

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

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| <b>Date</b>            | Tuesday August 31, 2004   |
| <b>Time</b>            | 2:00 p.m.   |
| <b>Place</b>           | WSC, Cafeteria  |
| <b>Members Present</b> | Katie Ahlbom, Angie Alvarez, Deborah Brown, Natalie Brown, Susan Brown, Cherie Haney, Rhonda Higgs, Andrea Loyd, Kathe Tow, Tracy Young |
| <b>Members Absent</b>  | Janie Roach, Vickie Shelton   |
| <b>Guests Present</b>  |   |

| <b>Topic</b>                                    | <b>Discussion / Information</b>   | <b>Action to be Taken, Decision, Recommendation, Timeline</b> |
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| Approval of June 24, 2004 meeting minutes       | Cherie Haney made the motion to accept minutes and seconded by Tracy Young.   | June 24, 2004 minutes approved and carried.                   |
| Board of Regents meeting report                 | Given by Cherie Haney – Budgets approved, carpet to be put in housing and bids were taken, electrical upgrade in Parcels Hall approved, SGA announced agenda: Distinguished Lecture on 11/10/04 with Terry Waite as speaker, FallFest on 9/24/04 with Sharky's catering, Movie Night in the Pit 9/9/04 and the Clock will be set to seasonal chimes on the hour. Also, Hereford Campus was approved and the Wet lab at West Campus is finished. | None.   |
| Pinning Ceremony                                | Next pinning ceremony will be in October 2004-Cherie Haney, Susan Brown and Natalie Brown will host.  |   |
| Revision of CEC Constitution                    | Discussion on making a change under Section III-C: Omitting where the Vice President oversees the pictures of the ten-year employees. Also, it was asked about how membership consisting of one representative from West Campus and two from East came about.   | Tabled until next meeting                                     |
| Revision of Classified Employee Education Award | Discussion on adding an award for Certificate of Completion.  | Tabled until next meeting.                                    |

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| <p>Increase Investment in AC Personnel Work Team Committee</p>                     | <p>Susan Brown who is a member of this committee felt she needed to bring the objectives discussed at their meeting to the council members for review. The council looked over the objectives and found the first four questions pertinent to Objective I. Further discussion on the other two objectives ensued. Questions and concerns were brought up for Objectives II and III.</p>   |  |
| <p>Classified Employee Salary Committee</p>  | <p>Rhonda Higgs is chair of the CESC. Susan Brown stated that another CEC member needed to be on this committee. Deborah Brown was elected by the council members to serve a 1-year term on the CESC. Ballots will be sent out next week for those who have submitted their name to serve a 3-year term on this committee.</p>  |  |
| <p>Administrator/Classified Employee Professional Development Travel Committee</p> | <p>Katie Ahlbom and Tracy Young serve on this committee. Katie and Tracy gave the CEC members a report on their first meeting. They stated that the criteria for applications were discussed, and they encouraged us to take advantage of any Professional Development that will be beneficial to our job.</p>  |  |
| <p>Dr. Jones joins the council</p>   | <p>Dr. Jones informed the council that Listserv is online today. 85 people nominated to be on the Listserv. Dr. Jones stated that he wants the lines of communication to be open. New budget year starts tomorrow (Sept 1, 2004). He commented that amendments are already in progress. Angie Alvarez read an email from Cherie Clifton that stated concern about students and faculty out - numbering the classified employees representing the President's Council. Dr. Jones requested that the CEC recommend 3 or 4 classified employees to serve on the President's Council and to let him</p> |  |

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|                     | <p>know by Thursday. Susan Brown will notify the persons who are recommended to see if they would like to serve. Dr. Jones also reported that there will be some changes in the police dept. i.e., security cameras, and possibly using students to write tickets.</p> |  |
| <b>Adjournment</b>  | There being no further business to discuss, the meeting was adjourned at 3:30 pm.  |  |
| <b>Next meeting</b> | The next CEC meeting is scheduled for Thursday, September 30, 2004 at the Washington St. Campus, Private Dining Room.  |  |

Respectfully submitted,

Susan Brown  
Chair, CEC

Kathe Tow  
Secretary, CEC