

**CLASSIFIED EMPLOYEES COUNCIL**  
**July 30, 2003**  
**East Campus**  
**MINUTES SUMMARY**

**Present:** Angie Alvarez, Brenda Andrews, Susan Brown, Margie Clements, Rhoda Key, Angie Kleffman, Trey Merritt, Dora Ramos, Janie Roach, Claudia Robinson, Mike West

**Absent:** Billy Touchstone

**Call to order:** The meeting was called to order at 2:00 PM

**Item 2: Approve Minutes**

Margie Clements made a motion to approve the minutes for the May 29, 2003 meeting. Susan Brown second.

Angie Kleffman made a motion to approve the minutes for the June 26, 2003 meeting. Claudia Robinson second.

**Item 3: Board of Regents Observation**

Rhoda Key attended the July Board of Regents meeting and reviewed her notes.

**Item 4: Updating Photos of Employees in the CUB**

Rhoda Key suggested updating the photographs of employees that have worked at AC for ten or more years. At one time the pictures were in storage but it appears that the pictures are lost. The framing company does not have them. Should employees have the option to retake their picture. Should the CEC pursue this project because there about forty employees that would need their picture taken. A suggestion was made to send out E-mails to these employees giving them the choice to have their photo taken by Henry Ortega at a designated time. Rhoda assigned Angie Kleffman, vice chair to be in charge of this project. Rhoda will provide the list of employees.

**Item 5: Parking Permits**

The issue of parking or lack of parking on the Washington campus was discussed. Washington campus is the only campus that requires a parking permit. The other campuses do not. A student that attends West or East campus is not

required to have a permit, but if they come to the Washington Campus and don't have a permit, they will receive a ticket. AC has many people using the testing center and many times these individuals receive a ticket because they don't attend or work for Amarillo College. These people should not be ticketed. Trey Merritt stated he is on the committee that hears appeal for these tickets and many of the tickets are dropped. Suggestions were made that more security is needed for people who park illegally on any campus. Rules should be made more clear as to who and when the visitor parking can be used and who can use the loading zone parking area. Right now the rules of parking are too vague. Suggestions were made on if we should eliminate parking tags that are used in our vehicle all together. The tags break and fall apart easily. Also if the tag is lost or if an additional one is needed, some CEC members stated that security would not issue them another tag even if they offer to pay for it. A suggestion was made for window stickers that could be affixed to the windshield.

**Item 6:**

**Dr. Joyner and David Hernandez join the Council**

The budget was taken to the board in July. The State of Texas gave the go ahead with the budget. Employees that will have their insurance cut received letters. Our tuition increase is still lower than other colleges, but still a record for AC.

Reductions in the budget came from personnel reduction, attrition and supplies and equipment. Travel will be covered only if it is necessary for the job. A recommendation was made to the board for salary enhancement and cost of living raise.

The presidential search is still continuing. The last candidate, Dr. Steven Jones is in town now. Dr Jones is from Arkansas. He was a candidate when Dr. Joyner was hired.

**Issues discussed**

Some classified employees had an issue with a position that was filled on the East Campus. Some employees felt that another employee was more qualified for that position and feel favoritism may have been shown. Dr. Joyner and Mr. Hernandez will look at the process of what happened in this case.

The issue of employees having to use vacation time to attend college functions is still a problem. Also that some

employees are not allowed to attend functions. Dr. Joyner said that not all employees will get to attend some functions because AC needs a certain amount of employees to keep the college running properly.

**Communication problems at East Campus**

Angie Kleffman stated there is still a problem with communication on the East Campus in the form of E-mail and intercampus mail that is received after the function has happened. A suggestion was made that mandatory meetings should be held so supervisors could advise employees of coming events. Dr. Joyner said he wanted to avoid writing a policy for this because it would be strict. He would rather it be handled on an individual basis if there is abuse. Mr. Hernandez said there is supervisor training for this but it is not held because the training needs to be revised. Training has not taken place in two years. Dr. Joyner suggested that if an employee has a "grip", there is a formal way to present it. Dr. Joyner also said he was unaware of the communications problems on the East Campus and he is concerned with that and the other issues going on. He will do his best to work with Mr. Hernandez and look into these problems.

**Item 7:**

**Next Meeting**

Thursday, August 28, 2003 at 2:00 PM on the Polk Street Campus room 109H.

**Item 8:**

**Adjournment**

The meeting was adjourned at 4:35 PM

Respectfully submitted,

Janie Roach, Secretary  
Classified Employees Council

Rhoda Key, President  
Classified Employees Council