

CLASSIFIED EMPLOYEES COUNCIL  
November 8, 2001  
SUMMARY

Present: Brenda Andrews, Kathe Tow, Lesa Merritt, Janice Newburg,  
Lee Proctor, Debra Russell, Britt Sosebee, Beverly Vinson

Absent: Margie Clements, Tom Deckard, Tracey Hines, Angie Kleffman

MINUTES:

The minutes for the special meeting held September 27, 2001 were approved as distributed.

BOARD OF REGENTS MEETING:

Kathe Tow shared observations from the September 25, 2001, meeting.

CLASSIFIED DEVELOPMENT COMMITTEE UPDATE:

Brenda Andrews reported that the CDC has a special activity planned for this spring but did not wish to disclose the details.

QUESTION:

The question submitted will be referred to Bruce Cotgreave for response.

RETREAT WRAP-UPS:

The retreat was enjoyed by 37 participants. Even though the evaluations have not been tabulated, the committee received two thank you notes and many complimentary comments regarding the two-day event. Thank you notes have been sent to each of the sponsors of door prizes. Ms. Merritt will write a note to each of the speakers. A discussion of the shirts that were ordered to each participant ensued. Because the embroidery on the shirts was less quality than expected, we will ask for an adjustment. Follow-up letters will be sent to the participants and supervisors with pictures. The evaluations will be tabulated and reported on at a later date. An official report will be submitted to Dr. Williams including the round-table discussions.

TEN-YEAR PICTURES:

Ms. Merritt suggested that the Classified Employee of the Year pictures be moved to another location rather than trying to relocate all the ten-year pictures.

DR. WILLIAMS JOINS THE COUNCIL:

Dr. Williams noted major accomplishments this year include 1) Transfer of ATC property to AC (\$62-65 million replacement value); 2) West Campus library (\$15 million current value); 3) \$3 million in TIFF grants (the greatest amount in AC history); 4) Enrollment increases with 4 ½ % student loan default rate; 5) Developmental Education Plan (recognized as one of top 5 in Texas); 5) Natural

History Museum; 6) Paul Matney received the Piper award; 7) Distance Education Plan; 8) West Campus signage; 9) Phi Theta Kappa received state and national recognition; 10) Two students made the all-state academic team; Two new publications (annual report and student view book).

Report from the Board meeting: Carter-Burgess, a Dallas firm, will develop a comprehensive campus plan to help give the AC campus direction for the next 10-20 years. The plan will include academic and facilities programming. The West Campus inter-local agreement was signed by AC and the City of Amarillo. The building is scheduled to be completed by calendar year end 2002. The annual audit is underway by Clifton Gunderson (formerly Peat Marwick). The AC Benefit Plan will be audited for the first time.

Reorganization of the Business Affairs Office is underway for more efficient and effective use of personnel and facilities. Accountant, Kim Thompson was transferred to KACV as a full-time position and Sharon Doggett was transferred to Personnel. Personnel and Payroll will be combined, and a new position created for an internal auditor, which will be effective 2002.

The SACS report included 13 commendations, 26 recommendations, 80-suggestions and the addenda. Seventy-five percent of all these have already been addressed. Of the 26 recommendations, 19 have been taken care of. The team arrives Monday at 5:00 and will exit immediately following the report at 9:00 on Thursday. We will receive a written report within six weeks and must respond to findings within two to four months. We will be reaffirmed in June, 2002.

Dr. Williams asked the committee for their consensus as to whether or not we should mail grades to students. Because systems were not in place to do so for the Summer term, no grades were mailed. The cost incurred is \$13,000 per year. The consensus of the committee was that those monies could be better spent, but that students should receive communication prior to end of semester (by class announcement) that grades will not be mailed. Of 23 community colleges polled, 14 are not mailing grades and 9 plan to discontinue the practice.

There being no further business, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Beverly Vinson

Lesa Merritt

