

**CLASSIFIED EMPLOYEES COUNCIL**  
**June 26, 2002**  
**CUB Private Dining Room**  
**MINUTES SUMMARY**  
**REVISED**

**Present:** Angie Alvarez, Brenda Andrews, Rhoda Key, Angie Kleffman, Trey Merritt, Nora Moore, Janice Newburg, Lee Proctor, Janie Roach, Claudia Robinson, Billy Touchstone

**Absent:** Margie Clements

**Item 1: Call to Order**  
The meeting was called to order at 2:05 pm.

**Item 2: Approve Minutes**  
Lee Proctor made a motion to approve the minutes from the May 29, 2002 meeting and Brenda Andrews seconded the motion. The May 29, 2002 minutes were unanimously approved.

**Item 3: Board of Regent Meeting Observation**  
Lee Proctor gave a summary of the June 25, 2002 meeting.

**Item 4: Collect remaining fees for ACCEA Tee Box Sponsorship**  
All funds were collected. Janice Newburg will forward the money and sponsorship form to the ACCEA President.

**Item 5: Board Meeting & Pinning Ceremony Lists Distributed**  
Council members received their Board meeting and Pinning Ceremony duty assignments for the upcoming year. Rhoda Key will forward Janice Newburg a copy of when and where each Board meeting is scheduled. Janice Newburg suggested that we rotate the location of Council meetings to include the ATC, Polk, and West Campuses. It was unanimously agreed that we will be rotating the meeting locations beginning in August. Janice Newburg will update the Board Meeting assignment sheet with the location of each meeting.

**Item 6: Ten Year Pictures**  
Rhonda Higgs called Janice Newburg to let her know the Classified Employee Ten Year Picture wall had been redone. Lee Proctor will contact Tracey Hines (former CEC Vice Chair) to ask about the pictures she had that needed to be hung on the wall. Lee Proctor will contact Personnel to get a list of Classified employees who should have a ten year picture on display.

**Item 7: CEC Retreat - Reservations**

Lee Proctor said he called to get information about a dude ranch and Hidden Falls. Both had no availability.

Janice Newburg asked Angie Kleffman to call Ceta Canyon because of an email she received from Donna Stanton. Angie Kleffman called Ceta Canyon and was able to make tentative reservations for October 25-26, 2002 for the CEC Retreat.

Claudia Robinson and Billy Touchstone suggested that we contact Plains Baptist Assembly to ask about their lodge. It was unanimously agreed that Angie Kleffman would get information about the Plains lodge and send out an email about her findings.

**Item 8: CEC Communication Sub-Committee**

The Council reviewed the sub-committee's four areas of concern for all Classified Employees. They are as follows:

1. Lack of support for Professional/Organizational Development.
2. Filtering of "official" College communication by supervisors (mail being tossed in trash by supervisors).
3. Lack of support for College wide functions (Badgeramma, General Assembly, Fall Fest, Spring Fling, etc.) and/or penalization of employees to attend these events (vacation time and sick leave).
4. Lack of administrative/supervisory support for approved Classified Employee Organization "ACCEA" (formerly ACOPA).

The Council unanimously agreed with the Communication Sub-Committee's recommendation that the list of concerns be given to and addressed by Dr. Williams through a brain storming session with the Council Officers and the Communication Sub-Committee members (Angie Kleffman, Trey Merritt, & Billy Touchstone). In addition, Patsy LeMaster will also attend the brainstorming session. The brainstorming meeting will be scheduled sometime in July.

**Item 9: Pinning Ceremony for July (Angie Alvarez & Claudia Robinson)**

Janice Newburg will send Angie Alvarez and Claudia Robinson examples of what they need to do to schedule the July Pinning Ceremony.

**Item 10: Dr. Fred Williams to Join Council (3:00 pm)**

Dr. Williams joined the Council and reviewed the June 25, 2002, Board of Regent meeting. He stated that the Board had approved a 1% across the board employee raise. Gary Waren will send out an email on Thursday, June 27, explaining the details of the raise. Angie Kleffman asked if the raise would be retroactive to September 1, 2001. Dr. Williams stated that it would be with employees receiving a lump payment on their next check and then the following check would have their new rate on it. He said Mr. Waren's email would provide more exact details.

Dr. Williams said that Summer enrollment is up by 17% from last year. This equates to 500 more students being enrolled this summer than from last summer.

The 2002-03 Budget will be approved at the July 23, Board of Regents meeting. The current proposed budget includes the following:

3% salary increase  
\$2 per semester hour tuition increase  
Approximately \$200,000 in real property improvements  
Approximately \$300,000 in new positions  
Equipment purchases will be at same level as 2001-02 Budget

The second draft of the College Master Plan has been received from Carter & Burgess. The Executive Committee will meet to review the Master Plan.

**Item 13: Next Regular Meeting**

2:00 pm, Thursday, July 25, 2002, Library - Room 112

**Item 14: Adjournment**

The meeting adjourned at 3:40 pm.

Respectfully submitted,

Angie Kleffman, Secretary  
Classified Employees Council

Janice Newburg, Chair  
Classified Employees Council