

CLASSIFIED EMPLOYEES COUNCIL
August 29, 2002
ATC Administration Building Conference Room
MINUTES SUMMARY

Present: Rhoda Key, Angie Kleffman, Nora Moore, Janice Newburg, Lee Proctor, Janie Roach, Claudia Robinson, Billy Touchstone

Others Present: Patsy LeMaster & David Hernandez

Absent: Angie Alvarez, Brenda Andrews, Margie Clements, Trey Merritt

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

Item 2: Approve Minutes
Rhoda Key made a motion to approve the minutes from the July 25, 2002 meeting and Claudia Robinson seconded the motion. The July 25, 2002 minutes were unanimously approved.

Item 3: Board of Regent Meeting Observation
Trey Merritt was unable to attend the meeting; however, he typed the notes from the Board of Regents meeting on July 31, 2002 and Angie Kleffman distributed them to the Council. Janie Roach attended and reported on the August 27, 2002 Board of Regents meeting.

Item 4: Ten Year Pictures
Lee Proctor stated he is still trying to locate the pictures that need to be placed on the Classified Employee display wall. Janice Newburg said she would look for the pictures in the CEC storage closet (PBX storage closet in Library).

Item 5: Salary Committee Information
Janice Newburg stated she is an appointed member of the Salary Committee. Lee Proctor who is the CEC Vice Chair will serve on this committee as a Council appointment. In addition, Trey Merritt will also serve on this committee as a Council appointment. This committee consists of five Classified employee's. They make salary recommendations for the Classified staff and handle the "Classified Performance Awards" as well.

Item 6: CEC Retreat at Ceta Canyon, October 24-25, 2002
Angie Kleffman will put together an tentative itinerary for the next Council meeting. Janice Newburg and Angie Kleffman will discuss with Patsy LeMaster speaker topics.

Item 7: Retreat T-Shirt Update
Claudia Robinson brought several catalogs for the Council to review. She stated that J&M was the cheapest printing company she could find to date. The Council unanimously agreed to purchase polo type shirts. The Council will wear one color and the participants will wear a different color.

Item 8: Retreat “Theme” and Project(s) Discussion

Rhoda Key suggested the following themes: “Wild About AC” & “AC Naturally the Best”. Nora Moore suggested: “FISH - Fresh Ideas Start Here” & a rainbow theme. The Council unanimously agreed on “Wild About AC” has the 2002 Retreat Theme. Rhoda Key will put together sample note pad ideas for the next meeting. Angie Kleffman will put together a tentative Retreat Agenda and distribute it to the Council at the next meeting.

Item 9: Dr. Bud Joyner to Join Council (3:00 pm)

At Dr. Joyner’s request David Hernandez joined the Council to discuss several salary and evaluation issues. After much discussion, David Hernandez will join the Council at the November meeting to receive the names of the Council members who will serve on a new “Classified Compensation Committee” with David Hernandez.

Janice Newburg asked Dr. Joyner the status of the Print Shop and he said it was going to remain open as a “Copy Center” only. He said an official information will be sent out to everyone via email explaining the Print Shop changes.

Dr. Joyner stated that he is addressing the letter from an ATC employee that the Council received in July. He said he is also gathering information regarding another letter the Council received in July regarding discrimination of an ATC employee.

Dr. Joyner announced that there are now 30 year service pins. When an employee reaches 35 years of service, they will receive a clock.

Dr. Joyner provided his support for the upcoming Fall CEC Retreat at the last Executive Committee meeting. Dr. Joyner asked Janice Newburg to get a copy of the letter that is sent to the supervisors about the retreat to him and he will mention the retreat in the upcoming executive meetings.

Dr. Joyner stated that the Presidential search was on schedule and the job announcements would be distributed on Tuesday, September 3, 2002. Janie Roach asked if there were any internal candidates and Dr. Joyner stated that no applications had been received at this time.

Dr. Joyner will conduct Issues and Answer meetings on all campus during the next month. Announcements will be distributed to all employees.

Item 13: Next Regular Meeting

2:00 pm, Thursday, September 26, 2002, Washington Street Campus, Library 112 and 2:00 pm, Thursday, October 17, 2002 (Special Retreat Meeting).

Item 14: Adjournment

The meeting adjourned at 3:55 pm.

Respectfully submitted,

Angie Kleffman, Secretary
Classified Employees Council

Janice Newburg, Chair
Classified Employees Council