

ACC Meeting Name: Administrative Services Council

Date: April 23, 2009 Time: 1:30 pm
Chair: Ben Ferrell Location: SVC, Rm 168

Attendees: Ben Ferrell, Mary Hensley, Linda Morrison, Adam Oliphant, Dot Dearing, Becky Cole, Imad Mouchayleh, Gerry Tucker, Rebecca Robinson-Francis, Jim Nelson, Suzanne Ortiz, Stan Gunn, Bel Smith, Domingo Alba for Mariano Diaz-Miranda, Bill Mullane, Becky Brock, Reed Stoddard

Adjunct Faculty Present: Jim Nelson
Student Government Association Present: Adam Oliphant
Also attending: Sandra Shannon, UT; Jacqueline Pieczynski, Internal Audit; David Lydic, Ethics Committee; Phyllis Kalz, Joe Winer, Business Services

MINUTES

Agenda Item: Minutes – February 19, 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 **Presenter:** Bill Mullane

Report: Next meeting is Thursday, April 30, 2009

Discussion: Andrew “Andy” Kim is our new Environmental Stewardship Director. He is meeting with groups and departments. Andy is ready to come to meetings and listen to comments and thoughts. He will be attending the R&S Committee meeting April 30, 2009.

Agenda Items

Agenda Item: Smoke Free Environment Rule / Procedure **Presenter:** Gerry Tucker

Discussion: The rule and procedure was introduced with the goal of September 2011 smoke free campus date being deleted from both rule and procedure. This was the main concern expressed from associations. SGA distributed their survey and this is posted on the ASC web also.

Decisions/Actions: Motion: Line 16 and 17 of the rule is amended as follows: *It is the goal of the college to have a smoke free environment.*

Roll Call Vote:

Yes: Becky Cole, Gerry Tucker, Linda Morrison, Imad Moucheylah, Mary Hensley, Reed Stoddard, Domingo Alba for Mariano Diaz-Miranda, Becky Brock, Suzanne Ortiz, Ben Ferrell

No: Stan Gunn, Adam Oliphant, Jim Nelson, Rebecca Robinson-Francis

Abstain: Bel Smith

Vote: 10 Yes; 4 No; 1 Abstain

The ASC approved the rule and procedure as amended and will now send forward to the president's office for signature approval.

Agenda Item: Resolution of an Employee Complaint **Presenter:** Gerry Tucker
or Grievance AR# 6.08.005 RULE

Discussion: Because of the changes requested by the ASC at the last meeting, the two drafts presented by HR and the committee were integrated and presented today. Line by line discussion took place as follows:

Value Statement – Approved.

Rule

Paragraph #1: Approved as is; #2: Approved as is; #3: Amended: Wording deleted: ~~In no case may both a complaint and a grievance be filed in relation to the same concern.~~ #4: Approved as is; #5: Approved as is; #6: Requested that language on the web be aligned with this new wording; #6: Wording requests: leave in the word *including*, add *appropriate* to line, delete line; #7: Approved as is; #8: Approved as is;

3:00 pm Vote was taken as to whether to stop the meeting now.

Motion: A motion was made to stop the meeting now.

Vote:

For : 5

Opposed: 8

Abstain: 2

Motion failed. Meeting continued with discussion on #9: complaint ~~or a~~ grievance *or in participation of mediation or non participation in mediation.*

Decisions/Actions: Special meeting called for Thursday, April 30, 9:00 am to review Definitions and Resolution of an Employee Complaint or Grievance Guidelines/Procedures. It is requested that any comments be sent to Phyllis regarding Definitions. A deadline date for response will be given. Please send guidelines/procedures comments to Phyllis prior to the in preparation for the meeting.

Agenda Item: Revised Ethics AR# 6.11.001

Presenter: Imad Mouchayleh
David Lydic

Discussion: First review. Presenting a revision of AR# 6.11.001. The rule and guidelines/procedures have been added to but not deleted from. Workgroup of four individuals. The workgroup borrowed language from other universities. Imad presented a brief overview of the rule and procedure. Gerry Tucker asked if they had considered a code of conduct vs. administrative rule. Dr. Kinslow did not want a code of conduct written.

Decisions/Actions: The ASC approved posting the Ethics Rule and Guidelines/Procedures on the web and distributing to association presidents requesting comments back to the ASC.

Other Information

Next Meeting Date: April 30, 2009

Time: 9:00 am

Location: HBC, Rm 410