

Classified Employees Council Monthly Meeting Minutes

Date: March 26, 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, Mike Jager, Kathy Wheeler, Rebecca Archer, and Nola Bartling.

Members Absent: Lissa Merchant, Connie deJesus, and Gina Garrett

Meeting called to order at 2:02 p.m. by Holly Hicks.

President's Report: presented by Dr. Matney

Dr. Matney began by discussing the college's inclement weather policy. When deciding whether to cancel classes, AC typically copies A.I.S.D.'s decisions. Ellen Green would post information by 6:30 am about campus closings on the AC website, in addition to recording a voice message on the main phone line.

Dr. Matney discussed the recent board meeting. Many academic scholarship funds have been transferred to pay Regents' scholarships. These scholarships award the Top 10%, 11-15% and National Honor Society members from local high schools to attend Amarillo College in the Fall 2009 semester. Previously, about 50% awarded decided to attend AC. Due to the economic conditions, that number may increase; therefore, we needed to be prepared with more funds. He thinks many students may choose to stay closer to home this next school year.

Construction should begin in 2 weeks for the new nursing building on West campus.

There will be an advisory committee to choose the next Amarillo College President. They will determine the new president's expectations, job description, process, and timeline. This will be chaired by Michele Fortunato. The committee will consist of many different groups, including, but not limited to: faculty, classified, administrative, students, and a person from the community. As previously discussed, internal candidates will be evaluated first, then make recommendations. Kathy inquired on how long the process would take, but Dr. Matney was not sure. He hoped within 2 months.

Holly commented on hiring freezes still in effect. Dr. Matney stated he is still asking departments to use caution with budget expenses. He suggested, if it was truly needed, then, purchase it. The budget process should be done by March 30th. We won't know until late May if we are receiving funds from the state.

The 2009 Distinguished Alumnus Recipient is Mr. Gene Shelburne. According to Dr. Matney, he is one of the most wonderful people you'll ever meet. Mr. Shelburne will be presented with this award at the Honors Convocation on April 26, 2009.

The 2009 Professor Emeritus is Art Schneider. According to Dr. Matney, Art is the epitome of what a college professor should be.

Dr. Matney reiterated we need proportionality to go away concerning employee health benefits. We don't receive enough money from the state for instruction; therefore, AC uses local funds. Now, we're being punished for using local funds. According to the TCCTA website, proportionality would not be an issue for community colleges if the state fully funded the Texas Higher Education Coordinating Board's instructional formula, which is based on actual student enrollment and associated costs. The Senate version of the bill contains a stipulation mandating proportionality in funding health benefits for community colleges, while the House version does not. We want to be treated the same as the universities. Proportionality is the number 1 priority of community colleges. We have 50 community college districts. Dr. Matney encouraged all AC employees to write Texas legislators.

Dr. Matney reminded the committee of the Honors Convocation on April 26th. In addition, April 18th will be the last opera directed by Mila Gibson. Mila is retiring in August after 21 years as the director of the Amarillo Opera. According to Dr. Matney, she cannot be replaced.

Dr. Matney concluded his discussion by thanking the classified staff for their good work on behalf of the students.

Topic Welcome New Members to CEC
Information/Discussion

Rebecca Archer and Nola Bartling were welcomed as the newest members to the CEC. Holly reminded the Council of confidentiality.

Topic Board of Regents Meeting for March
Information/Discussion

Dave was unable to attend

Topic Approval of CEC Minutes
Information/Discussion

February 26, 2009—approved

Topic Ask It Basket
Information/Discussion

Dave Snelson's question about the use of social security numbers on campus documents was discussed. On March 17th, Holly sent an email to HR. She forwarded the response to CEC members. Lynn Thornton stated social security numbers are not required on most HR forms, except where required by law. He suggested the department in question should stop using the social security numbers and switch to colleague i.d. numbers. Dave stated the employee was threatened to be fired by his supervisor for insubordination, if he did not put his social security number on documents. Kathy stated the employee has the right to go to HR and file a grievance. Dave asked if Lynn's response could be sent to all department heads. The employee fears retaliation. Holly suggested Dave give a copy of the email to his supervisor to share with the other foreman. Rebecca stated an email from

Lynn may reveal the employee involved. Holly will set up a meeting with Lynn. Dave will make a suggestion to the employee see Lynn if nothing else can be done.

Topic IT Council
Information/Discussion

The Council meets every 2 weeks. There has been discussion about the creation of desk manuals describing job procedures. The Academic Technology Committee suggested Mozilla works better with reporting grades and should be 2nd to Internet Explorer. There was additional discussion concerning AC's need for a portal. Corey explained the contract for Campus Cruiser expires soon. Right now, it's not cost effective. By the end of April, we will begin bids for a new portal. Information available on IT's website, www.actx.edu/its.

Topic Email Conversion Plan
Information/Discussion

Holly Hicks presented. Many of the 'groups' have been completed. They are still working on employees who didn't have email addresses previously, and when you highlight a person's name, you can view the person's position. Kathy stated she is receiving a lot junk email. Rebecca suggested she should contact HelpDesk. Holly suggested viewing the FAQ section of IT's webpage.

Topic Status of the Election Process
Information/Discussion

On March 23rd, Holly sent nomination forms to all classified staff. The deadline to return nominations is April 3rd. According to the CEC Constitution, "There shall be only one representative from any department serving on the Council." Dave and Catfish have asked to be nominated, since they have previously fulfilled replacement positions on the Council and haven't filled a 3 year term themselves. Holly will send a copy of the ballot to CEC members for corrections. Ballot deadline is April 16th. A time-sheet was passed for CEC members to partner-up and count ballots at a specific time on April 23rd or April 24th. Election results will be announced at the April 30th CEC meeting. During the May 28th CEC meeting, new members will be introduced, officers elected, and farewells given to CEC members who have fulfilled their terms.

Topic April Pinning Ceremony
Information/Discussion

Lissa, Connie, and Dave will participate. Holly stated we may need to order a new punch bowl.

Topic Paper Certificates-Are we able to do this?
Information/Discussion

Holly Hicks presented. 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. We could use ACCEA money for the certificates, but these funds may not be available each year. Due to that fact, the certificates would have to come out of someone's department's budget. Holly is still checking on this.

Topic Miscellaneous/Open discussion
Information/Discussion

Holly passed out a copy of an email from the CESC concerning salary recommendations. Connie will email Dr. Matney.

Holly will attend the President's Council meeting on March 31st.

Kathy inquired if there was a better way to inform employees of pay raises than folded paper with tape. Isn't this confidential? Corey stated salary is public record, because we're state employees. Holly will verify this with HR.

Rebecca stated she received a new AC pin even though she only changed jobs within AC. Holly suggested she check with Brenda Bussey in HR.

Adjourned

3:37p.m.

Next meeting April 30, 2009