

**Classified Employees Council
Monthly Meeting Minutes**

Date: April 30, 2009

Time: 2:00 p.m.

Place: Washington Street Campus, Private Dining Room 106

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

Members Absent: Corey Willis, Rebecca Archer, Nola Bartling, and Connie deJesus

Meeting called to order at 2:05 p.m. by Holly Hicks.

President's Report:

Dr. Matney was unavailable.

Topic Board of Regents Meeting for April
Information/Discussion
Catfish Evans presented.

Dr. Matney discussed expanding the A.C.E program. A.C.E., Achievement through Commitment to Education, is a scholarship program that guarantees payment for tuition, fees and books at Amarillo College or WT for students of Palo Duro and Caprock high schools. Brittany Bargas from Caprock shared her story. She is the 1st in her family to attend college and is an A.C.E. scholarship student. She said she has taken several of her cousins, ranging in age from 8-13, around the campus, and now, they're interested in attending college too.

On May 7th, representatives of the Potter County Historical Commission and City of Amarillo Officials will be on campus for the dedication of Historical Markers for Ordway and Russell Halls. The Potter County Historical Commission made application for the markers. These two historic buildings are already on the National Register of Historic Places.

Topic Approval of CEC Minutes
Information/Discussion

March 26, 2009—approved with changes

Topic Ask It Basket
Information/Discussion

Dave Snelson's question about the use of social security numbers on campus documents was discussed. Dave stated he had heard the employee's supervisor had put in a 2 week notice to step down, but it is open ended. He also stated his foreman may be stepping down.

Holly sent an email to Lynn Thornton on March 17th, asking AC move away from the use of social security numbers on documents. Lynn responded, stating we have moved away from requiring SS#'s on most HR forms, except where required by law or state entities.

Kathy agreed the employee should have protection from HR against retaliation for standing up for his rights. Per Holly, Lynn would talk to the supervisor involved and will try to resolve the situation w/o mentioning the employee. Kathy volunteered to write a form letter to all supervisors for Lynn to distribute. Holly will schedule a special May CEC meeting for Lynn to attend.

In response to Kathy's question about the privacy of pay increase statements, Lynn commented it would be too time consuming to put statements in separate envelopes, rather than folding the statements and taping them. Salaries are public knowledge. He stated HR doesn't have to send info on the salary updates; employees could figure the amounts themselves. Gina agreed sharing salaries may cause jealousy or resentment amongst staff; however, she also stated, that if someone really wants to know what you earn, they'll find out. Kathy inquired if the information could be posted within WebAdvisor instead of campus mail, since she is uncomfortable with other employees in her department reading her statement.

Gina brought discussion to the Council about a recent increase in pay for the IT department. Each CEC member received copies of emails concerning this topic from HR and Dr. Laura Grandgenett. Gina stated Dr. Grandgenett made a proposal to the President's cabinet, and raises were approved by the Board; however, the Faculty Senate gave the same reasons for needing raises, and their request was denied. According to Lynn's response, the decision to give raises was a management decision concerning turnover in the IT department. The raises were published in the Board of Regents March Agenda packet. Dr. Grandgenett stated the salary adjustments are spread out over three years to bring the salaries up to median salaries, which are still below industry standards.

Lissa commented that many qualified people leave the college based on pay. Dave agreed; on the other hand, he enjoys working for AC, even if he could be making more money somewhere else. Mike believed many classified staff are behind concerning raises. Dave stated the pay scale for groundskeepers has always been low. Holly confirmed former AC President, Dr. Jones, rejected the idea of raises based on merit.

Topic IT Council
Information/Discussion

Holly Hicks presented

There was continuing discussion about the creation of desk manuals describing job procedures. "Business Objects" is the name of the new query builder tool. Portal vendors are still being researched. The strategic plan is under review. A Helpdesk priority list will be created, to insure any critical needs will be resolved within 1 hour.

Topic Email Conversion Plan

Information/Discussion

No updates.

Topic President's Council

Information/Discussion

Holly Hicks presented.

Mortuary science certificates are non-accredited. The Mortuary Science associate degree program is accredited; however, less than 60% graduating from the Mortuary Science program complete the associates. Most complete the certificate degree plan. Research will be done to discover why students are not graduating with associate degree.

Dr. Matney commented on Gene Shelburne, who received the 2009 Distinguished Alumni Award. He also reminded everyone that Lee Colaw, CIO and Dean of Information Technology Services, will begin his duties on July 1, 2009.

Dr. Bill Powers, president of The University of Texas at Austin, and a group of Harrington Faculty Fellows and Harrington Graduate Fellows from the University of Texas at Austin were honored April 7th at a symposium.

There was discussion if the council will meet during the summer, since many faculty members are unavailable.

Topic Paper Certificates-Are we able to do this?

Information/Discussion

Holly Hicks presented.

We're still waiting on a response from the Administrative Association. We may or may not have ACCEA funds available every year. It would be better not to use our own office budgets to create the certificates. Holly will check with Professional Development.

Topic Possibility of a Classified Employee Survey

Information/Discussion

Gina Garrett presented.

Gina provided a copy of a Faculty Senate Survey to Council members and suggested the classified staff should create a survey. This will be discussed at the next meeting.

Topic Announcement of New Members from the recent Election

Information/Discussion

Holly Hicks presented.

Catfish Evans, Dave Snelson, Jeanetta Smiley, and Benito "Bennie" Mendoza, are the newest members to the CEC.

Topic Officers for next year

Information/Discussion

Holly Hicks presented.

Due to the chair and vice chair leaving the Council, members are encouraged to read the constitution and think about election of new chair positions at the next meeting. Holly and Connie must resign from the CEC for at least one year. Holly will send an email to CEC members regarding the priority of attendance at CEC meetings.

Topic Status of the Resolution of the re-naming of the Biology Building

Information/Discussion

Holly Hick presented.

The CEC held a special meeting on April 13th to discuss naming the new Biology Building after Steve Dutton, who worked in the Biology department for 34 years and died October 2007. The CEC agreed with the decision. On April 20th, the resolution was present to Dr. Matney. He was impressed and is 100% in favor of the resolution; however, he needed more time to present the idea to the President's Cabinet and the Board of Regents.

Topic Miscellaneous/Open discussion

Information/Discussion

No discussion

Adjourned

3:58 p.m.

Next meeting May 28, 2009