

**ADMINISTRATIVE SERVICES COUNCIL
MEETING AGENDA
February 14, 2012, HBC 502
1:30-3:00 PM**

I. Committee Reports / Other

- A. Minutes – December 6, 2011 – (*Attendance update*)

II. Consent Item(s) (*Web Distribution and/or President's Office*)

- A. Ethics AR# 6.11.001 [Gerry Tucker]
B. Collection, Custody and Disbursement of College Funds AR# 3.03.004
[Neil Vickers / ASC 3-yr review]
C. Retirement AR# 6.09.003 [Gerry Tucker / ASC 3-yr review]
D. Posting of Position Openings AR# 6.03.001 [Gerry Tucker]
E. Grants AR# 3.01.004 [Neil Vickers / ASC 3-yr review]
F. Role of the ACC Jazz Ensemble AR# 4.01.019 [Neil Vickers / ASC 3-yr review]

III. Proposed Rules for Approval / Discussion / Review

- A. **HR 3-year Review Process** (*Reviews needed for SACS and HR 3-yr review*)
1. Personnel Actions AR# 6.01.002 1st review
2. Placement of Interns AR# 6.05.003 1st review
3. Employment of Hourly Personnel AR# 6.05.006 1st review
4. Procedures for New Hires AR# 6.05.007 1st review
5. Employment of Personnel AR# 6.06.002 1st review
6. Dual Employment AR# 6.06.003 1st review
7. Termination of Non-Contractual Employees AR# 6.08.002 1st review
8. Transfer/Reassignment of Employee AR# 6.08.004 1st review
9. Personal Status Change AR# 6.09.001 1st review
10. Sick Leave Pool RULE AR# 6.09.010 1st review
12. Sick Leave Pool G/P AR# 6.09.0101st review
13. Holidays AR# 6.10.006 1st review
B. Payroll Problem Notification AR# 6.10.011; Payroll AR# 6.10.010; Payroll Deductions AR# 6.10.014 [Neil Vickers]
C. Accrued Leave AR# 6.09.009 [Faculty Senate – Terry Thomas] 1st review
D. Non-Accrued Leave AR# 6.09.005 [Faculty Senate – Terry Thomas] 1st review

(Below For Informational Purposes Only)

IV. Forward for President's Review and/or Approval

- A. Smoke Free Environment AR# 3.01.001
B. Educational Recognition Award AR# 6.09.006
C. Legal Counsel AR# 3.07.001

V. Forward for Draft Review by Associations and Web Posting

- A. 1. Posting of Position Openings AR# 6.03.001 (*web posting 12/16/2011*) [Gerry Tucker]
2. Employee Orientation AR# 6.09.002 (*web posting 12/16/2011*) [Gerry Tucker]
3. Retirement AR# 6.09.003 (*web posting 12/16/2011*) [Gerry Tucker]
4. Grants AR# 3.01.004 (*web posting 12/16/2011*) [Neil Vickers]
5. Collection, Custody and Disbursement of College Funds AR# 5.03.004 (*web posting 12/16/2011*) [Neil Vickers]
6. Ethics AR# 6.011.001 (*web posting 12/16/2011*) [Gerry Tucker]
7. Role of Jazz Ensemble AR# 4.01.019 (*web posting requesting to rescind*)

See link: <http://www.austincc.edu/busdept/ASC/ASCindex.php>

VI. Future scheduled meetings/topics:

A.

FY 2012		
February 14, 2012	1:30 – 3:00 PM	HBC, Room 502
March 2012: NO MEETING		
April 17, 2012	1:30 – 3:00 PM	HBC, Room 502
May 22, 2012	1:30 – 3:00 PM	HBC, Room 502
June 19, 2012	1:30 - 3:00 PM	HBC, Room 502
July 17, 2012	1:30 – 3:00 PM	HBC, Room 502