

Classified Employee's Council Monthly Meeting Minutes

Date: October 21, 2005

Time: 2:00 p.m.

Place: Washington Street Campus, Private Dining Room

Members Present: Angie Alvarez, Brenda Bussey, Cherie Haney, Rhonda Higgs, Cheryl Howard, Andrea Loyd, Kathe Tow, Chere Whitfield

Members Absent: Deborah Brown, Joel Goucher, Vickie Shelton

Topic Retreat

Discussion/Information The CDC joined the CEC to plan for the Retreat. Jeanetta Smiley reported that it was requested that there be an "Ask It Basket" at the retreat for those who didn't feel comfortable asking questions in front of a group. The questions will be answered at a later date. Janene Hofbauer gave a report about the decorations and goody bags. Janene will reserve the Private Dining Room to assemble the goody bags. She asked for volunteers. The CEC and CDC members will be wearing bandanas with chili peppers to distinguish them from the attendees of the retreat. Mike Ward is in charge of making sure everyone gets on the vans. Jeanetta will send an email to those who are attending, even those who are not riding the vans, to meet at the Physical Plant to sign-in and get a map to the ranch. Jeanetta went over the agenda of events for both days. Rhonda Higgs, Jeanetta Smiley, Cheryl Howard, Patsy Lemaster and Connie Dillard will be going to the ranch after work on Wednesday to prepare for everyone's arrival on Thursday morning. If anyone has a question or concern, please contact them prior to 5:00 p.m. on Wednesday.

Topic October Board of Regents Meeting

Discussion/Information The October Board of Regents meeting, being held next Tuesday October 25, 2005, will be attended by Vickie Shelton. Joel Goucher will attend the November Board of Regents meeting.

Topic Approval of Minutes – September 29, 2005

Discussion/Information The September 29 CEC minutes will be approved by email since some of the members have not had a chance to read over them and submit their revisions.

Topic Quarterly Report

Discussion/Information Rhonda gave everyone a copy of the Quarterly Report and asked the Council to take it with them and read it over and email revisions to Kathe Tow.

Topic Replacing Tracy Young – CEC Member and CEC Vice-Chair

Discussion/Information According to the CEC Constitution, a vacancy will be filled by the next available alternate from the preceding election. Katie Ahlbom is eligible to replace Tracy Young. Rhonda will contact Katie and ask her if she is still interested in serving on the CEC. Since Tracy was also the Vice-Chair of the CEC, we need to fill that position. When the CEC elected officers back in May, Andrea Loyd was next in line for the position. The CEC members are in agreement that Andrea should be the new Vice-Chair. Andrea accepted.

Topic Merit Pay Award Committee – Katie Ahlbom

Discussion/Information The Merit Pay Award Committee has met on a regular basis – every couple of weeks. Invitations were extended to Dr. Jones, President of AC, Terry Berg, Dean of Finance & Administrative Services, and Lynn Thornton, Director of Human Resources to give a presentation about their views on the merit pay awards. Katie stated that the committee learned a lot about how the merit system was viewed by these departments and what would be acceptable and what might not work. Dr. Jones suggested that he would like to see the merit pay award be offered to Administrators as well as to Classified Employees. Katie worked through Rhonda to contact the Administrators Association President, Lola Hornstra. Lola identified three people within the Administrators' Association who she thought would be interested in sitting on the committee: Dale Longbine, Britt Sosebee and Lynn Thornton. Dale, Britt and Lynn joined the committee on September 26, 2005. Katie commented that this joint effort is very helpful. The committee did research of past practices of merit pay at AC. This research was combined with the new proposal with updated information. Following are the Committee decisions to date:

1. SAME AS BEFORE – All information related to selection of employees for merit pay awards will remain strictly confidential.
2. Awards will be performance based – using Performance Evaluations and processing from the departmental level – this will include money in the budgets, still working on budget details.
3. SAME AS BEFORE – Supervisors will be made aware of the Merit Pay process by distributing a copy of the criteria and instructions to them at the inception. Training conducted through Supervisors Training program. Fine tuning instructions for Supervisors.

4. CHANGE- An evaluation committee will **NOT** be formed to evaluate requests for merit increases – too many conflicts with confidentiality and HR restrictions of performance documents.
5. SAME AS BEFORE – Recommendations will be reviewed by the President's Cabinet for endorsement.
6. SAME AS BEFORE – Supervisors will be held accountable for detailed explanations of the merit pay award recommendations they submit for consideration; and for meeting recommendation deadlines.
7. CHANGE – Employee eligible every year for recommendation. (was alternating years)

Hopefully a draft will be sent to the CEC and the Administrators' Association for review and revisions after the first of the year.

Topic Performance Awards

Discussion/Information The Performance Awards will be awarded to selected Classified Employees right before Christmas. Today at 5:00 p.m. is the deadline to vote for 2 new Classified Employees Salary Committee members. Rhonda hopes to be able to announce the 2 new committee members by Monday.

Topic CEC Representative on CESC

Discussion/Information Rhonda needs a CEC representative to serve on the Classified Employees Salary Committee. Angie Alvarez volunteered to serve as the CEC representative on the CESC.

Topic Pinning Ceremony

Discussion/Information Rhonda was very pleased with the Pinning Ceremony. We had a large crowd. The CEC thanks everyone who attended.

Topic Education Award

Discussion/Information A letter was sent to Dr. Jones from a classified employee asking why they had not received this award. Rhonda did some research on the Education Award at Dr. Jones' request. After some discussion, the CEC recalled that when the Education Award was revised to include Certificate programs, an effective date of December 14, 2004 was imposed. If anyone received their certificate prior to December 14, 2004 they were exempt from the award.

Topic Miscellaneous

Discussion/Information Rhonda received a thank you card from Eddy Boyd concerning Mind, Body & Soul. Rhonda also received a newsletter from Ceta Canyon. She will route it through campus mail to each CEC member. Rhonda asked Kathe to compile an attendance roster from the CEC meetings since May 2005.

Adjournment 4:00 p.m.

Next Meeting December 8, 2005 on the Washington Street Campus, Private Dining Room at 3:00 p.m.