

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

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

<b>Topic</b>	<b>Discussion/Information</b>	<b>Action to be taken, Decision, Recommendation, Timeline</b>
Approval of October 28 meeting minutes	Katie Ahlbom took minutes in Kathe Tow's absence. Thank you Katie! Not enough members present to approve minutes.	Will vote at next meeting on Jan. 27, 2005.
Questions/Comments/ Announcements	Discussion about the January 14 In-Service day – plans are being formed, nothing permanent yet. Katie Ahlbom commented that she understood that the Classified Employees will be on West Campus and Administrators and Faculty will be assigned to the other campuses. There is a plan for a speaker in the morning and then in the afternoon there will be break-out groups. This is mandatory to attend. Susan Brown commented about the temporary parking lots and wanted to know about them getting fixed.	
Classified Employees Education Award Revisions	We still have some minor revisions to make on this award. Lynn Thornton, Director of Human Resources, wants to know what "accredited institution" means. He feels that this term will raise a lot of questions due to a lack of definition. Discussion ensued about the definition of "accredited institution." Tracy Young suggested that we talk to Bob Austin or Diane Brice for clarification. The Council feels that after consulting with Bob and Diane the wording may become clearer. Lynn Thornton also said that where it says "official transcript" he wants "or	Susan Brown will follow up on the clarification of "accredited institution" with Bob Austin and Diane Brice. She will also explain to Lynn Thornton why "official transcript" should be left the way it is. The council will discuss the revisions further at the next CEC meeting.

	documentation of completion” to be included. After lengthy discussion, it was determined that “or documentation of completion” should not be added to “original transcript.”	
Board of Regents meeting report	Given by Tracy Young – Congratulations to Angie Alvarez on her new position – Advisor/Adult Student Services. SGA Festival of Lights was Dec 1. Board claimed they were disappointed on the turnout to the Terry Waite lecture. KACV talked about the digital conversion. KACV is in Phase 2 of conversion and should be complete by 2008. Tour of KACV discussed. Tracy Young encouraged everyone to take a tour of KACV. Internal audit report was excellent. Now that we have 2 years of good audits they want to make some management recommendations. Discussion about the renovations and improvements at the different campuses. Terry Berg gave the financial report. The Travel Card was approved; however, it is not open to all employees at this time. Starting in January, there will hopefully be a pilot program. This card allows discounts with the state, such as lodging and airfare. The travel card does not replace the procurement card.	
Relay for Life report by Vickie Shelton	The 2 <sup>nd</sup> annual Relay for Life will be April 8-9, 2004 at the Washington Street Campus starting at 6:00pm and ending at 6:00am. Each team will consist of 8 people. Each team has to raise \$800.00. There is a \$10 entry fee and each person who enters will get a T-Shirt. There will be several activities such as a dunking booth. There will also be a food booth to purchase food and drinks. Vickie asked if we wanted to participate as a group, if we wanted to recruit people from each of our campuses, or if she needed to be the sole representative from the CEC. The CEC decided they will have	Vickie will report back to the Council with more information at the January 27, 2005 meeting.

	a team of 8. It was also suggested to get local businesses to sponsor teams. Vickie Shelton will have more information at a later date.	
Dr. Jones joins the Council	Dr. Jones addressed the Council with one suggestion about the revision of the Classified Employee Education Award and that was possibly changing "Certificate of Completion" to "Certificate of Achievement." Susan Brown said she would check with Bob Austin in the Registrar's office about that change. Also questions were directed to Dr. Jones about the January 14 in-service day – Dr. Jones responded that the committees were responsible for the activities. Dr. Jones also indicated that What Matters Most is still being processed. Dr. Jones informed the Council that due to generous outside donations, the President's Office has been redecorated.	
Comments/Questions	Katie Ahlbom reported that TXDOT purchased new trucks for the Truck Driving program for the instructors to use to travel out of town when teaching TXDOT classes. Tracy Young will attend the January Board of Regents meeting. Janie Roach, Angie Alvarez and Deborah Brown will host the January pinning.	
Adjournment	There being no further business to discuss, the meeting was adjourned at 3:30p.m.	
Next Meeting	The next CEC meeting is scheduled for January 27, 2005 at 2:00p.m. at the Washington Street Campus, Private Dining Room.	

Respectfully submitted,

Susan Brown  
Chair, CEC

Kathe Tow  
Secretary, CEC