

CLASSIFIED EMPLOYEES COUNCIL
January 31, 2002
SUMMARY

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

Absent: Margie Clements, Kathe Tow

MINUTES:

The minutes for the November 8, 2001 meeting were approved as distributed.

BOARD OF REGENTS MEETING:

Lee Proctor shared observations from the November meeting, and Angie Kleffman shared observations from the January 22, 2002, meeting and distributed a list of topics covered.

COUNCIL VACANCIES:

Lesla Merritt sent an e-mail to all classified personnel that there were two vacancies on the CEC, and recommended that anyone interested in being on the ballot should submit his/her name. Subsequently, she polled the CEC members as to whether or not it would be best to wait until April to fill those vacancies. The consensus of the CEC members was to combine it with the elections for 2002-2003, in April.

CLASSIFIED EMPLOYEE EDUCATION AWARD:

The application form for the Education Award has been printed and is available for any classified employee who qualifies. It was recommended that information regarding the award be included in the next AC&U.

RETREAT REPORT:

Beverly Vinson distributed the first draft of the report to the CEC members by e-mail and asked for additions/corrections. Minor changes were made to the report. A copy of the evaluation results will be attached to the report and sent to Dr. Williams.

QUESTIONS:

Questions received addressed vacation accrual policy. Ms. Merritt responded and sent a copy of the policy in the Board Policy Manual.

CONSTITUTIONAL AMENDMENT:

Upon the resignation of Tracey Hines and Tom Deckard from the CEC, it came to our attention that the CEC Constitution does not make provision for replacement of Council members once the "alternates" list has been exhausted from a

previous election. Ms. Merritt recommended that a sentence be added under **Section II, d.** as follows: “

In the event all alternates have been exhausted, a special election shall be conducted to fill vacancies.”

Since the role of the Classified Employees Salary Committee is not addressed in the Constitution, Ms. Merritt recommended an amendment to include **Section IV: Subcommittees** to read as follows:

The Classified Employees Salary Committee serves as a sub-committee of the Classified Employees Council to address salary issues and oversee the annual Performance Award. The Vice-Chair of the Council shall serve on the Classified Employees Salary Committee as well as one other Council member.

Upon a motion by Beverly Vinson, seconded by Britt Sosebee, both of these changes were made to the Constitution effective immediately.

PINNING CEREMONY:

The Winter, 2002, pinning ceremony has been re-scheduled for Wednesday, February 27, 2002 at 2:00 in the College Union Building, Oak/Acorn Room. Angie Kleffman will preside.

DR. WILLIAMS JOINS THE COUNCIL:

Dr. Williams reported that there was good response to the Issues and Answers forums. The distance education connection was lost for Moore County Campus.

Glen Phillips resigned from ATC. Dr. Williams met with staff there. Pam Dickerson will serve in the interim taking care of administrative duties other than instructional. There is consideration being made for an Instructional Division Chair at ATC.

The funding picture is rather bleak. AC will receive the same amount of funding for the next biennium. The only alternatives to increase funds would be to 1) raise tuition, or 2) raise taxes.

At the Executive Committee retreat on January 30, the topics discussed were 1) 2002 budget; 2) report from Datatel re: Colleague; and 3) reorganization (closed session). In light of the limited funds, the Committee decided to set budget parameters and criteria (i.e. new positions, travel, equipment). Recommendation will be submitted to the Board in February. A modified zero-based budget is being considered, which would require more documentation.

In order to avoid a one or two-year follow-up SACS report, an attempt is being made to have the responses to the 17 findings by the SACS Committee no later than April.

Carter-Burgess has been contracted for a Master Plan. The first step will be the Strategic Plan, which will involve interviews and focus groups as well as meeting with the Board. Carter-Burgess representatives will be on campus the week of February 18. The Strategic Plan should be completed by September or October, 2002.

There being no further business, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Beverly Vinson, Secretary
Classified Employees Council

Lesa Merritt, Chair
Classified Employees Council