculty Present:

Student Government Association Present: Elysia Morrison

Also attending: Joe Winer, Business Services

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## Minutes

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**Agenda item:** Minutes – No minutes.      **Presenter:**

**Discussion:**

**Decision/Actions:**

Follow-Up items	Person responsible	Deadline
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## Committee Reports / Other

**Committee:** Recycling and Sustainability Committee      **Presenter:** Elysia Morrison

**Discussion:** Status Report

The student representative reported on the four phase program for recycling at the College. The committee discussed the program for employees which will be implemented November 4, 2008.

**Committee:**      **Presenter:**

**Discussion:**

Follow-up items	Person responsible	Deadline
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**Report:** Reports to the Board      **Presenter:**

**Discussion:** Facilities Update, Financial Report

They can be found on the Board of Trustees web site, Agendas.

**Other:**  
**Discussion:**

**Presenter:**

**Other:**  
**Discussion:**

**Presenter:**

### **Agenda Items**

**Agenda Item:** 6.08.005 Management of an Employee Complaint Or Grievance Rule and Procedure **Presenter:** Gerry Tucker

**Discussion:** Gerry Tucker presented the above named rule/procedure. After discussion, the requested changes will be made and then distributed to ASC members for review and comments.

**Decisions/Actions:** Revised 6.08.005 will be distributed to members and then posted on line for review and comments.

**Follow-up Items:**

**Agenda Item:** 7.03.001 Travel Rule and Procedure **Presenter:** Joe Winer

**Discussion:** Joe Winer presented the above named rule/procedure. After discussion, the requested comments / changes will be updated.

**Follow-up Items:**

### ***Other Information***

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**Next Meeting Date:** November 13, 2008

**Time:** 1:30 pm

**Location:** SVC, Rm 168

**Special notes:**

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