CLASSIFIED EMPLOYEE COUNCIL MINUTES January 28, 1999

PRESENT: Janice Easterday Carol Moore

Bobbie Glasscock Jeanette Nelson

Alan Greer Ed Wynn

ABSENT: Tommie Ausbrooks Mart Self

Sharon Hemphill Rhonda Stephenson
Charlene Miller Kim Thompson

Meeting was called to order by chairman, Janice Easterday.

APPROVAL OF MINUTES

Minutes of the December 10, 1998 meeting were approved.

CLASSIFIED PERFORMANCE AWARDS

Sharon Doggett was present to update the Council on the Classified Performance Awards. She believed that the open forum last year had enabled classified staff and supervisors to "vent" some concerns. It had been brought to the Salary Committee's attention that at times supervisors do not know when awards have been presented until they are listed in the ______. Therefore, a memo will be sent to supervisors letting them know who had been selected. When someone has previously received an award, future selection must be based on accomplishments since the last award. The Salary Committee is also going to challenge supervisors to make "secret" nominations. Doggett doesn't believe another survey needs to be done. Nothing productive came out of the previous survey.

It was agreed that with a new College President coming on board, now is not the time to make any major changes.

QUESTIONS

The Council reviewed the responses from Gary Waren on the two questions submitted to the Council and agreed they were appropriate. The responses will be distributed to all classified employees.

MANDATORY TRAINING

Ed Wynn informed the Council that compliance regulations require the College to hold some mandatory training workshops for all employees. Topics will include Sexual Harassment, Safety Training, and Employee Right to Know.

PINNING CEREMONY

The next pinning ceremony will be at 3:00 p.m. on February 24, 1999 in the Oak/Acorn room. Carol Moore and Janice Easterday will be the CEC representatives.

CLASSIFIED EMPLOYEE COUNCIL CONSTITUTION AMENDMENT

The proposed amendment to the Classified Employee Council Constitution was reviewed. It was agreed, due to low attendance at this meeting, to postpone acting on the amendment until the February meeting. It was suggested that once the amendment is approved, it be distributed with CEC questions.

TENURE PICTURES

Ed Wynn and Alan Greer will work together to get the new pictures framed.

COMMITTEE REPORTS

Dedication Committee - Ed Wynn and Janice Easterday have been appointed to the Dedication Committee. They will be working on the Dedication Ceremony for all campuses which will be held on May 1, 1999. The Council will probably be involved in such also.

Presidential Search Committee - Janice Easterday will serve on this committee.

Theater Search - Janice Easterday will serve on the search committee for a new Theater faculty member.

Technology Committee - Jeanette Nelson updated the Council on the Technology Committee. Due to a conflict in Karen Green's work schedule, Jeannette has been assigned to replace Karen on that committee. Policies on the following will be distributed on E-mail.

- 1. E-mail Use
- 2. Audio-Visual Equipment Use
- 3. Supported Applications
- 4. Internet Use

The administrative software project is moving along. Many changes will take place. The Bluebird Document Imaging software will be installed on February 22 and will interface with Colleague (the new administrative software).

The phone switches are in and most of the "bugs" have been worked out.

The Council members complimented Eli Urias and the Help Desk staff on their courteous, prompt service.

WALK AMERICA - MARCH OF DIMES

Janice asked if the Council would like to promote/participate in the Walk American to be held on April 24. It was noted that there are many good causes which could be promoted. Janice will talk to Peggy Southall about such promotions.

REPORTS

Bobbie Glasscock reported that the Coordinating Board Site visit will be February 9-11, 1999.

Alan Green reported that Marquetta Taylor had bypass surgery on January 25, 1999.

DR. JOYNER

Dr. Joyner joined the Council. He announced that due to the inclement weather he had just announced that night classes were being canceled. This included the branch campuses.

FUTURE MEETINGS

Board Meeting - The next Board meeting will be February 23, 1999 at 7:00 p.m. Carol Moore will represent the Council.

CEC Meeting - The next CEC meeting will be **February 25, 1999 at 2:00 p.m. in the Private Dining Room**.