

**CLASSIFIED EMPLOYEES COUNCIL**  
**November 26, 2002**  
**Polk Street, Room 120**  
**MINUTES SUMMARY**

- Present:** Angie Alvarez, Margie Clements, Rhoda Key, Janice Newburg, Lee Proctor, Janie Roach, Billy Touchstone
- Absent:** Brenda Andrews, Angie Kleffman, Trey Merritt, Nora Moore, Claudia Robinson
- Item 1: Call to Order**  
The meeting was called to order at 2:10 pm.
- Item 2: Approve Minutes**  
Billy Touchstone made a motion to approve the minutes from both the September 26, 2002 and October 17, 2002 meetings and Janie Roach seconded the motion. Both minutes were unanimously approved.
- Item 3: Pinning Ceremony**  
Margie Clements and Rhoda Key are in charge of the January Pinning Ceremony. Janice Newburg distributed a sample packet to each of them. They will set a date and distribute information before the Christmas holiday.
- Item 4: Next Year's Retreat Dates**  
Janice Newburg suggested that we tentatively set the date for next year's retreat as October 23 and 24, 2003. The council unanimously agreed to reserving Ceta Canyon for those dates. When next year's chairperson is elected, retreat planning will begin and a possible new location decided.
- Item 5: Report from the Retreat**  
Janice Newburg distributed the report and it was unanimously agreed upon that the report turned out well. Dr. Joyner received the report as well.
- Item 6: Retreat Pictures**  
Janice Newburg distributed the pictures taken by Henry Ortega and Patsy Lemaster. Rhoda Key will attempt to make labels for the backs of each photo listing the names of each participant. A note for the itinerary for next year's retreat: Participants should be flexible for the photographs, and be ready right after lunch.
- Item 7: Suggestions received about Personal Leave Days**  
Janice Newburg received a call from a non-classified employee who wants to see a policy in effect that allows a person to take 3 sick days per year to use as personal business, with no explanation for the days taken. Janie Roach stated that 11 month employees do not acquire vacation leave, and occasionally time is needed to take care of duties that would not be eligible for use of sick leave. The suggestion from the council was that it could be set up for non-full time employees and they would have to give an explanation for the time taken. The council then

unanimously declined the idea.

**Item 8: Dr. Bud Joyner to Join Council (3:00 pm)**

Dr. Joyner discussed the four finalists for the Presidential search and reminded the council about the email he sent earlier that day which contained a short biography of each candidate and the date and time of their forum. He also informed the council that each candidate arrives in Amarillo the evening before the date of the forum and is taken to dinner. The forums will take place in the Badger Den at 1:00 p.m. with a press conference following at 2:00 p.m. Later the same afternoon or evening the candidate will meet with the Board, who makes the final decision. Dr. Joyner also informed the council that he does plan to stay at AC until the new president is in place, and possibly later to help get the new president situated.

Dr. Joyner announced the new director of College Relations as Ev Avara.

The registrar search has begun and Rhoda Key gave a short update to Dr. Joyner and the council.

The council questioned Dr. Joyner on the issue of donating sick leave hours to fellow employees who are in need because of unexpected illnesses or emergencies. Dr. Joyner stated that this issue had been discussed before, and as he remembers, it was decided that donating hours could start a cycle for an employee who donated hours could need them later and not have them. The Catastrophic Sick Leave policy was then put into effect. Dr. Joyner will check on it for the council, and on what happens to unused sick leave when an employee has reached the maximum amount to have.

Dr. Joyner has reviewed the Retreat report and wants specific instances and details on Accessibility for handicap students on West Campus. He stated that the parking issues at WSC are being handled in the most cost effective way which is to continue to purchase houses for parking lots rather than to build a parking garage. The changing of the name for ATC is on the Board Agenda and with the almost unanimous decision from 2 employee groups and students from ATC, he feels the Board will approve of the name East Campus.

On the issue of the overcrowding of WSC, Dr. Joyner stated that some programs had been moved to East Campus years ago. The utilization of classrooms is a procedural problem. When classrooms are reserved and the class does not make, the room stays reserved. They are working on the process. He also stated the reason for needing more meeting times and places for morning classes is that afternoon classes are not wanted by the students as much as the morning classes.

Dr. Joyner stated that equality of all campuses is not ever going to be possible, because of parking issues, student housing, etc. He stated that there will always be inequities, especially if it is not a detriment to employees and students. Any workout facility at West campus would have to be staff, student and community utilized.

Dr. Joyner suggested that the council call Betty Howell and inquire about having another fund raiser for the bricks around the clock tower.

Dr. Joyner informed the council that AC has no local control over the benefits offered by Blue Cross, and the premiums would be too high to localize it.

Dr. Joyner believes that not all employees would agree with wearing name tags at all times. He likes the idea, and would love to see it happen, and will recommend it.

There are several issues on the report about merit raises, and Dr. Joyner is 100% for it, but must have the majority of employees agree.

Dr. Joyner stated that now the East Campus belongs to AC, and proper signage can occur. A campus directory at the entrance of the campus with a place to pull off the road to look at the map was suggested and agreed upon as a good idea. Dr. Joyner stated that completion of the signage may take a while - 6 months - and will take some planning before implementation.

Dr. Joyner was unaware of any communication issues at East Campus. He thought it was solved with wireless capabilities. More information is needed on this issue.

Dr. Joyner agreed with the ideas about the changes suggested for the personnel phone directory. He will pass them along to the proper persons.

Dr. Joyner discussed the employee equity issue, stated that previous job experience does pay. He will discuss this with HR.

**Item 11: Next Meeting**

2:00 pm, Thursday, January 30, 2003, West Campus, Room TBA

**Item 12: Adjournment**

The meeting adjourned at 3:50 pm.

Respectfully submitted,

Rhoda Key, for Angie Kleffman, Secretary  
Classified Employees Council

Janice Newburg, Chair  
Classified Employees Council