

# **ACC Meeting Name: Administrative Services Council**

Date: March 4, 2010

Time: 1:30 pm

Chair: Ben Ferrell

Location: SVC, Rm 168

Attendees: Ben Ferrell, Tony Owens, Robert Rogers for Becky Cole, Frankie Waller for Mary Hensley, Imad Mouchayleh, Maria Burill, Nicole Bell, Matthew Pappas, Richard Cutler.

Adjunct Faculty Present: Matthew Pappas, Richard Cutler

Student Government Association Present: None

Also attending: Phyllis Kalz, Joe Winer, Business Services

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## **MINUTES**

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**Agenda Item:** Minutes – January 21, 2010

**Presenter:**

**Discussion:**

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

**Follow-Up Items:**

Post approved minutes to web.

**Person Responsible**

Phyllis Kalz

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## **Committee Reports / Other**

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**Report:** Creation, Modification, Rescission of Administrative Rules and Guidelines/Procedures

**Presenter:** Phyllis Kalz

**Discussion:** Presented to the ASC members: 1. ASC Guide Overview; 2. 1<sup>st</sup> and 2<sup>nd</sup> Review Preparation; 3. ASC Submission Form, ASC Comments Summary.

This internal process is to track history of rules/guidelines brought forward to the ASC. The overview applies highlights from 3.03.011 that we will use as a council in our internal process. The next document reviews the process the ASC members will use when bringing forward documents for 1<sup>st</sup> and 2<sup>nd</sup> review. The important point brought forward is that the document for 1<sup>st</sup> review will be copied from the approved rule/guideline on the administrative rule inventory site. The document for 2<sup>nd</sup> review will be the approved ASC DRAFT located on our ASC web page. The Word.doc will be available from Phyllis Kalz upon request. Another important aspect of keeping history on these items is the instructions of using mark-ups and track changes and comments so from document to document, all changes will be noted and rationale stated.

**Decision/Actions:** Council members agreed to use the internal process suggested and begin implementing this internal process immediately.

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## Agenda Items

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**Agenda Item:** Ethics AR# 6.11.001

**Presenter:** Imad Mouchayleh

**Discussion:** Comments were collected by the Ethics committee and presented to the ASC. Committee suggested changes were reviewed by the council and accepted. A motion was made to forward the rule and guidelines/procedures to the President's office requesting Dr. Kinslow's signature approval.

**Actions:** Motion: The ASC recommends the AR# 6.11.001 Ethics Rule and Guidelines/Procedures be approved as submitted and forward these to the President's office for signature approval.

Motion approved.

8-Yes

1-Abstain

**Follow-up:** Imad will send clean version of rule and guidelines/procedures to Phyllis. Joe will review and Phyllis will send to President's office requesting signature approval.

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## Other Information

Adjourned at 2:35 pm.

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**Next Meeting Date:** April 15, 2010

**Time:** 1:30 – 3:00 pm

**Location:** SVC, Rm 168