



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

Date	Thursday, January 29, 2004
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, Janie Roach, and Kathe Tow
Members Absent	Angie Kleffman, Dora Ramos
Guests Present	Sharon Doggett

Topic	Discussion / Information	Action to be Taken, Decision, Recommendation, Timeline
Round Table Introduction and Welcome	CEC members introduced themselves and Rhoda welcomed Kathe Tow as the newest member of the CEC.	None.
OCEPA and Classified Employee of the Year Awards – with Sharon Doggett	Pursuant to a meeting with Dr. Jones to discuss this item; his suggestions were considered by the CEC members.	Performance Awards: The members agreed to leave the process as it is currently, with one exception. Rhoda will send a memo to Dr. Jones indicating the suggestion from the CEC to add supervisor guidelines for information to be included when a nomination is made. This will assist the awards committee in the selection process and hopefully, standardize the nominations somewhat. Employee of the Year: CEC members expressed that this award was a completely separate issue than the Performance Awards and should not be considered for change.
East Campus Council Members	CEC Resignation - Dora Ramos submitted her resignation to the CEC via e-mail to Rhoda.	After discussion, the committee agreed not to replace this position. With the addition of Kathe Tow the East Campus is represented and elections will occur in May. Past

		practice has been not to replace representatives this late in the year.
Approve Minutes – November 25 Meeting	Under Smoking Issue, edit the word “band” to be “ban” and under Human Resources Training, add “Bussey” as Brenda’s last name.	Minutes were approved with edits.
Board of Regents Meeting Report – Katie Ahlbom	Report given for items approved and reports given during the January 29, 2004, Board of Regents Meeting.	None.
Employee Picture Report – Brenda Andrews	Pursuant to a meeting with Dr. Jones, information on changes to the wall was explained.	None.
West Campus Security Response – Mike Duval	Rhoda shared information provided in Mike Duval’s response to her numerous memos. Discussion of security issues ensued.	The CEC members decided the information provided was incomplete and did not answer the questions of the council. Rhoda will schedule an appointment to follow-up with J. R. Couser.
Employee Scholarship Probation Period	Concerns have been expressed regarding the benefit of employee scholarship, and the process used (or lack of a process) to award/track those receiving the benefit.	CEC members decided that an amendment to the Board of Regents Manual may be needed to establish tracking of the scholarship benefit. Rhoda will research the correct steps to take and report back to the council.
Good Friday Concern	CEC members discussed established holidays and differences between employee groups receiving certain days as time off.	Rhoda will respond to the individual expressing concern to explain the specific holidays and who is approved to take them.
Adjournment	There being no further business to discuss, the meeting was adjourned at 4:05 p.m.	
Next meeting	The next CEC meeting is scheduled for Thursday, March 25, 2004 at the Washington St. Campus.	

Respectfully submitted,

Rhoda Key
Chair, CEC

Katie Ahlbom
Substitute Secretary, CEC