

## Classified Employees Council Monthly Meeting Minutes

**Date:** February 2, 2006

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

**Place:** Washington Street Campus, Business Office Conference Room

**Members Present:** Katie Ahlbom, Angie Alvarez, Joel Goucher, Cherie Haney, Rhonda Higgs, Cheryl Howard, Vickie Shelton, Chere Whitfield

**Members Absent:** Deborah Brown, Andrea Loyd, Kathe Tow. Andrea joined the group around 3:00 p.m.

Called to order at 2:00 p.m. by Rhonda Higgs.

Minutes were taken by Chere Whitfield in the absence of Kathe Tow.

Angie gave a report on Deborah Brown's husband. He was involved in an accident when working on his car and the car caught fire. Deborah and another person suffered from smoke inhalation. Deborah's husband was going into surgery that day to graft skin onto his hands.

**Topic** January Board of Regents Meeting

**Discussion/Information** Katie and Chere attended the BOR meeting on January 24. Katie reported the following:

- Dr. Jones introduced the Amarillo Globe-News representative and Lori Merriman, new employee to his office.
- Student Government Report
  - Students just returned from ski trip to Angel Fire
  - A recent "Welcome Back" activity was held
  - Plans are being made to attend the regional meeting and see who will run for offices
- Strategic Plan Update – Brad Johnson
  - Fall semester will be the first time to offer 100% online degree program (possibility of a second program)
  - This semester offered first support of pilot student group under the "Learning Communities" program
  - All major service projects on track
  - IT strategic planning process is underway
  - Help for students transferring to WT going well due to regular visits by reps
  - Participated on 1/27/06 in a student outcomes assessment activity

- AC participated with a couple of programs in the opening of the Globe-News Center
- AC program is targeting first generation students and their unique needs, also have volunteers to work with Spanish language students for about 2 hours per week
- New Nursing students have been admitted in conjunction with the DOL grant. The DOL grant is a community based training program to expand healthcare education. The Nursing department focus is two-fold: 1) to train a pool of upper level nurses who will remain in the Amarillo area, and 2) retention of students. The program has 20 students with an Associate degree in Nursing who want to proceed to the Masters level of training. AC is partnered with WT and ASU, with 15 students taking classes through WT and 5 through ASU. These 20 students will be a potential pool for future AC faculty.
- Working with AC Foundation and College Relations to revise and add consistency to all publications for the foundation
- Tascosa High School contacted AC to provide a pilot program working with students who have post-graduation plans for college
- Education Report – E Learning Center  
Progression of programs began in the 90's with the Alpha Center offering assistance with use of high technology, and then it transitioned into the FIRST Center offering electronic resources, WEB development, online courses, use of online management equipment, video equipment to put animation and streaming in presentations. Recent reorganization has resulted in the hope that the E-Learning Center will open in Fall '06 to provide help and support online courses. There are currently 200 classes with 420 sections. There are over 9,000 students who are enrolled in at least one online class.

A taskforce developed an organizational charge and established a budget for delivery of online courses. Development of the E-Learning Center is approximately half complete and will be located on the third floor of Lynn Library in the southeast corner. Renovations are being planned for that space and projected for completion before this semester end. Plans are to move Distance Education operations to the Contact Center.

- Request for use of earnings from Harrington Library Consortium Endowment for purchases to benefit the Consortium  
The Board approved this request to use partial funds (\$37,800) for purchase of software, laptops and other equipment. Remaining funds will remain on deposit to continue growing in value.
- Consent Agenda – Appointments - All employee appointments approved.

- Bids and Proposals  
AC Bookstore explained the new point of sale system upgrade that will work with Colleague. This was a bid project and was awarded to Nebraska Book Company. The new system should be in place for Summer & Fall '06 use. These online capabilities are next step to allow charges to various sources such as grants and scholarships. The Bookstore will be rearranged for better traffic flow and less congestion at the entrance door. Purchase of the system was approved.
- Tenure Recommendations – All tenure recommendations were approved
- Budget Amendments – Four budget amendments were approved that provide for salary coverage
- Financial Report  
Terry Berg explained the financial reports and answered questions. He stated that we are one third of the way through this fiscal year with 41% of the revenues collected, compared to this time last year when 32% of revenue was collected. Tuition and fees increased from last year and more revenue will be collected this month with enrollment and beginning of classes.

Auxiliaries are basically operating about the same as last year; Bookstore is about the same, food services are still running at a loss, rental property profit is up slightly.

- President's Report  
Dr. Jones stated that since October, 2003, AC cash flow has increased by 15% and reserves have increased 7%. Information was given related to tuition and fees as compared to full universities that have hidden costs such as lab fees, technology fees, etc. He further stated that degrees from AC and WT cost one-half to one-third less than at other schools.
- Regents' Reports and Comments  
The opening of the Amarillo Globe-News Center for Performing Arts was impressive.  
The Museum of Art Director has resigned to pursue more artistic activities and will be leaving the beginning of March.  
The recent City Commission meeting was held at the Community Link facility.
- The President invited regents to the ribbon cutting ceremony for the Robotics Lab at East Campus and distributed evaluation forms to regents for suggested ways to improve activities and agendas of future meetings.

Cheryl Howard will attend the BOR meeting in February.

**Topic** Approval of Minutes – October 21 & December 8, 2005

**Discussion/Information** Approval of minutes was tabled.

**Topic** Merit Pay Proposal Committee

**Discussion/Information** Katie gave a brief summary of the Merit Pay Award Committee activities. Plans are to take it to the President's Cabinet before March when work on the 2006-07 budget will begin. The Committee wants to incorporate the Merit Pay Proposal into next year's budget. The Administrator's Association and CEC will meet with the Merit Pay Committee between Feb 13-15 to discuss the Merit Pay Award Proposal. Brenda Bussey will remain on the Merit Pay Award Committee even though she is no longer a classified employee.

**Topic** CESC

**Discussion/Information** Rhonda and Angie are on the Classified Employees Salary Committee and that committee met with Dr. Jones on ways to bring in revenue or run the college more efficiently to help fund salary recommendations for 2006-07. A 1% raise in pay costs approximately \$275,000. There is a possibility that by 2010 the State may no longer fund health insurance for state employees. Dr. Jones asked the CESC to submit their salary recommendation to him by March 1, along with ideas on saving or making money.

**Topic** CDC

**Discussion/Information** Vickie reported on the Classified Development Committee. April 7 will be a Professional Development Day. The morning session will be all classified employees on the West Campus. Afternoon sessions will be planned by employees' departments. Work is being done on the report from the classified retreat held in the Fall; it will be submitted to Dr. Jones soon.

**Topic** Questions

**Discussion/Information** Two questions were received; one regarding Martin Luther King, Jr. Day and the other regarding December/January pay periods. After discussing these two questions, the decision was made to forward both of them to Lynn Thornton for a response.

**Topic** January Pinning Ceremony

**Discussion/Information** Rhonda thanked Chere, Deborah, and Joel for a job well done. She reminded the group of the following for future pinning ceremonies: 1) be sure to mention it is co-sponsored by the CEC and Administrators Association, and 2) introduce the employee **and** supervisor. Discussion followed about purchasing cookies and punch from Sam's instead of using Great Western Dining. The group agreed this would allow for a substantial cost savings. Chere will be revising the "To Do" list for the pinning ceremony and this will be discussed at the next meeting.

**Topic** Miscellaneous

**Discussion/Information** Rhonda informed the group that Brenda Bussey has been promoted to an administrative position and has resigned from the CEC. The group agreed the position she held should be filled by the next alternate from the last election. Rhonda will contact that individual and verify that they are still interested in serving on the CEC.

**Adjournment** Dr. Jones was not able to join the meeting. The meeting was adjourned at 3:45pm.

**Next Meeting** February 23, 2006 on the Washington Street Campus, Private Dining Room at 2:00 p.m.