

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

Date	May 25, 2005
Time	2:00pm
Place	Oak Room, 2 nd Floor College Union Bldg, Washington St. Campus
Members Present	Katie Ahlbom, Angie Alvarez, Deborah Brown, Brenda Bussey, Joel Goucher, Cherie Haney, Rhonda Higgs, Cheryl Howard, Andrea Loyd, Vickie Shelton, Kathe Tow, Chere Whitfield, Tracy Young
Members Absent	Janie Roach
Guests Present	

Topic	Discussion/Information	Action to be taken, Decision, Recommendation, Timeline
Introductions and Welcome to New Members	<p>Rhonda started the meeting off by having the Council members introduce themselves to the new members then Rhonda welcomed the new members, who are Brenda Bussey, Joel Goucher, Cheryl Howard, and Chere Whitfield. For the first item of discussion Rhonda stressed that confidentiality is one of the most important things to remember as a Council member and anything discussed in the meetings is not to be addressed with anyone outside of the Council members. Rhonda reminded us that the Constitution addresses confidentiality and encouraged everyone to read it if we have not done so already. The new members will have an opportunity to get a CEC nametag – they cost \$1.50. Also, Angie gave prices for the T-shirts the new members can purchase. Contact Angie when you are ready to order yours.</p> <p>There are two vacancies with one year remaining in the term; one for the East Campus and one for the Washington Street/Polk Street/Moore County campuses. Joel Goucher requested the one year term on the East Campus and Deborah Brown's name was drawn for the one year term on the Washington Street/Polk Street/Moore County campuses. Rhonda passed the Member</p>	

	<p>Roster around for all members to proof their information for corrections if any. Rhonda, along with the rest of the Council members, expressed appreciation to the members leaving the Council – Katie Ahlbom and Janie Roach. Rhonda asked Katie to take her place on the Classified Employee of the Year Committee which Katie accepted.</p>	
Officer Elections	<p>Following are the officers for 2005-06: Chair - Rhonda Higgs; Vice-chair - Tracy Young; Secretary - Kathe Tow</p>	
Sign-Up Sheets	<p>Sign-up sheets were passed around for the Board of Regents Meetings and Service Pinning Ceremonies. The next Board of Regents meeting is on June 28 and Andrea Loyd signed up to attend.</p>	
Overview of Board of Regents Meeting by Angie Alvarez	<p>Angie reported that the Student Government Association had no report. Annexation of land discussed, motion accepted; Daniel Esquivel from the Hereford Campus was unable to attend due to registration; Roofing project passed; Budget – still waiting to hear from the state, optimistic and waiting to hear something by June 7; Brad Johnson discussed the Strategic Plan which involves where we are spending our time and how to allocate our money wisely; a packet was given to the Board to review and offer their suggestions; Restructuring plan of East Campus was discussed; Financial report given; Community Link 99.9% finished, due to move in next week; On June 7 the Board will have an unofficial meeting to discuss the Strategic Plan and Budget Process. Following are the officers for 2005-06: Chair - David Woodburn Vice-Chair - Lisa Cherry Secretary - Michelle Fortunato.</p>	
Approval of March 24, 2005 and May 2, 2005 Minutes	<p>Rhonda asked the Council members to take the minutes</p>	<p>Approval of minutes tabled until next meeting.</p>

	<p>from March 24 and May 2 and read them and email any corrections to Kathe Tow for March 24 and Andrea Loyd for May 2.</p>	
<p>Mentor Program Report by Tracy Young</p>	<p>Tracy reported the Mentor program is now called Squares. Tracy explained that Squares are made up of two “seasoned” employees and two new employees making a group of four. This group will be allotted money to go out to eat and discuss certain topics of interest, concerns, problems, etc. and to ask questions. Tours of each campus are given at New Employee Orientation. If anyone is interested in joining Squares contact Christina Gonzales.</p>	
<p>Education Award</p>	<p>Rhonda referenced the email between her and Kathy Wheeler that took place after the last revision of the Education Award had gone out. An email from Lynn Thornton went out asking Classified Employees to let Human Resources know if anyone has earned a Certificate of Completion since the Education Awards had been implemented. Rhonda just wanted to let the Council know that some work is being done concerning the revision of the Education Award. Rhonda stated that Dr. Jones felt that there was an oversight on the part of the Classified Employees Council when the Education Award was initially implemented. So, Dr. Jones and Lynn Thornton had Rhonda research old Council minutes and she discovered documentation that it was not an intentional omission or oversight on the Council’s part. Including the Certificate of Completion in the Education Award was discussed initially, but it was decided that there needed to be a more intense study done before adding it. Unfortunately, this subject didn’t come back up until about a year ago, so Rhonda just wanted the Council to know that there are some things going on in</p>	

	the background about the Education Award.	
Retreat Survey Results	<p>The Classified Development Committee sent out a survey to all Classified Employees asking for input about retreats. Rhonda had copies of the results and passed them out to the Council. According to the survey, 83% of Classified Employees want retreats. Bobbie Glasscock asked for input from the CEC. The Council was unanimous about having retreats for the Classified Employees. Rhonda suggested that the Classified Development Committee and the Classified Employees Council work together. This does not mean all the members from each group, but maybe three or four from each group to form a committee. Rhonda will tell Bobbie that the CEC would like to see the Classified Employees have a retreat late summer or early fall and that the CEC would also like to help the CDC.</p>	
Forum Summary	<p>On May 6, 2005 Rhonda sent a memo to the Council members asking them to review the document that Katie Ahlbom put together regarding the comments, questions, and suggestions from the five forums. Katie Ahlbom and Kathe Tow will compare each other's notes taken at the forums and a complete report will be sent to the CEC. After all revisions are made, Rhonda will forward the report to Dr. Jones.</p>	
Questions	<p>Memo to Margie Clements from Rhonda Higgs concerning her question about merit raises with Dr. Jones' response was given to the CEC. There was lengthy discussion about the new evaluation process and the rating system. Katie explained to the Council the concept behind the rating system as it was explained to supervisors that attended the training for the new evaluation process. Katie also explained about the new step in the evaluation - Peer Review. This is</p>	

	<p>where the supervisor sends out a form to other co-workers who interact with the employee being evaluated, asking them for their input about this employee. These comments are very confidential and cannot be seen by anyone but the supervisor.</p> <p>April Swindell asked about the possibility of getting one of the Amarillo Health Clubs to give AC employees a discount of some kind if there were enough employees who wanted to participate. The question was given to Craig Clifton and his response was that he would bring it up at the next wellness committee meeting in the Fall. Rhonda will send April Swindell Craig Clifton's response.</p> <p>Question from Kim Lacey concerning classified employees with 10 years or more of service only being evaluated every other year instead of every year was sent to Lynn Thornton, Director of Human Resources.</p> <p>Anonymous letter concerning evaluation of application for in-house positions was sent to Lynn Thornton. Brenda Bussey gave a very detailed explanation of the application process.</p>	
<p>Dr. Jones Joins the Council</p>	<p>Dr. Jones joined the Council during the Peer Review discussion. There seems to be a lot of controversy about employees being evaluated not knowing what was reported about them from their peers. Dr. Jones expressed that he incorporates the review into his evaluation.</p> <p>Unless a similar comment is made by more than one peer, Dr. Jones considers this nothing to be worried about. Dr. Jones did mention that if the employee asked what was reported about them, the supervisor can paraphrase the comment, but that was totally up to the supervisor's discretion.</p> <p>Rhonda introduced the new CEC members to Dr. Jones, and also introduced the new officers.</p>	

	<p>Rhonda asked Dr. Jones if he had anything to share with the Council. Dr. Jones shared that they are going forward with the budget; he said they pushed exactly what we asked for as far as pay raises in the budget and there were no questions asked. Rhonda asked Dr. Jones how he felt about the CEC putting a committee or sub-committee together to investigate how to come up with a system for merit raises again. Dr. Jones did not oppose the idea. In fact, Dr. Jones said that he would like to see merit raises return <u>IF</u> the CEC can produce an equitable process. He commented that it is very difficult to come up with a system that everyone will buy into. There is a big problem with favoritism and that's one reason, among others, the system must work.</p> <p>Rhonda told Dr. Jones that the CEC plans to submit him a report on the Forum as soon as possible.</p>	
<p>Comments/Concerns</p>	<p>Rhonda asked the Council how they felt about forming a committee or sub-committee for merit raises. Katie Ahlbom requested that if a sub-committee is formed she would like to serve and she does have some ideas to share. Rhonda said that she could see Dr. Jones' point of view, but those of us who are "seasoned" employees have seen merit raises work. Katie feels that an internal committee based from the CEC should include not only Council members but employees from other offices. The Council agreed that Rhonda should send an email to all Classified employees asking for volunteers to serve on a committee to investigate merit raises. Rhonda said that she will personally contact Margie Clements, who submitted the question, to see if she would like to serve on the committee as well. Cheryl Howard also asked to be put on the committee. It was</p>	

	<p>suggested that Brenda Bussey would be a good choice for this committee, also.</p> <p>Rhonda told the new members that she corresponds a lot with the members through email because she likes to keep the lines of communication open, so she encouraged everyone to check their email often. Also, Kathe Tow requested that when one of the members corresponds by email to please send it to the CEC as a group, unless of course, it's personal, and if the email requires an answer or response to reply to the sender and the recipients. This really helps to see other points of view when a decision needs to be made. This also keeps the lines of communication open.</p>	
Adjournment	There being no further business to discuss, the meeting adjourned at 3:50 p.m.	Katie Ahlbom moved to adjourn. Joel Goucher seconded. Motion carried
Next Meeting	The next CEC meeting is scheduled for June 23, 2005 at 2:00p.m. in the Private Dining Room, College Union Building, Washington Street Campus.	