

ACC Meeting Name: Administrative Services Council

Date: January 21, 2010 Time: 1:30 pm
Chair: Ben Ferrell Location: SVC, Rm 168

Attendees: Ben Ferrell, Tony Owens, Bel Smith, Becky Cole, Rebecca Francis, Frankie Waller for Mary Hensley, Domingo Alba, Gerry Tucker, Linda Morrison, Neil Vickers, Patti Singleton, Matthew Pappas, Richard Cutler, Nicole Bell.

Adjunct Faculty Present: Matthew Pappas, Richard Cutler
Student Government Association Present: None
Also attending: Phyllis Kalz, Joe Winer, Eva Garza, Business Services; Debbie Kopp, Barbara Begg, Interpreters; David Borden, Grievance Committee Chair; Linda Welsh.

MINUTES

Agenda Item: Minutes – November 19, 2009 **Presenter:**

Discussion:

Decision/Actions: Approved as submitted. Phyllis will post to ASC web.

Follow-Up Items:	Person Responsible
Post approved minutes to web.	Phyllis Kalz

Committee Reports / Other

Report: Inclusion of Bullying Language Legal Opinion **Presenter:** Gerry Tucker / Ben Ferrell

Discussion: We received the requested opinion from legal Council. Ben Ferrell quoted Myra McDaniel's suggestion: "I suggest that ACC could describe harassment that a reasonable person would find hostile based on the severity, nature and frequency of the conduct as prohibited conduct and delete references and definitions for the term bullying." We should put that information into our policy.

Patti Singleton distributed a document entitled "Harassment Prevention" Proposal prepared by Terry Thomas, Senator, PIN.

Decision/Actions: The ASC is in agreement to research and place within our administrative rules, additional language to cover harassment; even though it is not sexual or racial, it is still prohibitive conduct. Gerry Tucker will bring a report back to the ASC February 2010 meeting.

Committee: Grievance Rule/Procedure Subcommittee Report **Presenter:** David Borden

Discussion: Submitted to ASC from Chair, Grievance Rule and Procedure Subcommittee of the ASC, David Borden. Memorandum with recommendations, Attachment B and Attachment C. Discussion took place on the memorandum and its recommendations.

Decision/Action: Discussion will need to continue at a future meeting. **Motion** (Richard Cutler): Take this back to associations and include consideration of attachment C as a substantive change. **Motion withdrawn.**

Motion: (Gerry Tucker): That the ASC accept the report submitted by the subcommittee and that we provide a report to ASC members with a section to reflect discussion of recommendation 3 thru 5: Recommendation 3: either party can notify the other party of an extension; each party is allowed one extension of that request and HR would monitor the disposition of the deadline appeal. Recommendation #4: Change timeline to appeal after a termination from 10 days to 30 days. Recommendation #5: Appealing to Board of Trustees: ACC Board is a policy-making body and, according to their own policy, should not be involved in day-to-day College business. (SACS requirement.)

Gerry Tucker to ready memorandum for distribution. On Agenda for next meeting: Do we accept individual recommendations or not?

Report: AR# 3.03.011 Creation, Modification, Rescission of Administrative Rules and Guidelines/Procedures: Applying to the ASC **Presenter:** Ben Ferrell/Phyllis Kalz

Discussion: We (ASC) had talked previously about how we would like to receive and track rules and guidelines/procedures. Ben spoke with Faculty Senate about the issues and would like to follow a standard system of implementing the shared governance process – hopefully for all councils. We have an administrative rule and guidelines/procedures (3.03.011) in place. In just a few minutes we will discuss how we, the ASC, will implement the directives in 3.03.011. I (Ben) would like to have brought to the ASC the original document with “track changes” to show any change or proposed change, along with comments and rationale from the developer. This would be made available for all. I would like all the guidelines/procedures followed strictly in bringing anything to the ASC.

AR# 3.03.011 Rule: Administrative Implementation of Board Policy and Board Delegated Areas
AR# 3.03.011 Guideline/Procedure: Creation, Modification, Rescission of Administrative Rules and Guidelines/Procedures
Ben requested all read these and follow the procedures.

Phyllis introduced the in-house spreadsheet for tracking rules and guidelines/procedures brought to the ASC. The spreadsheet is based on language from 3.03.011. (*Developer* being one example.) Column titles were explained. Discussion took place regarding the actual guideline/procedure. Linda Welsh requested information on where the guideline/procedure is that should be followed; answer: AR#

3.03.011. Faculty Senate would like the history on how this guideline/procedure was developed and signed.

Decision/Actions: Gerry Tucker - **MOTION:** That we adopt the format that Phyllis has brought forward with the suggested changes accepted; that we form a subcommittee to look at the guidelines and to create procedures for the ASC, not to change the rule, but to create procedures that affect this body and our process. Committee as follows:

Linda Welsh – Faculty Senate

Richard Cutler – Adjunct Faculty Association

Nicole Bell – Classified Association

Rebecca Francis – Professional/Technical

Gerry Tucker – HR

ASC: Phyllis Kalz, Joe Winer

Motion: Approved.

Agenda Items

Agenda Item: Pro-forma Review/Approval AR# 6.05.004 **Presenter:** Terry Bazan
College work-Study Program

Discussion: Appropriate titles were changed in this rule.

Actions: Approved as presented.

Other Information

Adjourned at 3:05 pm.

Next Meeting Date: February 18, 2010

Time: 1:30 – 3:00 pm

Location: SVC, Rm 168