

ACC Meeting Name: Administrative Services Council

Date: April 21, 2011

Time: 1:30 pm

Chair: Ben Ferrell

Location: HBC, Rm 201

Attendees: Anthony Owens, Becky Cole, Ben Ferrell, Gerry Tucker, Linda Welsh, Nicole Bell, Rebecca Francis, Bill Mullane

Adjunct Faculty Present: Richard Cutler, Matthew Pappas

Student Government Association Present: Sophia Downing

Also attending: Phyllis Kalz, Joe Winer, Shari Rodriquez, Business Services; Andy Kim, Director Sustainability

AGENDA

Approval of Agenda for April 21, 2011: Approved.

MINUTES

Agenda Item: Minutes – February 17, 2011

Presenter:

Discussion: Approved.

Decision/Actions: Minutes approved as submitted.

Follow-Up Items: Phyllis will post to ASC web.

Person Responsible Phyllis Kalz

Committee Reports / Other

Other: ACC Employee Innovations Program

Presenter: Shari Rodriquez

Discussion: Results from the first meeting of the formative committee were reported. One topic brought from the committee is employee exclusions to the program. The committee finds that members of PLT, ASC and Innovation Committee members will not be eligible to participate in the program as they are privy to first hand information.

Decision/Actions: Discussion took place on the exclusions recommendation. We could instill this as a guideline as the committee goes forward. Updates are posted on the ACC Employee Innovations Program web site. Updates will be distributed to ASC members for distribution to their associations.

Motion: A motion was made by Richard Cutler that the Formative Committee work through an online process with the intent of keeping the ASC apprised of the Formative Committee's recommendations and to receive feedback from the ASC as they work through the program structure.

Motion: Approved.

Follow-Up: May 17 and June 23 are next formative committee meetings.

Agenda Items

Agenda Item: Recycling and Sustainability Recommendation - **Presenter:** Andy Kim
Green Car Parking Space Increase in all Campuses by 3%
And ACUPCC Agreement – Climate Neutrality

Discussion: Climate Action Plan – Climate Neutrality, The R&S Committee is requesting approval for the recommendation that the College adopt a Climate Neutrality Plan with a goal of 2050.

Action: The ASC voted to accept the recommendation of the Recycling and Sustainability Committee that ACC adopt the Climate Neutrality Plan with a goal of 2050.

Discussion: Green Car Parking Space: Andy Kim presented a recommendation from the Recycling and Sustainability Committee to increase Green car parking at campuses by 3% of total parking capacity.

Nicole Bell, ACCCEA representative, requested the "Green" spots be moved from "front door" privileges to other areas in the parking lot for compact parking.

Sophia Downing, SGA President, suggested cash incentives by giving a parking fee discount for the Green Car owners to ensure the Green Car parking space utilization.

Council discussed the Park and Ride option as well as the shuttle service for the overall transportation topic.

Nicole Bell moved to accept the committee's recommendation to increase Green Pass Car parking by 3%. No official vote was taken for this motion.

Action: Linda Welsh requested chart and recommendation be provided to ASC members to take back to their associations. This request was accepted.

Follow-up: Phyllis will post both power point presentations to the ASC web site. Both power point presentations will be sent to council members.

Agenda Item: Identity Theft Prevention Program **Presenter:** Becky Cole
Rule and Guideline/Procedure 1st Review

Discussion: Becky Cole presented both the rule and guideline/procedure for Identity Theft Prevention Program. This is a federal program. The council members will review these documents on the EHS web site and request feedback from their members.

Action: ASC members are asked to send feedback to Becky Cole.

Follow-up: Will be brought back to Council.

Agenda Item: Harassment Rule and Guideline/Procedure **Presenter:** Gerry Tucker
2nd review

Discussion: Discussion took place on both the rule and guideline/procedure. The rule was reviewed and approved. There were no changes requested to the guideline/procedure so that too was approved.

Action: The ASC approved the Harassment Rule and Guideline/Procedure to send forward to the President's office for signature approval.

Follow-up: Phyllis will send to President's office.

Other Information

Adjourned: 3:01 PM

Next Meeting Date: June 16, 2011

Time: 1:30 – 3:00 pm

Location: HBC, Rm 201