



**Classified Employee's Council
Monthly Meeting
Minutes**

Date	Monday, November 25, 2003
Time	2:00 p.m.
Place	WSC, CUB Private Dining Room
Members Present	Katie Ahlbom, Angie Alvarez, Brenda Andrews, Susan Brown, Margie Clements, Rhoda Key, Andrea Loyd, Trey Merritt, Dora Ramos, Janie Roach, and Billy Touchstone
Members Absent	Angie Kleffman
Guests Present	Brenda Bussey, David Hernandez,

Topic	Discussion / Information	Action to be Taken, Decision, Recommendation, Timeline
Round Table Introduction and Welcome	CEC members introduced themselves and Rhoda welcomed Andrea Loyd as the newest member of the CEC.	None.
CEC Resignation	Billy presented today with a verbal resignation to the CEC. He stated that he has taken a Firefighting job in Dumas, Texas and will be starting there on the 10 th of November.	Rhoda requested that Billy submit his resignation in writing to the CEC.
What Matters Most workshop	The workshop will be held on Monday, January 12, 2004. Volunteers from the CEC were requested to assist with the workshop.	Katie, Dora, Rhoda, Janie, Margie, and Susan volunteered to assist with the workshop. Rhoda stated that she will send out notices to the volunteers.
Relay for Life	Rhoda briefly noted the upcoming Relay for Life fundraiser. Rhoda stated that if anyone were interested in participating, they should contact Patricia Maddox.	None.
Smoking Issue	Phi Beta Kappa posted the smoking issue ban in the Amarillo Globe News and in the Ranger. Discussion ensued.	Dr. Jones handling issue after all information and suggestions were received from all campuses.
Human Resources Training	Brenda Bussey reviewed the hiring process for applicants.	None.

	<p>Patsy Lemaster stated that ‘official’ training sessions for supervisors will be set in the near future. Patsy included that the CEC needs to work closer with Professional Development. A suggestion was made to have Certificates of Attendance made for each training session.</p> <p>David Hernandez reviewed the process when complaints are received. He stated that the main goal is to find the core of the complaint and a common denominator to resolve the issue. David stated that the H.R. manuals for Administrative and Faculty staff members are already accessible on the H.R. web page. They are currently updating and posting the H.R. manual for Classified staff on the web page. David also reviewed the process for Job Audits and Reclassifications. A question was raised on the process of intra-departmental reorganization. David stated that these changes are made at the prerogative of the department director.</p>	
Adjournment	There being no further business to discuss, the meeting was adjourned at 4:20 p.m.	
Next meeting	The next CEC meeting is scheduled for Thursday, January 29, 2004 on the East Campus in the Teal Room, Student Activity Center building.	

Respectfully submitted,

Rhoda Key
Chair, CEC

Dora Ramos
Secretary, CEC