

ACC Meeting Name: Administrative Services Council

Date: September 17, 2009 Time: 1:30 pm
 Chair: Ben Ferrell Location: SVC, Rm 168

Attendees: Becky Cole, Bel Smith, Ben Ferrell, Gerry Tucker, Jim Nelson, Richard Cutler, Michiel Davis, Reed Stoddard, Frankie Waller, Marissa Burill,

Adjunct Faculty Present: Jim Nelson, Richard Cutler

Student Government Association Present: Avy Gonzalez

Also attending: Whitney Feil for Phyllis Kalz, Joe Winer, Business Services, Bobetta Burns for Gerry Tucker

Introductions were made to the new SGA representative, Avy Gonzalez.

MINUTES

Agenda Item: Minutes – June 18, 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: Environmental Health and Safety Committee Update **Presenter:** Becky Cole

Discussion: Environmental Health and Safety documents that have been brought previously to ASC for review are posted at <http://accweb.austincc.edu/ehs/ascdocumentreview.php>.

Action: Members are requested to review the documents on the website and send Becky comments electronically. Becky will implement comments as appropriate.

Committee: Environmental Health and Safety Committee Update **Presenter:** Becky Cole

Discussion: Changes to Committee Membership of Environmental Health and Safety Committee. Want to add members to fill the following spots: Campus Police Chief, Sciences Safety Assignment, Health Sciences Compliance Coordinator, Dean/Faculty Arts/Humanities,

IT/Video Services, Purchasing/Warehouse, Facilities and Student Government Association representative.

Motion: ASC recommends the changes to the Environmental Health and Safety Committee membership list.

Action: Becky will send list of additional members to Dr. Kinslow for recommended changes to committee membership list.

Committee: Environmental Health and Safety Committee **Presenter:** Becky Cole

Discussion: Storage of items on campus and in the hallways.

Committee: Financial Report and Facilities Update **Presenter:** Ben Ferrell

Discussion: Finances have been reported to the Board and are posted on the web. Budget is doing well so far this year. Round Rock is underway, Rio Grande is under construction.

Committee: Discussion on Political Materials **Presenter:** Gerry Tucker

Discussion: Previous discussions on this topic indicated we have an administrative rule already in place to cover this topic. It has been discussed to have the Ethics Committee put this section in the Ethics Rule.

Action: Gerry will follow up with Phyllis regarding Political Materials.

Agenda Items

Agenda Item: Educational Recognition Award Guidelines **Presenter:** Bobetta Burns/Gerry Tucker
AR#6.09.006

Discussion: Guideline being changed because the old rule stated that an employee received a step, the new rule that has been updated by ASC is that the employee gets a stipend.

Actions: Members are requested to review the documents and send Joe Winer minor changes that need to be made. Draft will then be posted to the website for Association's comments.

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Agenda Item: Employment of Workers and Trainers **Presenter:** Gerry Tucker
In H-1B Nonimmigrant Status AR and Guidelines

Discussion: Have made the rule very short by removing some of the information in the rules and moving it to the guidelines. We are hiring people in H-1B status which makes these changes important.

Actions: Members are requested to review the documents and send Joe Winer minor changes that need to be made. Draft will then be posted to the website for Association's comments.

Agenda Item: Placement Credit for Adjunct Faculty **Presenter:** Gerry Tucker
AR #4.06.004

Discussion: One Minor change, 30 needs to be changed to 15 due to implementation in 2007.

Actions: Members are requested to review the documents and send Joe Winer minor changes that need to be made. Draft will then be posted to the website for Association's comments.

Agenda Item: Harassment Prevention AR#6.02.001 **Presenter:** Gerry Tucker

Discussion: Minor changes have been made including value statement.

Actions: Members are requested to review the documents and send Joe Winer minor changes that need to be made. Draft will then be posted to the website for Association's comments.

Other Information

Sustainable Construction and College Operations Rule/Procedure has been forwarded for Associations review and is on the web. The Board has passed C-9 Policy for Sustainable Practices. When the Board passes a policy we develop the administrative rules to make it work. Ben is meeting with Capital Metro to discuss the bus passes. The Capital Metro proposal that was presented to the Board at the last meeting can be found on the Board website. ACC is one of 392 universities that have signed the President's commitment on climate change and as a part of that there is a responsibility to come up with a blue print of what you are going to do. The deadline for those blue prints was Tuesday (Sept 15th). At this point, ACC is part of only 22% of colleges who have signed the commitment to follow through and submitted the blue print.

Next Meeting Date: October 15, 2009

Time: 1:30 – 3:00 pm

Location: SVC, Rm 168