

Classified Employees Council

Committee/Meeting Name	Classified Employee Council				
Date	9/25/03	Starting Time	2:30	Adjournment	4:00
Location	West Campus Room AH 155			Recorder	Janie Roach
Members Present	Angie Alvarez, Brenda Andrews, Susan Brown, Margie Clements, Rhoda Key, Trey Merritt, Dora, Ramos, Claudia Robinson, Janie Roach, Billy Touchstone				
Member Absent	Mike West, Angie Kleffman (ill)				
Visitors	Dr. Luther (Bud) Joyner, President, Amarillo College				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Approve Minutes from August 28, 2003 Meeting	Minutes will be approved after some information is re-worded concerning a meeting of the Subcommittee with David Hernandez, also rewording of a statement concerning Billy Touchstone's removal from the Council. Dr. Joyner has some information on minutes he would like changed: Item 10	Janie Roach will correct minutes and send to Rhoda Key for approval.
Billy Touchstone	Billy explained to council why he has been absent from the meetings.	Billy stated he was ill and could not attend one of the meetings and has some problems at work. Will try to attend meetings more regularly.
Parking permit response	Rhoda Key received an E-mail from J.R. Couser about parking regulations. A system has been worked out for people who are testing and do not have a parking permit. The traffic regulations brochure has been updated to state the parking permit must be displayed on the mirror. Driver/employees are allowed one permit only.	Persons receiving a ticket for not having a parking permit while testing will take their ticket to Testing and the staff there will be able to provide verification to have their ticket dismissed. Parking regulation concerns concluded.
East Campus E-mail from Dora Ramos	Dora Ramos asked if an employee wants access to Groupwise but does not have sign-on-privileges, can they submit their own personal e-mail address in order to get Groupwise access.	Trey Merritt said personal e-mail cannot be accessed through Groupwise. The cost per person to have Groupwise is \$200.00. He also stated that in the past 2 years there are 53 employees that have Groupwise privileges but have never picked up their e-mail. Billy Touchstone asked if there are rules that they have to pick up e-mail. Trey said there are no rules in place yet.
West Campus Security	Nancy Britten voiced a concern about the lack of an officer or security on the West Campus. The Business office and the bookstore handle a great deal of money at peak times and there is no officer or security. She believes that the cost of having a security or Police officer is highly necessary and	Rhoda will find out how many officers are working for AC. A letter will be sent to Chief Mike Duval asking for a written response addressing issue.

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	something must be done.	
10 year picture up date	Angie Kleffman gave update information to Rhoda Key. It will cost \$5 to \$15 to frame each picture and there are 84 employees that have been with AC for 10 years or more. Some employees have chosen not to take their picture. It is not known how pictures will be paid. The last time pictures were taken was in 1999.	Brenda Andrews suggested an engraved plaque with the employee's name on it. Dora Ramos suggested a group picture. Some members stated that could be difficult getting everyone together. The issue of 10-year pictures is still not resolved.
Dr. Joyner joins council meeting	Dr. Joyner gave brief report on the Legislature meeting. Reported about a survey done on salary increases for state colleges around the nation. Dr. Joyner stated that our new president, Dr. Jones, will join the council for our October 23, 2003 meeting.	Council members bid Dr. Joyner farewell
Cafeteria Menu ATM machine needed on East Campus	Trey Merritt asked if anything could be done to add more variety to the cafeteria menu on the Washington Campus. He stated the same food is served almost every week. Billy Touchstone wanted to know how to go about getting an ATM machine installed on the East Campus.	Trey Merritt was put in charge of finding out other options of food service companies that could be placed on campus like Pizza Hut, Taco Bell, etc. These companies would pay rental space to Amarillo College and it could benefit the college in a positive way. Trey will give his findings at next council meeting. Rhoda suggested calling Lola Hornstra regarding the ATM machine. Billy will also give his findings at next council meeting.
Adjournment	Meeting was adjourned at 4:00pm	

Next Meeting: October 23, 2003 on the Washington Street Campus, CUB private dining room.

Respectfully submitted,

Janie Roach, Secretary CEC

Rhoda Key, Chair, CEC