

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

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| <b>Date</b>            | March 24, 2005  |
| <b>Time</b>            | 2:00pm  |
| <b>Place</b>           | Washington Street Campus, Private Dining Room   |
| <b>Members Present</b> | Katie Ahlbom, Angie Alvarez, Deborah Brown, Rhonda Higgs, Andrea Loyd, Janie Roach, Vickie Shelton, Kathe Tow |
| <b>Members Absent</b>  | Cherie Haney, Tracy Young   |
| <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 March 2, 2005 meeting minutes              | Katie Ahlbom moved to accept the minutes with corrections and Andrea Loyd seconded.  | March 2, 2005 minutes approved with corrections; motion carried. |
| Overview of Board of Regents Meeting by Vickie Shelton | <p>Vickie reported that Matt Johnson of the SGA reported that he attended "Panhandle Days" in Austin. The Texas Junior College Student Government Association was there. The SGA has no activities/events scheduled at this time. The big agenda item at the Board meeting was the increase in tuition effective Fall 2005 and Spring 2006 – it was approved. Discussion consisted of historical data that Dr. Jones and Terry Berg presented. This is the third time tuition has been increased. The changes to tuition and fees are as follows:</p> <ul style="list-style-type: none"> <li>*In-district tuition from \$28.00 to \$30.00 per semester hour.</li> <li>*Out-of-state tuition from \$60.00 to \$63.00 per semester hour.</li> <li>*Out-of-district fees from \$14.00 to \$15.00 per semester hour.</li> </ul> <p>Dr. Woodburn asked if anyone in the audience wanted to speak regarding this increase and Matt Johnson said if students realize that we don't have the state funding that we used to get at this point in time and, if this is what it takes to have faculty and technology then the student organization supports the increase. The tuition increase needed to be approved at this meeting because advance registration begins April 18 and</p> |  |

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|                         | <p>we didn't want to start a group and they get one tuition rate and then start another group at a different tuition rate.</p> <p>There was a lot of discussion regarding the Financial Report. The Board wants more details on a contingency account and Terry Berg is working on this request. The Board wants details on \$276,815.04 of contingency funds that were transferred to various departments for equipment, advertising, A&amp;I, travel, legal fees, and allowance for doubtful accounts. Roofing starts on West Campus April 4, 2005. The President's report was gone over rather quickly. Dr. Jones passed out information concerning the Amarillo College Benefit Plan, Amarillo College Foundation, Amarillo Museum of Art, and KACV.</p> <p>At the beginning of the Board meeting the "Open Meetings Act" was discussed. Sanders and Baker were there to discuss the laws regarding open meetings. Vickie reported that the Board wanted to know how the extra amount of funds from the tuition increase were going to be used – Terry reiterated that the funds from the tuition increase will be used for more staff, more faculty, room space, technology, the Call Center, a Distance Learning Center, a Web Base, and to compensate those who have not been compensated.</p> <p>Rhonda Higgs will attend the next Board of Regents meeting scheduled for April 26, 2005 in Dumas.</p> |  |
| <p>Pinning Ceremony</p> | <p>Katie Ahlbom, Kathe Tow, and Tracy Young will host the April Pinning Ceremony. Rhonda Higgs gave packets to Katie and Kathe and will send Tracy's through campus mail. Rhonda suggested that notifying the President should be first on the "To Do" list to insure that the Pinning Ceremony gets on the President's calendar. Rhonda</p>   |  |

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|  | <p>gave the dates that Dr. Jones is available at 2:00pm in April for the ceremony. Rhonda also pointed out that the instructions state to send the invoice for the refreshments to Connie Dillard to do a Request for Payment; instead the CEC will initiate the Request for Payment, Rhonda will sign it, forward it on to Patsy Lemaster for her signature, and it will be sent to the Business Office for payment.</p>  |  |
| <p>CEC Elections</p>                                     | <p>Rhonda Higgs announced she was surprised to find that the timeline for the CEC election last year actually started on March 11. Rhonda gave council members copies of the election timeline and the nomination form. She asked that everyone look over the nomination form to make sure everything is correct as far as those going off and those staying on, etc. Those going off the council are - from Washington Street/Polk Street/Moore County: Katie Ahlbom, Deborah Brown, and a vacancy; from West Campus: Janie Roach; from East Campus: Kathe Tow, and a vacancy. Those remaining on the CEC for the remainder of their term are - from Washington Street/Polk Street/Moore County: Angie Alvarez, Cherie Haney, Rhonda Higgs, Vickie Shelton, and Tracy Young; from West Campus: Andrea Loyd. Rhonda plans to send out basically the same email that was sent last year with date changes. Rhonda will make the revisions and additions to the nomination form, and then she will send it out and give everyone two weeks to respond.</p> |  |
| <p>Salary Recommendation and Performance Award Funds</p> | <p>Rhonda Higgs expressed to the council that the way the salary recommendation was handled this time was not her preference. Rhonda would have preferred that the Salary Committee meet, make their recommendation, then Rhonda would have brought the recommendation to our March 24 meeting so we could discuss it</p>  |  |

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|  | <p>and have questions answered and get clarification. However, Rhonda was told on Tuesday that Dr. Jones wanted a recommendation from the Classified Employees Council; he already had a recommendation from the Faculty Senate. Rhonda immediately contacted the Classified Employees Salary Committee and they met the next day. The Salary Committee discussed this recommendation at length, almost for an hour and a half, and Rhonda feels good about the recommendation. Rhonda handed out the minutes from the Classified Employees Salary Committee meeting. Copies will be sent to Cherie Haney and Tracy Young. Rhonda also mentioned that during the Salary Committee meeting it was discussed that Dr. Jones may not allow the performance award level to remain at \$20,000.00. Rhonda feels that Dr. Jones is going to limit the Performance Award to \$10,000.00 and ask that the remaining \$10,000.00 be used for other activities or some other use. So the Council needs to start thinking about how to use the \$10,000.00. One of the suggestions at the Salary Committee was to use the \$10,000.00 as a cash bonus for people depending on their years of service at the pinning ceremony; or give some kind of additional cash upon retirement from AC; Janice Newburg suggested that it might be applied towards longevity and Lynn discussed how the City of Amarillo handles their longevity and he also suggested rewards like cook-outs, jackets, or some kind of wellness program. It was also discussed to take the \$10,000.00 and disperse it to all the Classified Employees as a cash bonus, but Lynn Thorton stated that would only come to about \$40.00 per employee.</p> |  |
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|                | <p>These were just some of the suggestions by the Salary Committee, so the council may want to start putting some thought into how the \$10,000.00 might be used. This is part of the budget program and Rhonda stated it is not sure where Dr. Jones stands on the \$20,000.00 performance award. The Salary Committee wants to be sure that if we only get \$10,000.00 for performance awards, that we don't lose the other \$10,000.00 and that it definitely be earmarked for the Classified Employees. Katie interjected that even though all these suggestions are excellent to be considered, her main concern is that whatever is decided, everyone needs to feel that they will have the opportunity to benefit from it, not just a select few. Another concern was made about how to keep faculty, administrators, and even students from attending the functions that are designated for Classified Employees only, i.e., our Forum and Ice Cream Social, especially the one being held on the Washington Street Campus. One solution would be to locate it away from the high traffic areas yet keep it centralized. The possibility of increasing student helper's salary higher than the current \$6.15 per hour was a topic of concern. Katie expressed concern about the hiring practices of a lateral transfer as opposed to hiring someone "off the street" with no internal knowledge. A lateral transfer will usually have no salary increase, whereas, if a person is hired externally they can be offered a higher rate in pay. Rhonda suggested that this be submitted as a question/concern to the CEC.</p> |  |
| Relay for Life | <p>Vickie Shelton reported that the candle sales totaled \$500.00 with a total of \$840.00. Johnny Carino's will be catering. There are about 10 teams. The T-Shirts should be coming in soon. The</p>  |  |

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|                        | CEC was the first to collect their fee and now we need to come up with a “Band” name.  |  |
| Constitution Revisions | <p>Revisions: Page 1</p> <p>II. Membership, Paragraph A<br/>Rhonda gave everyone a handout that she requested from Sylvia Benavidez on the number of Classified Employees at each campus. There are 374 full-time classified employees and 555 full-time and part-time classified employees. Rhonda stated that the number of both full-time and part-time classified employees does not justify, as stated in the Constitution, having “at least two representatives from the East Campus.” No one seemed to know why the Constitution designates that “at least two representatives” come from East Campus. Rhonda stated that she personally didn’t feel that the numbers justified having two representatives from East Campus. Everyone was in agreement. Rhonda recommended a revision to the statement under Article II. Membership, Paragraph A to read “Membership will consist of <u>at least one</u> representative from the West Campus and <u>at least one</u> representative from the East Campus.”</p> <p>III. Requirements and Duties of Officers and Members, Paragraph C.<br/><b>Change</b> “serve on” to “Chair”. The Vice-President will chair the Classified Employees Salary Committee. <b>Delete</b> the sentence “oversee the pictures of the ten year employees.”<br/><b>Delete</b> “The Vice-Chairman shall be in the first or second year of membership on the Council.”</p> <p>IV. Subcommittee<br/><b>Change</b> “serve on” to “Chair”.<br/>At the top of Page 2 in Paragraph D. remove the word “and.”<br/>Under III. Paragraph D. there was discussion about the duties of the Secretary to compile, distribute the quarterly report to the</p> | <p>Katie Ahlbom moved to accept the revisions on Page 1 of the CEC Constitution. Janie Roach seconded. Motion carried.</p> <p>Andrea Loyd moved to accept the revisions on Page 2 of the CEC Constitution. Katie Ahlbom seconded. Motion carried</p> |

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|                             | classified employees, but no action taken at this time.   |  |
| Dr. Jones Joins the Council | <p>Dr. Jones thanked the Council for their salary recommendation. He appreciates the work that the committee did and feels that it is very reasonable. Rhonda asked Dr. Jones if he could give the group an idea of finalization. Dr. Jones responded that the Board won't see the Budget until May and won't approve it until August. He hopes that they will approve it and that what we submitted is the budget parameters for salary increases. Rhonda presented the Councils' decision to have an Ice Cream Social to Dr. Jones. Dr. Jones recommended we allow the classified employees to have feedback with the Council creating a purpose other than just eating and fellowship for spending the \$2,000.00. Katie commented that we want to make it known to the classified employees that we not only want to interact with them but that we appreciate them and we want to show our appreciation by bringing this to them and they don't always have to come to us. Dr. Jones said that he did not have a problem with that, we just need to make sure that at some point in time we convey to them that this is their chance to give feedback to us and to interact with us and for us to encourage them to always share their ideas and give their input and this is one of many appropriate vehicles in which they can do that. Rhonda indicated that we will be discussing the flyers with the information at today's meeting. Rhonda asked Dr. Jones to give the Council a brief summary of the tuition increase that was approved by the Board. Dr. Jones told the Council that tuition will go up \$2.00 in the Fall and is anticipated to go up another \$2.00 in the Spring. He said this should</p> |  |

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|  | <p>generate about \$640,000.00 provided that enrollment is not inadvertently affected. Dr. Jones also said this money will be used to hire additional faculty, to give raises, to establish some on-line student services, to expand our On-Line Instruction Web-Based Instruction. Dr. Jones indicated that we are doing a lot of things that have been identified needing to be done, but you have to have money to do them. This year our goal is to give a respectable salary increase to all full-time employees. Dr. Jones also indicated that we are hoping to get some more money from the state; he knows that we will get new money; he said we just don't know how much more they will expect us to pay from that money for insurance. Rhonda shared with Dr. Jones that Vickie gave her report on the Board meeting and that Matt Johnson was there and stood up and voiced his support of the students. Dr. Jones expressed that he feels that is why we got favorable press was because the students were there and they did say they understood why and they believe it, they may not necessarily like it but they will go with it. Dr. Jones said this will raise our tuition and fees for the first time over \$40.00 a credit hour. He also said that Frank Phillips is at \$58 and Clarendon is at \$62. The president at Clarendon told Dr. Jones yesterday that their tuition will be going up \$3, so they will be going to \$65. Dr. Jones commented on the big article in Community College Week, a national publication for community colleges, which talked about increases in tuition and decreases in funding. Dr. Jones shared with the Council that this summer they are hoping to bring back a smaller version of the faculty retreats, with an eye towards classified retreats next year, so Dr. Jones requested that</p> |  |
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|   | <p>we put that on our upcoming agendas to be thinking about, talking about and trying to decide what kind of preferences we would like. This will be for Summer of 2006. Rhonda asked Dr. Jones if he was aware that these retreats used to be overnight and he said he was aware of that and he would like to see us get back to that because he sees value in that. The other Council members strongly agreed. Dr. Jones said this might not be something we could do every year, but maybe rotate with faculty every other year.</p>   |  |
| <p>Continuation of Constitution Revisions</p> | <p>Revisions: Page 2 continued Discussion about when the quarterly reports were distributed ensued. The Council decided that these reports must have quit being distributed between Janice Newburg and Rhoda Key. After much deliberation, Rhonda suggested that we start issuing quarterly reports effective as of April 1, 2005.</p> <p>Since there is not enough Council members present to vote, Rhonda will email the wording from Section III. Paragraph D stating, "compile and distribute the questions received on a quarterly basis, and assist the Chair as required." The Council will respond to the email with their vote. The question was brought up about there being only one representative from a department allowed to serve on the CEC. This may have to be looked at due to someone being on the Council in a particular department and someone from another department goes to work in that same department and that person is also on the CEC. What do you do?</p> <p>Also a question was asked about the members reviewing a member's attendance. This is usually done only if there seems to be an excessive amount of absences.</p> |  |

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| Education Award                                      | <p>Rhonda gave the Council a draft of the Education Award and let the Council know that she inserted the effective date where the President’s Cabinet met and approved the change to include the Certificate program; also, she added the stipulation made by the President’s Cabinet that states, “The Certificate program must be a college approved plan of study of a minimum of 30 credit hours.” This has been incorporated in all the forms. Janie Roach asked about there being two faculty members in her department who are also classified employees working toward their Bachelor Degree. She wants to know if they will qualify for the Bachelor Degree award. Rhonda advised that they should get clarification from Human Resources, but Rhonda thinks they should be qualified if their employment status is Classified Employees. Janie wants to be sure she can let them know about the award. Rhonda asked the Council if they felt the Education Award Draft was ready to go, and all were in agreement. Rhonda said she has had Tommy De Jesus put the actual form on-line on the Intranet. The memo will be emailed to Classified Employees with a note about the form being on-line on the Intranet or to contact any member of the CEC.</p> |  |
| Update on Classified Employees Shirts By Andrea Loyd | <p>Andrea talked to Angie yesterday and our shirts are ready. Angie will have them in her office on Monday March 28. Angie will email everyone how much they owe and they can come by her office and pick them up. Cash or checks will be accepted. The color of the shirt is royal blue.</p>   | <p>Angie will email the members with amount owed and they can pick their shirts up on Monday March 28.</p> |
| Ice Cream Social                                     | <p>Rhonda handed out the order forms for the ice cream and supplies. Rhonda thanked the committee for all the hard work that’s been done for the ice cream social. She stated that she is amazed how well everything has</p>  |  |

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|                                      | <p>fallen into place for this event. Since these are going to be sundaes it was agreed that the flavors of the ice cream should be chocolate, strawberry, and vanilla. The toppings will be chocolate, caramel, and strawberry. We will also order the 6 oz. foam containers. All of the above will be ordered from Angie's husband. Janie volunteered to get the cherries, whipped cream, nuts, ice cream scoops, napkins, and spoons from Sams. Rhonda will need to ask Angie how much of a lead time we need to place an order. Changes were made to the flyer. We will add RSVP, the information that Dr. Jones requested, and several other changes. Deborah Brown will make the changes. The flyers will be sent to the Classified Employees on April 1. Also added was where the event is being held: the East Campus will be in the Student Activity Center in the Cafeteria area; at the Polk Street Campus it will be at the Senior Citizen's Center; Katie will check on reserving the area by Carter Gym in the park area; Deborah will check what the area is called at Moore County; and at West Campus it will be in the Cafeteria.</p> |  |
| <p>Suggestions/Comments/Concerns</p> | <p>Rhonda asked about an agenda item that stated "begin discussion of new class hours and how that will affect the Classified Employees and parking." Rhonda didn't have a clue about this. Janie thought it was about having classes on Monday – Thursday and no classes on Friday. It was decided that this topic did not need any discussion. Delton Moore – Janie recommended that Delton be contacted and explain to him that we are not ignoring him. Rhonda will contact Delton.</p>  | <p>Delton Moore tabled until we have a full Council.</p> |
| <p>Adjournment</p>                   | <p>There being no further business to discuss, the meeting was adjourned at 4:35 p.m.</p>  |  |

Next Meeting

The next CEC meeting is scheduled for May 25, 2005 at 2:00pm at the Washington Street Campus, Oak Room, 2<sup>nd</sup> floor, College Union Building.