

Classified Employees Council Monthly Meeting Minutes

Date: January 29, 2009

Time: 2:00 p.m.

Place: Washington Street Campus, Private Dining Room 106

Members Present: Holly Hicks, Felicity Swann, Corey Willis, Catfish Evans, Dave Snelson, Gina Garrett, Lissa Merchant, and Kathy Wheeler

Members Absent: Mike Jager and Connie deJesus

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

Presidents Report: presented by Dr. Matney

Dr. Matney began by asking the CEC to submit any questions to him. Lissa inquired about the progress on the new science lab building. Dr. Matney replied it is on track. The structural steel is in position. In addition, they are moving up the date of breaking ground on the new nursing building on West campus from May to February. According to Dr. Matney, we're in good shape and moving along, especially with the help of our bond issue.

Dr. Matney stated February 4th is Community College Day. They will be going to Austin to visit with legislators. The Governor has talked about the importance of community colleges. He is proposing to freeze tuition/fees for 4 years at state colleges, but this will not affect AC because we use local boards to make these determinations. AC is funded by local taxes; therefore, it's a tough budget year. When homes decrease in value, there is less tax collection.

Our enrollment is up, currently 9942. We think we'll get to 10,000 with Spring Too registration. This is only counting credit courses.

Dr. Matney praised Jerry Moller for becoming acting VP while Dr. Matney temporarily takes over presidential duties as we search for a new president. Jerry Moller has over 20 years at AC, and he is well respected among the AC community. In addition, Dr. Matney praised our developmental math program for their recent achievement, the 2009 John Champaign Memorial Award for Outstanding Developmental Education Program.

Speaking on the subject of AC's new Wind Energy degree plan, Dr. Matney stated we have filled 120 seats, with 269 on a waiting list. According to Jack Stanley, Chairman of Science and Engineering, the Amarillo Economic Development Corporation estimates that approximately \$7.5 billion will be spent on construction and operation of wind-energy infrastructure over the next 5-10 years. We are excited that Amarillo College has been selected to train these workers.

Dr. Matney talked in detail about the nursing clinical simulation building. This is a partnership with Texas Tech medical school, West Texas A&M nursing, and Amarillo College. Four to five acres of land have been set aside to build this facility. Students will be trained on expensive mannequins that can talk and move. They won't be called dummies! Instructors will program the mannequins with specific medical issues. This is a realistic way for nursing students to train in real situations without harm.

As a part of the College Readiness project, we are trying to align the curriculums from junior/senior schools with college level courses. Many kids are not ready for college, and we would like to prepare them for the transition.

Dr. Matney inquired if council members had read the latest issue of Plugged-in, AC's faculty and staff newsletter, which was emailed Jan. 16th. He commented Connie should be commended for the design. He said it was fun to read and continues to help fill the void in communication among the college's employees.

Dr. Matney closed his presentation by again giving testament to the great staff at AC.

Topic Board of Regents Meeting for November
Information/Discussion

Mike Jager attended the meeting. Holly Hicks read his notes.

Student Government Association Report: Ms. Allison announced upcoming activities, parties, gift exchanges for the holidays.

Distinguished Alumnus Award: Dr. Matney introduced Greg Welch, AC Foundation Board member. More information on the process and qualifications are available on the www.actx.edu site, on the AC Foundation web page. Deadline for nominations is January 30th.

Audit Report: The auditing company thanked Terry Berg, Dean of Finance and Administrative Services, for his helpfulness. The Audit was approved and passed.

Rusty Cornelius, AC's emergency manager, was introduced as the Crisis Management Director.

Education Report- East Campus: Dr. Matney introduced Dr. Kim Hays, Richard Whitaker, Robert Mathews, and Kim Taylor. Each took a turn explaining their program, changes, demands and successes. Jack Stanley, Chairman of Science and Engineering, spoke about the new Wind Energy program, which had just received approval of certification from the TX Coordinating Board.

Proposal to offer AAS Degree in Aerospace Manufacturing: Board of Regents approved.

Strategic Plan Update: Danita McAnally, Dean of College Advancement, reported on activity in her area. Future decisions would be "evidence based" as Strategic Planning continues.

Consent Agenda: All items were approved. Classroom Technology, Dump Truck Purchase, Bldg. Demolition.

Financial Report: Terry Berg answered questions and gave the financial report.

Proposal For Board To Consider Naming a West Campus Building: Board of Regents approved to name the building after Dr. Steven Jones.

Topic Board of Regents Meeting for December
Information/Discussion

Holly Hicks presented.

Meeting was called to order by Chairwoman Michele Fortunato.

The Harrington Library Consortium requested to use it's earnings to make two purchases, Worldbook Online and Live Homework Help. Board approved request.

Bruce Cotgreave, Director of Physical Plant, requested to begin using proposal No. 1194 for classroom development in B Building at West Campus. They want to be ready for opening in 2009 fall semester. The Building B designs offer a kitchenette area, wireless access, and a lounge room for nursing students. The Board approved this.

Terry Berg asked about the request for Contingency Allowance Expenditure to provide a new fence and sliding gates at the west property line of 2212 South Harrison, as agreed upon with the property owner. (run-off from the new parking lot caused a flood in the property owner's back yard). The funds are available in the 2007 Bond Budget. This request was approved by the Board.

The Board deliberated on sending a request for qualifications (RFQ) to 50 consulting firms to hire a consultant for a new president, due to Dr. Jones' health. The Board approved request.

Dr. Matney made some announcements, and the meeting was adjourned.

Topic Board of Regents Meeting for January
Information/Discussion

Dave Snelson presented.

The Student Government Association talked about recruitment.

The cross-walk signs will be left in the street, instead of the being moved by the ground's department.

The clinical simulation building for nurses was discussed. In 10 years, mannequins may give the presentation themselves. It looks like it will be a great program.

The Board approved naming the new nursing building on the West Campus for AC President Dr. Jones.

Tenured faculties were approved by the Board.

Topic Approval of CEC Minutes
Information/Discussion

May 29, 2008—approved

August 28, 2008—approved

September 25, 2008—approved

October 30, 2008—approved

Topic Ask It Basket
Information/Discussion

Dave Snelson's question about the use of social security numbers on campus documents was discussed. Dave provided council members with a copy of pages from the Amarillo Tactical Technology Plan from AC's website. Dave highlighted a section which stated, "To protect students and employees, Amarillo College will discontinue using social security numbers in all applications and system. Sensitive data that is maintained on desktop drives should be moved to a secure location to reduce the risk of identity theft." Since it appears this issue is between one employee and his supervisor, Kathy suggested the employee should check with HR to be a mediator in this situation. If the employee is not wanting his social security number to be used on documents, and it's the college's policy not to publish the social security number, maybe HR could talk to the supervisor on the employee's behalf? It was unclear if the tactical plan is college policy. Dave also informed the council the last 4 digits of an employee's social security number are displayed on the paystub.

Topic CEC Vacancy
Information/Discussion

Suzette Overstreet has resigned due to personal reasons, and Tina Maloney is leaving AC to become a trainer for the Region 16 Early Head Start program. Holly will send an email to Classified Employees for a new CEC election. The council must have a member from West campus.

Topic Attending BOR meetings for March and April
Information/Discussion

Due to the loss of two council members, Holly inquired for volunteers to attend the March and April Board of Regents' meetings. Dave will attend March 24th, and Catfish will attend April 28th.

Topic Email Conversion Plan
Information/Discussion

Anastacio Nieves from Network Services presented. He stated the migration went well. They are still working on the email 'groups' we used in GroupWise. Employees that did not have an email address previously, will have an email account in Outlook; though, they are still creating these on a case-by-case basis. The council suggested having a computer at Physical Plant for employees to check their email. This may be an option at a later time.

Topic President's Council
Information/Discussion

Holly Hicks presented.

An update of Dr. Jones' health was given. Many discussions were the same as the BOR meetings. The remodel of Parcels Hall and Byrd Business Building was discussed, along with the Plugged-in online newsletter and KACV's 20th Anniversary.

Topic CIO Candidates
Information/Discussion

Holly Hicks and Corey Willis gave discussion.

Holly Hicks and Connie de Jesus went to the interviews. Corey Willis also attended. The overall favorite was Mr. Lee Colaw. Mr. Colaw is a native of Tulsa, OK and holds a BS in Zoology from OK State University. In addition, he was director of the computer systems division at the United States Military Academy at West Point, NY. On January 31st, Dr. Matney sent a campus-wide email, announcing Mr. Colaw as CIO and Dean of Information Technology Services. He will begin his duties on July 1, 2009.

Topic CDC-Classified Development Committee

Information/Discussion

Catfish presented. No meeting. No updates.

Topic Paper certificates-Are we able to do this?

Information/Discussion

Employees who attended the October pinning ceremony received certificates printed by Gina Garrett, showing their years of service with AC. There was a positive response from employees who received these certificates, and Gina believes it is important to recognize employee achievements by giving them something to display in their offices. After the ceremony, Gina was contacted by several previous pinning ceremony attendees who also wanted certificates for their years of service. Due to the fact these certificates have not been handed out until that time, Holly is checking on the suitability of this practice. Because the pinning ceremonies are a joint endeavor between the Classified Employees Council and the Administrative Association, both groups must agree to providing certificates to all attendees. Kathy Roth is verifying if previous ACCEA funds are available for the paper and printing of these certificates. CEC approved to inquire with the Administrative Association on adding certificates to the pinning ceremony requirements.

Topic Reminder of the Upcoming Election

Information/Discussion

Holly Hicks reminded the council of a CEC election in May to induct new members.

Topic "Scoop of the Day" Forum –Is this something CEC wants to do?

Information/Discussion

Money is available from the same account used to award the Outstanding Classified Employee. Would the council be interested in hosting a forum to use these extra funds? This has been held in the past, with mixed results. The council would need to develop a questionnaire for employees to complete and report the results. Meetings would need to be held on all AC campuses. The council did not feel they had the resources to complete this project at this time.

Topic Janice Newberg's father

Information/Discussion

Janice Newberg's father died. The CEC was asked if they wanted to contribute towards a meal for the family after the funeral service on January 31st. Several food ideas were discussed. Holly was unsure of the number of people who would attend the funeral services. She emailed CEC members Jan. 30th with further details. Due to a lack of resources, and the possible implication of the CEC showing favoritism, the CEC declined to participate.

Topic Miscellaneous/Open discussion

Information/Discussion

No discussion.

Adjourned

4:20 p.m.

Next meeting February 26, 2009