



Amarillo College

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

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| Date | Thursday, May 27, 2004 |
| Time | 2:00 p.m. |
| Place | WSC, CUB Private Dining Room |
| Members Present | Katie Ahlbom, Angie Alvarez, Brenda Andrews, Deborah Brown, Natalie Brown, Susan Brown, Margie Clements, Cherie Haney, Rhonda Higgs, Rhoda Key, Andrea Loyd, Trey Merritt, Janie Roach, Vickie Shelton, Kathe Tow, and Tracy Young |
| Members Absent | Angie Kleffman |

| Topic | Discussion / Information | Action to be Taken, Decision, Recommendation, Timeline |
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| Welcome new members | CEC members introduced themselves to Deborah Brown, Natalie Brown, Cherie Haney, Rhonda Higgs, Vickie Shelton, and Tracy Young | None. |
| Approval of March 25, 2004 and April 29, 2004 meeting minutes | March 25 – Susan Brown motioned to approve and Brenda Andrews second. April 29 – Susan Brown motioned to approve and Margie Clements second. | Both minutes were approved as written, with no corrections needed. |
| Board of Regents meeting report | Given by Janie Roach – new board members were sworn in. | |
| Leadership Series Lectures | Dates have been changed to begin on June 8 th and end on July 13 th . | Rhoda Key reminded CEC members to RSVP yes or no to Donna Stanton |
| Question from Kathy Wheeler regarding Classified Employee Education Award | She received a certificate for Business Management and asked if an award is given for that. It has not been awarded in the past, but the CEC agreed that it is something to be considered, since an award is given for completion of GED. Trey Merritt brought to our attention that the form needs to be updated to state that “an official transcript showing completion of requirements for the degree | More discussion and research is needed on this issue. In Progress. |

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| | must accompany the application”. | |
| Pinning ceremony and Board of Regents meeting sign-up | Rhoda Key passed out the sign-up sheets and explained a little about each to the new members. | None. |
| Councils and Committees for 2004-05 | The council recommended employees whom we thought might serve well on various councils and committees. This information was requested by Bobbie Glasscock, as is every year. | Rhoda Key made a note of each suggestion and will forward to Bobbie Glasscock. |
| Dr. Jones joined the council. | Several questions were asked about the budget and other processes that were underway. | None. |
| Vote for new CEC members | The constitution needs to be amended to delete the 10-year pictures from the vice-chair responsibilities, since all employees will get their name on a plaque after serving 25 years at AC. Some discussion was held on the statement “The Vice-Chairman shall be in the first or second year of membership on the Council”. It was ultimately decided that it should remain, so the vice-chair could possibly move into the chair position during their 3 rd year on the council. | Susan Brown – chair Rhonda Higgs – vice-chair Kathe Tow - secretary |
| Adjournment | There being no further business to discuss, the meeting was adjourned at 3:50 p.m. | |
| Next meeting | The next CEC meeting is scheduled for Thursday, June 24, 2004; location TBA. | |

Respectfully submitted,

Rhoda Key
Out-going Chair, CEC