

ACC Meeting Name: Administrative Services Council

Draft: 1/23/2008

Date: January 22, 2009 **Time:** 1:30 pm
Chair: Ben Ferrell **Location:** SVC, Rm 168

Attendees:

Present: Ben Ferrell, Stan Gunn, Erica Breedlove for Gerry Tucker, Linda Morrison, Reed Stoddard, Imad Mouchayleh, Frankie Waller, Rebecca Brock, Jim Nelson, Richard Cutler, Rebecca Francis, Suzanne Ortiz

Adjunct Faculty Present: Jim Nelson, Richard Cutler

Student Government Association Present: None

Also attending: Joe Winer, Business Services

Minutes

Agenda item: Minutes – November 11, 2008 **Presenter:**

Discussion: Approved.

Decision/Actions: Phyllis will post pdf to web

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

Committee Reports / Other

Committee: Recycling and Sustainability Committee **Presenter:**

Report: Report

Discussion: Christina Chapman could not attend the ASC meeting today sent an updated report and spreadsheet on student recycling activities. Ben Ferrell and Reed Stoddard provided additional information.

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

Discussion:

Campus Managers have asked for ability to view all Work Order Tracking data. Discussion on a smoking administrative rule has been requested for the January 29, 2009 agenda. Requested EHS's committee report on smoking, non-smoking and designated smoking areas.

Follow-up items	Person responsible	Deadline
✓ Phyllis will add items to agenda	Phyllis Kalz	

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

Discussion: Facilities Update, Financial Report

To view the November 3, 2008 Board Reports, visit this link: <http://www.austincc.edu/board/agmin.php>

Other:

Presenter:

Discussion:

Agenda Items

Agenda Item: Travel Rule and Procedure AR# 7.03.001 **Presenter:** Ben Ferrell

Discussion:

The requested changes from the October 23, 2008 ASC meeting were discussed.

Decisions/Actions: Approved. Travel Rule and Procedure will be revised to reflect agreed upon changes and then posted to the web (for 20 working days) requesting comments from employees.

Follow-up Items: Phyllis will post to web and send out to association presidents for distribution.

Follow-up Items:

Miscellaneous Discussion: Management of an Employee Complaint or Grievance AR# 6.08.005 was sent to association presidents on November 3, 2008 requesting review and comments. ASC would like to vote on this January 22, 2009. Request of a cover letter be sent with approved rule / procedure to employees which would explain who was on committee, rationale behind rule / procedure requested changes. More clarification to employees.

Other Information

Next Meeting Date: February 19, 2009

Time: 1:30 pm

Location: SVC, Rm 168

Special notes: Grievance Procedures on agenda.
