

ACC Meeting Name: Administrative Services Council

Draft: 11/14/2008

Date: November 13, 2008 **Time:** 1:30 pm
Chair: Ben Ferrell **Location:** SVC, Rm 168

Attendees:

Present: Susanne Ortiz, Rebecca Robinson-Francis, Jim Nelson, Joe Winer, Linda Morrison, Stan Gunn, Gerry Tucker, Reed Stoddard, Mary Hensley, Linda Welsh, Bel Smith

Adjunct Faculty Present: Jim Nelson

Student Government Association Present: None

Also attending: Joe Winer, Business Services

Minutes

Agenda item: Minutes – October 16, 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:** Elysia Morrison

Discussion: [Report](#)

Elysia Morrison sent the recycling report and Ben Ferrell read to council. Labels are needed for the new recycling containers throughout the College. Reed Stoddard will see that these labels get ordered. EHS and Students will arrange a walk-thru of the Campus to view bin locations. Students will be providing a recycling video (link coming soon) as well as our ACC recycling 101 video. Students launched an awareness campaign.

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: January 22, 2009

Time: 1:30 pm

Location: SVC, Rm 133

Special notes: Non-Smoking on January agenda.
