

**CLASSIFIED EMPLOYEES COUNCIL  
FEBRUARY 3, 2000  
SUMMARY**

Present: Tommie Ausbrooks, Bobbie Glasscock, Alan Greer, Sharon Hemphill, Lesa Merritt, Jamey Neill, Jeanette Nelson, Debra Russell, Kim Thompson, Beverly Vinson

Absent: Carol Moore, Mart Self

Minutes

The minutes from December's meeting were approved as submitted.

Gary Waren

Gary Waren attended this month's meeting to discuss personnel issues and questions received.

*Evaluation Forms* - This is a tool to be used by the supervisor and employee. The performance standards are customized to fit a specific job the employee performs. The standards can and should be updated to reflect changes in the duties performed. All employees are asked to sign the evaluation form after it has been discussed with them. Their signature does not mean they agree with their evaluation, just that it has been discussed with them. If an employee refuses to sign the form, it can be turned in with a note that they would not sign it.

*Salary Distribution* - Last fall's step increase caused some confusion. The step, which was 2-1/2%, and an additional overall 1% increase actually gave employees a 3-1/2% raise. The classified and faculty salary pay scales are different, and do not follow the same grade and step system. This is part of the reason faculty got a different distribution than the classified employees.

*Topped Out Staff* - There are some employees who have been with the college for a number of years who have reached the top of their pay grade. They do not benefit from step raises, but do receive the overall increases received across the board.

*Service Pins* - A question was raised by the council about a lack of a 30 year service pin. Gary explained that the system was never set up to give out a 30 year pin. The council decided to table this topic for further discussion.

*Step Level Hiring* - Gary explained the rationale behind hiring an experienced employee at a higher step than what was posted in the position vacancy notice. In some cases, an employee is hired that either has a higher degree or more work experience than the minimum hiring levels require. In those cases, a supervisor can discuss with Gary Waren the possibility of hiring that person at a higher pay level.

*Minimum Wage* - Gary informed the council that there is a bill in Washington that is trying to raise the minimum wage rate. It has not been voted on yet.

Questions

The council received replies from questions sent to various departments. The questions and answers will be published soon.

Dr. Williams Joins the Council

Dr. Williams joined the council and gave brief overviews of the following topics:

The Board of Regents Meeting was very routine in nature.

Two faculty were approved for tenure.

The financial reports were given.

The next Board of Regents meeting will be held at West Campus.

The Board Election is coming up soon. Dr. Nossaman and Mr. Martinez will run for the Board again. Mr. Huffaker said that he does not plan to run for another term.

The Land Use Committee is getting familiar with the different campuses and their buildings. They are also looking at the parking situation on all campuses. The committee might consider moving a program to another campus, or holding distance education classes at West and ATC campuses to help alleviate the parking situation on the Washington campus. Dr. Williams emphasized that these two options were a higher priority than a parking garage or moving houses to increase parking spaces.

Enrollment for Spring Semester is up 6-1/2%.

Enrollment for Moore County is up by one-third. A significant increase is expected next fall.

The Moore County Campus Open House is scheduled for February 6, from 1:30 p.m. to 4:30 p.m.

The budget process has been started earlier this year. Dr. Williams hopes to present the proposed budget to the Board of Regents in June.

The SACS Self Study is getting started. The chairs of the major committees have been named. Dr. Crump, a SACS liaison, will be at AC in 2 weeks. Although the self study takes a significant amount of time and effort, this is an opportunity to showcase AC in a positive light.

#### Pinning Ceremony

January's Pinning Ceremony was postponed because of the low number of pin recipients. The people who were to be pinned were notified, and will be included in the next ceremony.

#### Miscellaneous

Dr. Williams was asked whether the visual appearance of the walking bridge will be repaired. It was noted that it looked patchy and did not appear to be complete.

Moore County representation on CEC. This was tabled until the next meeting.

It was suggested to start thinking of future speakers now, for the next retreat, to be able to retain someone in plenty of time.

CEC elections will be coming up soon.

#### Next Meeting

Thursday, February 24  
11:30, ATC, Activity Center, Teal Room  
Regular Council Meeting