

# ACC Meeting Name: Administrative Services Council

Date: February 19, 2009                      Time: 1:30 pm  
 Chair: Ben Ferrell                              Location: SVC, Rm 168

Attendees: Becky Cole, Bel Smith, Ben Ferrell, Bill Mullane, David Dunkin, Gerry Tucker, Imad Mouchayleh, Jim Nelson, Julie Todaro, Linda Morrison, Mary Harris for Mary Hensley, Rebecca Francis, Reed Stoddard, Suzanne Ortiz

Adjunct Faculty Present: Jim Nelson

Student Government Association Present: David Dunkin

Also attending: Phyllis Kalz, Joe Winer, Business Services; Don Becker, Grievance Committee Rep.

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## MINUTES

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**Agenda Item:** Minutes – January 22, 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

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## Committee Reports / Other

**Committee:** Recycling & Sustainability Committee                      **Presenter:** Not Present

**Report:** Next meeting is Thursday, February 26, 2009

**Discussion:** [Agenda Item 8552](#): Discussion on C-9 Policy and administrative rule and guideline/procedure will be discussed at the next committee meeting February 26. Several applications have been received for the Director, Environmental Stewardship position. A hiring committee is being formed. A grievance was filed with SGRC (Shared Governance Review Council) that this position was not taken to the committee for review. It has been resolved.

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**Committee:** Campus Facilities Operations Committee                      **Presenter:** Not Present

**Report:** Next meeting is Thursday, February 26, 2009

**Discussion:** None

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**Committee:** EHS committee

**Presenter:** Becky Cole

**Report:** Have not had any current meetings. Department is trying to fill four positions.

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**Report:** Financial and Facilities Reports

**Presenter:** Ben Ferrell

**Discussion:** Budget Forums are being scheduled to explain in depth the memo that Dr. Kinslow sent to ACC Faculty and Staff on January 30, 2009, [The Economy/Implications for ACC](#). Our discussion will be "What can we do in 2010 to get us through 2011, 2012."

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**Item:** Centralization of Administrative Rules

**Presenter:** Gerry Tucker

**Discussion:** The College is at a point in its growth where it needs a position to monitor, update, and keep accurate track of the administrative rules and council/committee processes. At this time, none of these activities are coordinated by one office. It is being suggested that the ASC, as lead council, move to suggest all of these duties be rolled into a single position – Business Analyst position within BUSE. (Joe is currently an Hourly, Business Analyst within Business Services.) Gerry recommended that Joe meet with Pam Sutton for understanding of her responsibilities in the process and report back to Gerry Tucker. This new position would oversee management and structure of councils and have a technical writer in which all the rules/procedures would pass through.

**Decision/Action:** The ASC created an ad hoc committee: Joe Winer and Rebecca Francis. They are charged with researching the centralization of all activities pertaining to councils and committees – technical writing, web posting, minutes, etc. Their findings will be reported back to Gerry Tucker and the ASC.

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## Agenda Items

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**Agenda Item:** Changes to PEP Program

**Presenter:** Terry Mouchayleh, Martha Perez

**Discussion:** Terry Mouchayleh distributed the new PEP Annual Employee Performance Review form for ASC review. Changes are in italics. View presented document [here](#).

**Decisions/Actions:** PEP will be updated with changes/suggestions and sent back, electronically, to ASC for shared governance purposes only. ASC approved with updated changes/suggestions.

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**Agenda Item:** Management of an Employee Complaint or Grievance AR# 6.08.005

**Presenter:** Don Becker

**Discussion:** The grievance sub-committee met on February 10, 2009 charged with the task of reviewing AR 6.08.005 Rule and Guidelines/Procedures. Attached are suggested committee rewrites:

[Memo from David Borden](#), Chair, Grievance Rule Sub-Committee RE findings.

\*Rule: [Clean copy](#); [JW/DB comments copy](#); [JW comments copy](#)

\*Guidelines/Procedures; [Clean copy](#), [JW/DB comments copy](#)

\*Comment Key: **Red** – Joe Winer; **Blue** – Don Becker; **Green** – Don Becker misc comments.

Because of the number of different drafts of this rule/procedure, the document being brought forward from HR and the document brought forward from the new grievance committee will be compared and major changes identified. HR will combine the two documents and present a final rule/procedure to the ASC for approval at their next meeting, April 23, 2009.

**Decisions/Actions:** Will be on next agenda for approval.

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**Agenda Item:** No Smoking Administrative *DRAFT* [Rule](#) / [Proc](#)     **Presenter:** Gerry Tucker/Joe Winer

**Discussion:** After some discussion, Gerry Tucker and Joe Winer will insert the requested changes into the rule and procedures and bring back to the ASC at the next scheduled meeting.

**Decisions/Actions:** Draft will be presented to the Campus Facilities Operations Committee on Thursday, February 26, 2009.

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### Other Information

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**Next Meeting Date:** April 23, 2009

**Time:** 1:30 pm

**Location:** SVC, Rm 168