

Classified Employee's Council Monthly Meeting Minutes

Date: April 27, 2006

Time: 2:00 p.m.

Place: Washington Street Campus, Private Dining Room

Members Present: Katie Ahlbom, Angie Alvarez, Deborah Brown, Joel Goucher, Cherie Haney, Tonya Hester, Cheryl Howard, Andrea Loyd, Vickie Shelton, Chere Whitfield

Members Absent: Rhonda Higgs

Topic: Overview – April BOR Meeting

Discussion/Information: Vice Chair announced that no one attended the April meeting. Chair will get information and inform the CEC at a later date.

May BOR meeting to be held at Moore County Campus. Angie Alvarez is scheduled to attend but would like for someone to trade with her.

Topic: Approval of Minutes - March 30, 2006

Discussion/Information: Approval was tabled since committee members have not had them to review. October, December and February minutes have been distributed.

Topic: Forums

Discussion/Information: POD office indicated to Vice Chair there was no money available for refreshments. Chair instructed that there was refreshments money and the committee should proceed with plans. Discussion resulted in choosing cookies, chex mix and punch. Vice Chair will do shopping and plan for 100 attendees. She will also purchase a table cloth, napkins and a punch bowl.

Topic: Quarterly Report

Discussion/Information: The report was tabled until information can be coordinated.

Topic: Task Force

Discussion/Information: Angie Alvarez checked with Linda Hendrick and possibly Dr. Jones to get an update on progress of the Crisis Intervention Task Force. Angie explained that software has been purchased that creates a safety plan for each building. Training is required to learn proper use of the software. Angie will continue attempts to find out status of project.

Topic: Pinning Ceremony

Discussion/Information: April ceremony has been combined with and rescheduled to July. The same people will plan the activities since they were unable to hold their session. The edited "To Do" list was not available and will be distributed by Chere Whitfield via e-mail at a later date.

Topic: Classified Group in GroupWise

Discussion/Information: Vice Chair requested that members review the list sent to them and turn in any edits found to Chair. Some retiree names probably still appear on the list for those retirees who wanted to retain their e-mail accounts.

Topic: Travel Committee

Discussion/Information: Chair is to speak with Brad Johnson regarding a CEC representative on the committee. Those present discussed the activities of this committee in the past. It was also noted that questions may come from the floor at the forum.

Topic: CDC

Discussion/Information: Evaluations of the professional development day were reviewed at the last meeting. Registrations were not accurate, so some sessions filled up; some speakers were not enjoyed while others were quite successful. Attendees seem to dislike being segregated by work group and wanted all one AC group. Left over food was donated to the Faith City Mission. One speaker was paid \$300 and others got \$50. It has been announced there will be no development day in the future. Current CEC representative, Vickie Shelton, has completed her term and we need another representative. CDC future activities may need to be redesigned.

Dr. Jones joined the committee during this discussion and expressed he was surprised that there would be no future day scheduled. He indicated that departmentally, groups could hold training sessions whenever they wanted and could work it into their schedules. He stated that there are always complaints about presentation topics selected and there was really no venue large enough to hold an all AC session again without having to pay for use of a facility. In addition, it is extremely difficult to find a day when all areas can participate because of work varieties.

Dr. Jones was asked to address the issue of the Task Force in #5 above. He indicated that the software was a Risk Management program that addresses safety at AC. Problem areas of AC need to be identified and a plan developed to deal with them, what to do and how to communicate with the outside world. Assessment of how AC is doing compared to what current policies say will be done. The software was purchased from the Strategic Plan Contingency Funds and will develop a plan of crisis management that includes training on how to use the package.

Dr. Jones indicated he was nervous about the forums. He found similarities in the last round of suggestions submitted and this group of questions. He stated that a lot of the information is not factual but based on misconceptions. His concern is that he needs to

educate and not to lecture. Members stated that employees need to hear responses to the suggestions for generating revenue. Dr. Jones stated that some suggestions cannot be used while some have already been implemented. Grouping of some suggestions has been done to make them more powerful.

Summer hours this year have been defined as work 38.5 hours and Administrative Leave as 1.5 hours. Although he was unable to implement the 4 day work week, this was one small step toward providing more of what employees requested.

Dr. Jones was asked where the money for the Travel Committee came from. He explained it was funded by the President's Contingency fund. As the year progresses and financial status changes for the institution, funds can be released from contingencies and have been placed in the Travel Committee Fund.

Dr. Jones addressed the process of not filling positions when they come open. He referenced a study in the early 90's that indicated there were too many classified employees. He feels there is a need to identify areas that can be combined and eliminate excess positions.

He continued to state he did not see merit attached to performance, that the performance evaluation system was not designed to give workers rewards; it was intended to assist employees in keeping their job.

Dr. Jones left the CEC meeting

Topic: Retreat Report

Discussion/Information: The report is being revised and Chair will submit the final version to the President.

Topic: New Officers

Discussion/Information: Vice Chair announced that the Chair requested all remaining CEC members consider running for an office next year. Let her know what office you are interested in holding.

Topic: Question – Jeanetta Smiley – Temporary Parking Passes

Discussion/Information: The members discussed the e-mail copy provided regarding a Traffic Citation Committee perspective on parking violations. It was decided the question would be forwarded to the proctor and the committee for a formal response

Topic: Miscellaneous

Discussion/Information:

Meeting adjourned 4:20 pm