

Classified Employees Council
August 28, 2003
Polk Street Campus Room 109H
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**
Dora Ramos made a motion to approve minutes of July 30, 2003 meeting with corrected typographical errors. Angie Kleffman second.
- Item 3** **Pinning Ceremony**
Rhoda Key gave pinning ceremony information for October to Janie Roach and Dora Ramos. The CEC now has \$200.00 in the budget, \$50.00 for each quarter.
- Item 4** **Board of Regents Observation**
Rhoda Key reviewed her notes for the Board of Regents meeting in July.
- Item 5** **Barbara Bush**
Barbara Bush will visit Amarillo College as part of the Distinguished Lecture series. Date is set for February 2004.
- Item 6** **Traffic and Parking Regulations pamphlet and 10 year photos**
J.R. Couser has a meeting with Chief Mike Duval to discuss the need for employees and possibly students to purchase an extra parking permit for multiple car families. Ten-year pictures are on hold until we can get an appointment with Henry Ortega for a photo session. Hopefully this will be caught up by the end of the semester.
- Item 7** **Issues discussed**
David Hernandez suggested that the CEC council receive training on how to deal with employees that have a complaint. As a council we should know what to do to address the issue instead of going to Dr. Joyner. Trey Merritt

made a motion that there not be a one on one meeting with David Hernandez. The CEC Sub Committee will meet with David Hernandez and show him information and names of people that have had a complaint about East Campus. Communication issue at the East Campus is still not resolved. Dora Ramos will work on a bulletin board for the campus. Supervisor training may take place this fall. No date is set yet.

Item 8

Absence of Billy Touchstone

The CEC council feels a concern that Billy Touchstone has missed too many CEC council meetings. Not only has he missed CEC meetings but has also not participated in other events, such as pinning ceremonies, and sub committee meetings. Billy has made no effort to call anyone on the CEC council to explain his absence. Dora Ramos stated she knew Billy was sick and could not attend today's meeting, but did not know why he did not attend prior meetings. Suggestions were made that someone should speak to Billy about his absence and allow him to defend himself. He should be given the option to resign or stay on a probationary basis. Rhoda Key will send Billy a letter giving him options and check CEC council history to see what was done in the past with CEC council members with the same situation.

Item 9

Bobbie Glasscock, Chair, Classified Development Committee joins council

Bobbie reported that they have aprox \$19,000 in their budget. Discussion was held about possibly combining CEC retreatwith the CDC. A spring retreat or fall retreat may take place the first of November if a retreat is held. The idea of contacting Occupational Therapy was discussed. The OCT program may be able to give massages to retreat attendees.

Bobbie said these ideas were good but felt that there may be some overlapping of duties from the CEC and the CDC. According to her notes on duties of the CDC their committee are the ones that should sponsor retreats. The duty of the CEC is to handle administrative issues. A vote was taken to join this year with the CDC and then next year the CDC is to handle the retreat. The vote was carried unanimously.

Item 10**Dr. Joyner joins the council**

Dr. Joyner reported that the budget was approved. Salary enhancement was also approved. Some administrators wanted their salary enhancement to go to classified employees. Merit raise money went towards salary enhancement. On an average each classified employee will receive \$730.00 per person per year, it would average out to be about 3% increase per year flat rate. Administrators will receive on an average a 1.4% increase. Dr. Joyner wanted all employees to receive a salary enhancement because all the cuts in the budget were met. Dr. Jones will start full time on October 15. In November, Dr. Joyner will work on a volunteer basis so there will not be two president salaries.

A reception to welcome Dr. Jones will be held on October 16, tentatively.

Many changes in ERS that will affect AC. It may affect new employees. Dr. Joyner recognizes eight or nine employees that have had changes in their insurance, but most will not have a major hardship.

Dr. Joyner spoke to David Hernandez about issues discussed in the July 30 CEC meeting. He has not been able to meet with Mr. Hernandez to discuss issues further because Mr. Hernandez has been ill.

Janie Roach asked Dr. Joyner if it was approved for employees that are eleven month, full time to receive vacation time. Dr. Joyner said yes, it was approved.

Item 11**Conclusion**

The sub committee will meet with David Hernandez as soon as they hear from him.

Henry Ortega will set date for employee photos the end of September or first of October. He will then give employees option to have their photo taken. Suggestion was made that the employee pictures should have been taken care of in a more timely matter. Rhoda Key gave Angie Kleffman her notes and the names of employees that need their picture taken. It may be expensive but it will be taken care of.

Rhoda Key reminded everyone of our confidentiality policy regarding what is discussed in our meetings.

Item 12**Next Meeting**

Thursday, September 25, 2003 at 2:00 PM on the West Campus AH 155.

Item 13

The meeting was adjourned at 3:35 PM

Respectfully submitted,

Janie Roach, Secretary
Classified Employee Council

Rhoda Key, President
Classified Employees Council