

**CLASSIFIED EMPLOYEES COUNCIL**  
**January 30, 2003**  
**West Campus, AH Room 155**  
**MINUTES SUMMARY**

- Present:** Angie Alvarez, Margie Clements, Rhoda Key, Angie Kleffman, Trey Merritt, Janice Newburg, Lee Proctor, Janie Roach, Claudia Robinson, Billy Touchstone
- Absent:** Brenda Andrews, Nora Moore
- Item 1:        **Call to Order****  
The meeting was called to order at 2:05 pm.
- Item 2:        **Approve Minutes****  
Trey Merritt made a motion to approve the minutes from the November 26, 2002 meeting and Billy Touchstone seconded the motion. The minutes were unanimously approved.
- Item 3:        **Board of Regent Meeting Observation****  
Angie Kleffman was unable to attend the January 27, 2003 Board of Regents meeting; however, Lee Proctor attended in her place. Lee reviewed his notes of the meeting.
- Item 4:        **Outstanding Classified Employee Performance Award Pins****  
Janice Newburg attached a flyer of the mock Performance Award Pins. The Council unanimously agreed that this was an excellent idea. Bobbie Glasscock has been working on getting this approved. Per Bobbie's memo approximately 500 pins will be ordered and all previous Classified Performance Award winners will receive the "OCEPA" pin.  
  
The week following the CEC meeting, Dr. Joyner went to see Janice Newburg and stated that he had tabled the purchase of the "OCEPA" pins because of budget cuts.
- Item 5:        **Patsy Lemaster CDC Memo****  
The Council discussed the functions of the CDC and the possibility of either merging or working together with the CDC on future CEC Retreats. A vote was taken and it was unanimously agreed that the CEC would continue to handle all CEC Retreat planning with the help of Professional Development.
- Item 6:        **Retreat Pictures****  
Janice Newburg stated that Henry Ortega was working diligently on getting the Retreat Pictures ready for distribution. The Council is hoping to have them distributed by March.
- Item 7:        **Congratulations****  
Congratulations to Trey Merritt and Wendy McAda for completing their M.B.A. degrees in Business Administration from Wayland Baptist University. Both will be applying the degree completion pay increase.
- Item 8:        **Dr. Bud Joyner to Join Council (3:00 pm)****  
Dr. Joyner was unable to attend the meeting.
- Item 11:       **Next Meeting****  
2:00 pm, Thursday, February 27, 2003, Washington Street Campus, LIB 112.
- Item 12:       **Adjournment****  
The meeting adjourned at 3:30 pm.

Respectfully submitted,

Angie Kleffman, Secretary  
Classified Employees Council

Janice Newburg, Chair  
Classified Employees Council