

Classified Employees Council
Monthly Meeting Minutes

Date: March 30, 2006

Time: 2:00 p.m.

Place: Private Dining Room

Members Present: Katie Ahlbom, Angie Alvarez, Deborah Brown, Cherie Haney, Tonja Hester, Rhonda Higgs, Cheryl Howard, Andrea Loyd, Vickie Shelton, Kathe Tow, Chere Whitfield

Member Absent: Joel Goucher

The meeting was called to order by Rhonda Higgs.

Topic Welcome Tonja Hester to the CEC

Discussion/Information Tonja will be completing Brenda Bussey's term on the council. Brenda has taken an administrator's position.

Topic February Board of Regents Meeting

Discussion/Information Cheryl Howard attended the meeting and gave the following report.

The student government report was given by Nichol Terry.

- On March 6th and 7th there will be a SGA Blood Drive.
- New officers will be elected on March 22nd.
- March 30th through April 2nd the students will attend the Texas Junior College Student Government Association Conference in Ft. Worth.
- The amount of \$10,224 was received by SGA from the Distinguished Lecture Series last fall. The money was given to the AC Foundation for student scholarships.

Danita McAnally gave a presentation on the National Community College Benchmark Project relevant to budgeting.

- Twenty-four states participated in the project which included 107 community colleges. Seven community colleges were from Texas.
- From the study in regards to AC's service area:
 1. We have a smaller population than most of the colleges in the study.
 2. The average household income is slightly higher.
 3. Tuition/fee and operating funds are low.

4. Texas under-funds community colleges.
 5. AC is doing a much better job of recruiting than the typical community college.
 6. AC is doing a significantly better job of enrolling workforce students than is typical.
 7. AC is delivering a much higher percentage of courses via the web (not including hybrid courses) than the typical community college.
- Gay Mills, representing Faculty Senate, presented the nomination for Professor Emeritus for 2006 to the Board. Faculty Senate recommended approval of this status for Melonye Curtis. The nomination was approved by the Board. One of the criteria in selecting a retired faculty for Professor Emeritus is 25 years of service as faculty. Faculty Senate is requesting approval from the Board to change the criteria to 20 years. The rationale is that it is becoming more difficult to find retired faculty who meet the criteria of 25 years of teaching at AC. The Senate feels that by lowering the years of service, there will be a larger pool of retirees who have been retired for three years and have continued to promote and support AC. The Board approved changing years of service.
 - The project for roof replacement of the Carter Fitness Center was advertised in the newspaper. Eight project documents went out to contractors. Six proposals came back. The lowest proposal was submitted at \$208,770.
 - The Election Order for May 13, 2006 is a combined election for the Amarillo Junior College District regents and AISD trustees. The Board accepted the election order.
 - The list of budget amendments was approved by the Board.
 - Terry Berg gave the financial report. Fifty percent of the total revenue had been collected as of January 31st. The Board approved the report.
 - Dr. Jones stated that if adjustments need to be made to tuition and fees, it will be discussed at the March meeting.
 - Ms. Escajeda commented that Community Link is teaching financial education classes to Hispanics.
 - A comment was made on what a great job the SUCCESS Club did during Black History Month.
 - House Bill 914 (New Conflicts Disclosure Statement for Board of Regents and President of the College) was placed on the agenda to inform the Board of its contents. No action was required. This is an act relating to disclosure and availability of certain information concerning local government officers and vendors.

Topic March Board of Regents Meeting

Discussion/Information Deborah Brown attended the meeting and gave the following report.

- Brad Johnson reported that the Strategic Plan projects were on schedule.
- Brad Johnson spoke on enrollment. He gave examples of regional enrollment comparisons from fall 2004 to fall 2005. Amarillo College increased enrollment by .21%. Total headcount was down 1.1% and dual credit was up 8.7%. Students age 50+ increased 29%. Prospects gathered from 2004-2005 increased 29%. AISD graduates attending AC decreased by 25.7%. Dr. Johnson explained that it was discovered that many high school graduates were not attending college anywhere. He discussed what is expected for fall 2006 which is that there are about the same amount of graduates for recruitment as last year. The flat 2005-2006 enrollment was primarily due to a smaller pool of high school graduates. AC students took fewer courses than the prior year, possibly due to schedule changes and/or financial limits. Dr. Johnson spoke of the Tascosa High School pilot project. Three hundred plus attended Application Night and ninety plus attended Financial Aid Night. Forty-two percent of Hispanic students applied for financial aid. The AC Foundation has given \$10,000 to the Tascosa High School scholarship project. The deadline has been extended until April 1st.
- Bruce Cotgreave gave the Bids and Proposals Report. There were enough funds in the 2005-06 A&I budget to cover the expenses for a new parking lot and landscaping on the Washington Street Campus and the re-roofing of the Industrial Center building located at the East Campus.
- The purchase and installation of the NEC phone software and host server for IST telecommunications will cost \$44,107.44. Most of the funds for purchase will come from the Title V Grant and the balance will be paid from the 2005-06 budget. The new software and server will allow the Call Center to handle incoming calls more efficiently and minimize the amount of time a caller is on hold.
- The purchase of Campus Cruiser Portal was approved. The portal will provide calendars for scheduling, student e-mail, class assignments, class discussions, grading and course syllabi for students, faculty and staff. The portal will allow AC to better administer identity management and provide increased integration with Colleague, WebCT and WebAdvisor. The portal will permit us to better utilize our current website for improved marketing efforts to external visitors and prospective students. The portal will be funded by the Title V Grant at a cost of \$389,990 for 3½ years.

- Terry Berg reported that Randall County has been required to update their voting equipment and has purchased a HAVA (Help America Vote Act) compliant voting system. AC, AISD, CISD, City of Amarillo, Tanglewood and other entities will share in the cost. AC's cost will be \$38,000.
- The BOR cancelled the May 13th election. The three candidates on the ballot Lisa Cherry, Bryan Poff, and David Woodburn ran unopposed.
- Terry Berg went over the summary of the 06-07 tuition and fees. There will be no increase in student tuition. No parking fee will be implemented. Existing fees will be consolidated into a general fee of \$5.00 per credit hour and a technology fee of \$5.00 per credit hour. Dual credit classes will increase from \$45.00 to \$75.00. Variable tuition/fee rates will begin at 4 credit hours at board approved rates.
- Damaris Schlong reported that Amarillo College's Continuing Education workforce training was ranked #2 in enrollment of all community colleges statewide and #5 in contact hours.

The April board meeting will be attended by Kathe Tow.

Topic Approval of Minutes

Discussion/Information The October, December, and February minutes were approved.

Topic Election Update

Discussion/Information An email was sent by Rhonda to all classified employees reminding them that there is one week left to submit their name to serve on the CEC. There was a question as to what campus is a classified employee considered at if he works at the AISD Building. Rhonda will check with Human Resources. Those who are going off CEC that have not served a complete three year term may submit their name to serve on the committee again.

Topic Elect new CEC officers

Discussion/Information The CEC will elect new officers and sign up for pinnings and board meetings at the May meeting.

Topic April CEC Meeting

Discussion/Information Andrea will chair the April 27th meeting. Rhonda will be on vacation.

Topic Task Force Committee Report from Angie Alvarez

Discussion/Information A committee was formed at Dr. Jones' request to review the emergency management policies. A group from Lubbock came to Amarillo and showed the Bomack Software System to Dr. Jones. Dr. Jones then okayed it. It lets you see what other community colleges have in place as their emergency system. The system will cost \$5,000.00.

Topic Forum

Discussion/Information Dr. Jones approached Rhonda and informed her that he wanted to have a classified employees forum and to come up with a couple of dates. Rhonda asked Dr. Jones if she could take this to the CEC to discuss. He was concerned about how he perceives a lack of communication with classified employees from him. He thought that this would also be a good time to address the "Ask It Basket" questions from the retreat. It was suggested that the CEC inform all classified employees that Dr. Jones has requested a forum. We need to encourage them to attend and bring up anything that they want him to know or to address. We discussed offering two sessions on the same day and preferably on a Friday. The first one would be in the morning with a repeat in the afternoon. By offering two sessions, this would allow the employees a greater opportunity to attend. The CEC chose April 21st and 28th as possible dates.

Topic April pinning

Discussion/Information The pinning is scheduled for Monday April 24th at 2:30. Cheryl Howard, Vickie Shelton, and Kathe Tow will be in charge. February, March, and April recipients will be recognized.

The group discussed the changes that Chere had made to the pinning "To Do List." After further discussion on contacting recipients, posting an announcement in AC&U, following up on the attendance, decorations, and purchasing of refreshments Chere will make additional changes.

Topic Miscellaneous

Discussion/information The first of March Rhonda and Jeanetta Smiley found out that they were responsible for the retreat report. Both have submitted their part of the report to Professional and Organizational Development. A draft of the report will be distributed to the CEC and CDC for input. The final report will go to Dr. Jones.

Patsy Lemaster has budgeted for another retreat this upcoming year.

The Classified Employee Group in Groupwise needs to be updated. Rhonda will contact Linda Hendrick to see about getting the list updated.

There is \$2500 left in the Performance Awards.

The Quarterly Report will be pulled together in the next couple of weeks.

Adjournment The meeting adjourned at 4:00 p.m.

Next Meeting April 27, 2006