

Classified Employee's Council  
Monthly Meeting Minutes

**Date:** September 29, 2005

**Time:** 2:00 p. m.

**Place:** Washington Street Campus, Private Dining Room

**Members Present:** 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:** None

**Topic** Overview of Board of Regents Meetings

**Discussion/Information** Brenda Bussey gave her report of the August 30, 2005 Board of Regents meeting.

The Student Government Association President informed the Board that Della Reese would be here on November 7, 2005.

Fall Fest will be September 29. Dr. Jones mentioned that on September 29 at 11:45 a.m. the Business Building would be dedicated to Dr. R.E. Byrd.

Budget – Terry Berg, Dean of Finance and Administrative Services, made a presentation regarding the budget.

- Projected Revenues showed a 10% increase to \$3.9 million
- Received an additional \$1 million due to State Appropriations increase
- Interest Revenues were up \$249,000
- 3% salary increases for faculty, administrative and classified employees making over \$33,333.33; \$1,000.00 increase for classified employees making less than \$33,333.33. Raises cost around \$761,000. There were new positions in the budget costing \$755,000 (approximately \$400,000 of that is for new positions at Hereford)

- Purchasing a Point of Sale (POS) system for the Bookstore. Eventually will have a virtual Bookstore, too
- Document Imaging System will be purchased this year for the Financial Aid and Registrar's Office
- Maintenance of sidewalks around the CUB and Library. These are not up to code
- The budget was approved by the Board of Regents

The tax rate was set by the Board of Regents. The tax rate is \$0.16043 for 2005 fiscal year.

Consent agenda was approved by the Board of Regents. This includes appointments of administrators and faculty. Dr. Nossaman asked for clarification of Probationary and Temporary faculty. Dr. Paul Matney explained the difference.

Bids and Proposals were approved.

#### Board Policy Manual Changes –

During their meeting last night the Board of Regents approved changes to Board of Regents Policies DGBA, DH, and DL. Most of the changes were cosmetic and procedural. **However, there are two changes that are of special interest to Classified employees and those who supervise Classified employees:**

- 1) The schedule for performance evaluations for Classified employees has been changed to 3 months, 6 months, 12 months and then annually thereafter; and
- 2) Classified employees can now use accrued sick leave during their probationary period...their first 6 months of employment. The policy on vacation leave remains unchanged, i.e., vacation accrues but cannot be used for the first 6 months of employment.

The new policies will be posted on the website as soon as possible. If you have questions please contact Lynn Thornton (5044) or Brenda Bussey (5046).

Signature Authority Resolution (Terry Berg's title changed), Budget Amendments, Financial Report were all approved.

President's Report:

Dr. Jones discussed information he had gathered through TACC regarding salary increases, tuition increases, and tax rates. There are 50 districts. 15 TACC districts raised tuition more than AC.

Salaries:

27 gave higher raises than AC

16 same as AC

5 raises were lower than AC

2 no report

Dr. Jones proposed that Board Meetings mainly be on the WSC. Each fall and spring there will be one Board meeting at a different campus. Will meet once a year at Moore County and Hereford.

Dr. Jones also gave information to the Regents regarding some conferences they may want to attend this fall.

Regent's report and comments:

Dr. Nossaman stated that the Amarillo Museum of Art will kickoff an Exhibit of Jasper John on September 9.

Rhonda Higgs gave her report of the September 27, 2005 Board of Regents Meeting.

The meeting was held at the Hereford Campus. The campus was very clean and impressive. Daniel Esquivel, Executive Director, was introduced and Dr. Duffy McBrayer was also introduced. Dr. McBrayer was very instrumental in getting the Hereford Campus established.

Nichole Terry, SGA President gave the student government report. Constitution Day raised \$700 and Fall Fest will be September 29, 2005.

Education Report – Daniel Esquivel gave a tour of the Hereford Campus. Lockers had to be removed from the hall.

Consent Agenda – Bids and Proposals were approved.

ACBP Audit – was very successful. No findings, given a clean report. ACBP has approximately \$71 million in the fund.

There were 4 budget amendments and they were all approved.

Terry Berg gave the Financial Report – there were limited questions. Dr. Woodburn was complimentary to Terry and his staff regarding the good work they are doing.

Dr. Jones gave the President's Report. Board had completed a Self-Evaluation - there were 14 areas to be reviewed. David Daniel, President, Midland College would be coming for a Board in-service and Dr. Jones was going to let him review the evaluations and give input.

Board approved a letter of recognition for Jean Harris who was a faculty member at AC for 41 years.

Neal Nossaman and Sharon Oeschger stated that on October 27 the Art Force will have a Gala. 12x12 canvases will be given to 60 local artists. On October 27 there will be a silent auction for these paintings.

Lisa Cherry wanted to thank AC for sponsoring a table on October 22 at the NAACP Banquet.

**Topic** Approval of Minutes – August 11, 2005 & August 25, 2005

**Discussion/Information** Cherie Haney moved to accept August 11 minutes and Joel Goucher seconded. The August 25 minutes were distributed at the meeting and Rhonda asked the council members to review them and email Kathe with revisions by October 5. Rhonda requested that Kathe email the July 28, August 11 and August 25 to all classified employees on October 7, 2005.

**Topic** Mind, Body and Soul

**Discussion/Information** This event was fabulous! The CEC raised around \$366 for Red Cross. Thank you notes to all vendors will be sent out. Rhonda Higgs will draft a letter. Next time we will have a sign-in sheet to track how many people attended.

**Topic** Retreat

**Discussion/Information** Rhonda Higgs, Jeanetta Smiley, Cheryl Howard, Janene Hofbauer, Connie Dillard and Patsy Lemaster will go to Sharon Oeschger's on Wednesday night, October 26. There will be a joint meeting with the CDC and CEC soon to discuss the retreat.

**Topic** CEC Representative on Travel Committee

**Discussion/Information** Tracy Young was the CEC representative, his term has ended. At the present, there is no CEC representative on the Travel Committee.

**Topic** Reschedule October 27 CEC Meeting

**Discussion/Information** The October 27 CEC meeting has been rescheduled to Friday, October 21 at 2:00 p.m. on the Washington Street Campus in the Private Dining Room.

**Topic** Dr. Jones

**Discussion/Information** Rhonda told Dr. Jones that we raised \$366 at Mind, Body & Soul and had positive feed back and may do this event again. At the Retreat Dr. Jones will do the welcome and ice breaker. Dr. Jones indicated that he had information on Merit Pay. In the past, employees received release time for doing special projects. However, instead of release time Dr. Jones suggested they would receive Professional Development money (\$700) and this money would be deposited in their account to use for professional development travel, supplies for courses, etc. This would not be part of their salary. They would also be able to bank this money and use it after it had accumulated for a couple of years. Another suggestion was looking at \$500 gift cards (non-taxable). The President's Cabinet would have to approve and it would be on a case-by-case basis. Dr. Jones explained the "Learning Communities." He said it was still in the developmental stages.

**Topic** Pictures Received from Janice Easterday

**Discussion/Information** Janice Easterday sent Rhonda old pictures from various past activities. Rhonda and Brenda will review pictures and send to the appropriate individuals.

**Topic** October Pinning Ceremony

**Discussion/Information** The October Pinning Ceremony is scheduled for October 19 at 2:00 p.m., location to be determined later. The Pinning Ceremony will recognize employees for August, September and October. Rhonda Higgs, Cherie Haney and Brenda Bussey will be the facilitators. All CEC members need to be at the Pinning Ceremonies.

**Topic** Miscellaneous

**Discussion/Information** Rhonda told the Council that 3 Administrators have been added to the Merit Pay Proposal Committee; Dale Longbine, Britt Sosebee and Lynn Thornton. Rhonda also informed the Council that all questions submitted to the CEC have been responded to except for a response by Bob Austin. She will follow-up.

**Adjournment:** 4:00 p.m.

**Next Meeting:** October 21, 2005 on the Washington Street Campus, Private Dining Room at 2:00 p.m.