

## Classified Employees Council Monthly Meeting Minutes

**Date:** October 30, 2008

**Time:** 2:00 p.m.

**Place:** Washington Street Campus, Private Dining Room 106

**Members Present:** Holly Hicks, Felicity Swann, Mike Jager, Corey Willis, Catfish Evans, Suzette Overstreet, Dave Snelson, Gina Garrett, Lissa Merchant, Connie deJesus

**Members Absent:** Tina Maloney

Meeting called to order at 2:00 p.m. by Holly Hicks.

**Presidents Report:** presented by Dr. Matney

Discussed Board meeting held in Hereford. According to Daniel Esquivel, the registration number has dropped a little in Hereford, but there are 300 academic and 80 continuing education students. Hereford is doing well.

Dr. Matney encouraged everyone to go to the bond issue website for more information. We will begin construction soon on the new lab building on Washington campus, and there is a suggestion of positioning a web cam on the building to take a picture everyday of the progress.

There is a new section of property bordered by Hollywood Rd and Sundown lane on the north and south, and by Soncy Rd and I-27 on the west and east. This will be the next development area within Amarillo College's taxing district, 672 acres.

Three finalists were interviewed for the CIO, Chief Information Officer, position. The interview committee decided to repost the position for more possible candidates. Dr. Matney spoke highly of Laura Grandgenett. The Board approved to extend the contract with EduServe for another 3 years.

The new Emergency Manager, Rusty Cornelius, will assume duties on November 3<sup>rd</sup>. He will work to develop an emergency response plan for the college.

October 30<sup>th</sup> was the deadline to accept nominations for the Outstanding Employee award.

Dr. Matney gave 3 legislative priorities:

1. Sufficient base funding – 2.29 billion. Will we get it? Who knows? Several community college presidents will meet in Lubbock to discuss this issue. Universities can request funds from the state of Texas, but community colleges cannot.
2. Employee benefits – We need to tell government to end the discussion of proportionality

3. Affordability – this is a huge strength of AC. We serve 9 counties, and we're the best thing going, cheapest for 15 credit hours. Our enrollment has increased 83% over the past years. On November 7<sup>th</sup>, there will be a new ad concerning Spring registration.

What is important to AC? According to Dr. Matney, it's several things: the bond issue construction (programming for Parcels and the Byrd building), implementation of the ITT tactical plan (replacing over 600 computers), development of a new center of teaching and learning, including a director (for training sessions), new wind energy program, proposing cont. ed. program for machine operators with open entry/open exit enrollment opportunities, PRO (Pursuing Real Opportunities) (program to help reach the community, unemployed, and students and let them know that skilled trades are valuable), development of Angel as our new learning management system, and working with SACS.

**Topic** Board of Regents Meeting for the month of October  
**Information/Discussion**

Gina Garrett gave copies and presented. Many issues previously discussed by Dr. Matney.

“Regent Michelle Fortunato called the meeting to order. Public comments were invited, none were presented. The invocation was offered by Regent, Dr. Gene Norman. September meeting minutes were offered for approval, a motion was made, seconded, and minutes were unanimously approved.

Daniel Esquivel, Hereford Campus Director, presented an update on the Hereford Campus. In addition to his PowerPoint presentation, Daniel displayed an artist's rendition of the Hereford community's dream for the AC Hereford campus.

Bruce Cotgreave and Katie Ahlbom presented the new bond projects webpage. The page can be accessed from the AC homepage by going to “About AC” and then “Bond Projects” or, currently, under the “What's New” banner, “Bond Project.” You may subscribe to receive email updates on projects. The site is a work in process and will be continually updated.

Danita McAnally updated the Board on the STEM Learning Assessment & Development project. She reported that we are receiving positive feed-back from four-year institutions regarding the quality of AC students. Our students are actually being sought out. There is the possibility that some four-year institutions will begin offering some grad courses offered on our campus. Although the numbers associated with this program are flat (neither an increase nor a decrease) for this year, they will grow as a result of our successful grant petitions.

Terry Berg presented the Investment Report. (Copy of report provided only to BOR) A motion to accept the report was made, seconded, and approved. He also presented information on a section of property bordered by Hollywood Road and Sundown Lane on the north and south, and by Soncy Road and I-27 on the west and east. An “Order of Annexation of Territory to Amarillo Junior College District” has been proposed. A motion to accept the annexation was made, seconded, and motion carried.

Terry Berg reported that we have accepted applications and interviewed for the position of Chief Information Officer and Dean of ITS. Although we have had several good applicants and interviews, no offers have been made and the position will be reposted. The interview committee feels that it will be early spring at best before a replacement for our temporary CIO/Dean, Dr. Laura Grandgenett with Eduserve, can be replaced. Since the current Eduserve contract expires on December 15, 2008, it was proposed that the contract be extended for three additional months. The motion was made, seconded, and carried.

A. Appointments: Terry Berg proposed that Amarillo College hire a full-time Emergency Manager. This position, unlike the Amarillo College Police Department (ACPD) who are the first-response team, would administrate AC's emergency policies. Discussion regarding possible conflict between the ACPD and Emergency Manager ensued. Terry assured the Board there would be no conflict because the jobs are vastly different.

B. Bids and Proposals: Terry Berg presented the current bids and contracts. There was discussion regarding the purchase of vehicles and favorable comments regarding the excellent bid. Discussion regarding the purchase of a material storage shed revealed that the shed would be used for class projects and materials in Material Works classes. Several projects have been stolen, and there is a definite need for secure storage.

C. Budget Amendment: Terry Berg presented a budget amendment for the transfer of funds to cover the expense of a new ESL instructor.

Following a motion and second, the Consent Agenda was approved.

Terry Berg presented the Financial Report. A motion was made to accept the report, was seconded, and approved.

In Dr. Jones' absence, Dr. Paul Matney presented the President's Report as follows:

- Damaris Schlong's mother passed away last week. Memorial services were held on Tuesday, October 28.
- Ellen Green has been accepted to the 2009 class of Leadership Texas. This is a very prestigious honor.
- One of the things mentioned in our recent security assessment was the lack of communication on Amarillo College Campuses. "Plugged In," the new AC newsletter was introduced to the Board. It is hoped that this quarterly newsletter will help improve communications. The BOR will be included on the email list for receipt of the newsletter.
- AC's Theater Department received several awards recently in Houston.
- Senator Duncan and Senator Seliger will be meeting soon regarding upcoming legislation.
- On October 14, 2008, Amarillo College received a letter from the Governor's office regarding the use of taxpayer funds for travel. This practice is strictly prohibited. Amarillo College does not now, nor has it ever, used taxpayer funds for this purpose.
- NAACP Freedom Fund Banquet is this Saturday, November 1. AC has purchased a table for eight.
- The National Philanthropy Day Luncheon will be held on Tuesday, November 11.
- Because there are several new board members, a Board Orientation program will be offered in December. Several dates were discussed and a final date will be sent to board members. It was mentioned that even seasoned board members could benefit from attending.
- The CCRA Grant consulting/writer's fees will be discussed at the next BOR meeting.
- A former AC student, Kaitlyn Chaplain, has the highest GPA ever at Texas Tech. She will be honored at graduation ceremonies.

Michelle Fortunato reported, although the BOR does not normally meet in December, it will be necessary this year.

The AC Foundation Balloon Glow was fun and successful.

The remainder of the Board of Regents meeting was closed.

### **Topic** Approval of Minutes

### **Information/Discussion**

May 29, 2008—minutes not ready for approval

August 28, 2008—Felicity has sent emails and gave copies to members.

September 25, 2008—Felicity has sent emails and gave copies to members.

Members will contact Felicity with their final approval of August and September minutes.

**Topic** Ask It Basket  
**Information/Discussion**

David Snelson's question about the use of social security numbers on campus documents was discussed. Brenda Bussey in HR thought it may alarm other employees if an "everyone" email was sent, asking supervisors to only use I.D. numbers. Connie suggested HR should possibly speak directly with the supervisor involved. Mike suggested contacting Pam Foley in payroll. Dave will visit with the person involved and find out who requires the form that is being submitted.

Gina Garrett submitted a question concerning job titles given incorrectly within electronic signatures in GroupWise. She told a story of another employee who wanted to increase her job grade, but unfortunately, she did not succeed. This employee is aware of a newly hired employee who lists her job grade as higher than her specific position, when she uses the electronic signature, such as administrative assistant, in place of senior staff assistant. This gives the appearance of a promotion. Gina spoke to Brenda Bussey in HR concerning this practice and was informed they have no control over the information a person enters in their electronic signature. In addition, forms submitted to networking may also be given the incorrect job title, based on what's submitted. Holly will check with Linda Hendricks for information concerning this.

**Topic** CEC Vacancy- an East Campus member  
**Information/Discussion**

Kathy Wheeler will fill the position.

**Topic** CEC E-mail  
**Information/Discussion**

Holly passed out copies of the CEC email draft to classified employees.

**Topic** Email Conversion Plan  
**Information/Discussion**

Anastacio Nieves from Network Services provided a memo and presented. The memo outlines the changes occurring over the next 4 months. All college emails will be moved from GroupWise to Outlook exchange during the week of 12/15. It is suggested to clean-up your email as much as possible before the conversion. College email addresses may be changing. Training will follow.

**Topic** Filling the position of the CIO  
**Information/Discussion**

Holly and Connie went to the interviews. The position is being reposted.

**Topic** CDC-Classified Development Committee  
**Information/Discussion**

Catfish presented. Not sure if this committee is needed. Suggest a meeting with CEC.

**Topic** Meal to Dr. Jones  
**Information/Discussion**

Holly and Felicity took dinner from the CEC to Dr. Jones. He looked good and was in high spirits.

**Topic** Pinning ceremony  
**Information/Discussion**

Mike, Corey, and Gina hosted. It was successful, although only 3 people were pinned. Gina created certificates with years of service for classified employees. There was a positive response to this. Holly will verify if this practice is acceptable.

**Topic** Christmas Party-December 4<sup>th</sup>

**Information/Discussion**

In place of a regular CEC meeting, we will have a gift exchange. All committee members bring a small gift and will draw numbers. Members will have the opportunity to choose a gift from the pile, or take a gift from another member. Bring your favorite Christmas food/treat and a \$10 gift. The meeting time will be changed from 3-5pm this day.

**Topic** Miscellaneous/Open discussion

**Information/Discussion**

No meeting in November.

Adjourned

3:55 p.m.

Next meeting December 4, 2008