

Classified Employees Council  
Monthly Meeting Minutes

**Date:** May 25, 2006

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

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

**Members Present:** Katie Ahlbom, Angie Alvarez, Deborah Brown, Connie deJesus, Kathy Green, Cherie Haney, Tonja Hester, Holly Hicks, Rhonda Higgs, Cheryl Howard, Andrea Loyd, Donna Pergrem, Anthony Ramos, Vickie Shelton, Chere Whitfield

**Members Absent:** Joel Goucher

The meeting was called to order at 2:00 p.m. by Rhonda Higgs.

**Topic** Introduction and Welcome to New Members

**Discussion/Information** Rhonda welcomed the new CEC members Connie deJesus, Kathy Green, Holly Hicks, Donna Pergrem and Anthony Ramos. All members introduced themselves. Rhonda stressed the importance of council discussions remaining confidential. New members can order blue AC shirts through Angie Alvarez and CEC nametags through Katie Ahlbom. Rhonda handed out the new member roster information. Appreciation was expressed to the exiting members.

**Topic** Officer Elections

**Discussion/Information** The new officers are Chere Whitfield Chair, Cherie Haney Vice-Chair, and Cheryl Howard Secretary.

**Topic** Sign-Up Sheets

**Discussion/Information** Members signed up for Board of Regents meetings and Service Pinning Ceremonies.

**Topic** Overview – May Board of Regents Meeting

**Discussion/Information** Katie Ahlbom gave an overview of the May BOR meeting.

1. Call to order 7:00 pm
2. Welcome – Chairman of the Board
3. Public comments – none
4. Invocation was given by Brad Johnson
5. Minutes of Board Meeting for 4/25/06 were approved.

6. Student Government Report was given by the current President, Elizabeth Bauman. Could not hear her name when introduced and could not hear a word of her report!

7. Educational Report was given by MCC staff

A. Quest Program – Quality Education for Students - Run by Melissa Bates

- Mirrors the ACE program – Dumas High School students qualify for the Quest Program only if:
  - 1) must maintain 80% GPA 3.0
  - 2) have a 95% attendance rate with good grades, and good behavior
  - 3) once accepted into Quest must maintain 2.0 GPA at AC
- Consists of 66 credit hours
- Almost entire degree paid for with supplements to financial aid  
Supplements only to allow funding to remain in program for others
- Benefits the community by increasing GPA's, improving attendance and academic performance and decreasing disciplinary problems while it provides growth to AC
- Quest begins grooming students at other grade levels (4-6, 7-8 and 9) with rewards for working toward qualifying in high school
- 1<sup>st</sup> Quest group of high school juniors will enroll at AC Fall of 2007
- 125 students have qualified in the junior class at the high school
- 2/8/06 MCC sponsored a Quest Day with activities to highlight attending AC
- 4/5/06 another Quest Day hosted 111 students as potential qualifiers
- Presentations for program being done by Bob Sloger, Jack Stanley, Dana Scott
- MCC to hold prep sessions in the Fall 2006 to help prepare the 2007 enrollment of the current group of seniors from the high school

B. Student Support Services Program – Part of TRIO grant – Run by Alex Bargas

- Grant funding from Department of Education, AC and MCC for program
- To qualify, students must be either:
  - 1) 1<sup>st</sup> generation students, neither parent has a bachelor's degree
  - 2) low income and already receiving PELL funds as financial aide
  - 3) with a declared disability
- Program offers advising, skills seminars, tutoring, mentoring, campus visits and grant aid
- Since Sept. '05 services provided to 100 students, approximately \$10,000 in aid and special seminars (such as test anxiety, time management, etc.) have been provided
- Also held ceremonies each semester for induction and recognition of participation and accomplishment of students

- Holding training sessions for faculty and staff to enhance services provided to program participants
8. Consent Agenda – Appointment of David Ziegler as Asst. Director in the Physical Plant – Approved
9. Frank Phillips Memo of Understanding – AC agree not to offer competitive courses already in place at Frank Phillips
10. Budget Amendments – All approved
- Hereford Campus moved funds to pay for advertising/meeting costs and summer/fall schedules
  - Contingency funds transferred to cover legal costs for AC
  - MCC transfers fund to cover purchasing models for A&P, audio/visual equipment for new Conference Center (recent construction of auditorium)
11. Financial Report – reviewed by Terry Berg – Approved
- Items explained included renovation of bookstore, purchase of new vehicles, increase in utility bills, increased rental property income
12. President's Report
- Board budget workshop scheduled for June 20, 2006 – 3 objectives
    - 1) Review budget
    - 2) Show budget as it matches the Strategic Plan for AC
    - 3) Address future maintenance for AC
  - New academic programs for AC
    - 1) Pre-Physicians Assistant – 2 years that will lead to the Physicians Assistant Masters program offered at WT. No new hire faculty required, current courses coupled together that can lead to masters study. Some masters programs do not require a bachelor's degree before being accepted.
    - 2) Associate in Arts – deaf education degree, AISD asked AC to implement the program due to large demand for deaf sign interpreters that require an AA to be hired. Credits meet foreign language requirements for other degrees and will be part of the Modern Languages programs. Course guide shows ASL classes approved for state reimbursement. 15.9 million hearing-impaired residents in Texas compared to 1600 interpreters statewide.
  - President explained the EC Development Report on tables – Thanks to Damaris Schlong and Frank Nelson for their work. Preview report for next meeting.
13. Board nomination committee – Chair (Lila Escajeda), Vice-Chair (Michele Fortunato) and Secretary (Carroll Forrester) were selected for the next Board year.

14. Regents' Reports and Comments – Lila Escajeda expressed how much she has become aware that AC is appreciated and respected in the Amarillo community.

15. Declare Vacancy on Board – The vacancy has been declared due to the recent passing of Lisa Cherry.

16. Consideration of Alternatives to fill Vacancy – Whoever is selected to fill the vacancy will complete the term and can run for re-election to the board in May '08.

17. Consideration of Making an Appointment to fill the Vacancy – Potential individuals to be discussed in Executive Session tonight. Approximately 12-13 names to discuss.

18. Consultation with Amarillo College attorney – nothing was addressed

19. Adjournment at 8:00 pm with the Executive Session to follow.

The April BOR meeting was not represented. Rhonda provided each member with a copy of the minutes from that meeting.

**Topic** Approval of Minutes

**Discussion/Information** Approval of the March and April minutes was tabled. Rhonda will contact Kathe Tow and ask her about the March minutes.

**Topic** Retreat Report

**Discussion/Information** Members reviewed the Classified Employee Retreat Report. There was discussion on how it would have been helpful if the report could have included any suggestions for improvement. The report will be submitted to Dr. Jones along with a cover letter from Rhonda Higgs and Jeanetta Smiley. This is the first time that the CDC and CEC have planned the retreat together. The CEC members were in agreement that the planning should be a collaborative effort between the CDC and CEC.

**Topic** Remaining Funds from Performance Awards

**Discussion/Information** There is \$2500 remaining from the \$20,000 in Performance Awards. Rhonda suggested that the money left over go towards the year end savings. Members were in agreement.

**Topic** Pinning Ceremony

**Discussion/Information** April's pinning was cancelled.

Members reviewed the proposed changes to the Pinning Ceremony "To Do List". Additional changes were made and a revised "To Do List" will be sent out. To avoid waiting for reimbursement when buying refreshments for the pinning, members can get a cash advance, use a procurement card or submit a requisition. Vickie Shelton, Cheryl Howard, and Tonja Hester will be responsible for the July pinning. The pinning ceremony is suppose to be a joint venture between the CEC and the Administrators' Association. The Administrators' Association President will be contacted about participation.

**Topic** Classified Group in Groupwise

**Discussion/Information** The current members were asked to review the classified group list for revisions and to mark out names of those who no longer worked at the college.

**Topic** Christmas Holidays

**Discussion/Information** A question was submitted to the CEC by a classified employee wanting to know why the catalog and master schedule showed classified employees getting nine days off instead of ten this year for Christmas break. Rhonda said she would contact Brenda Sadler in Dr. Jones' office. Shortly after this question was submitted, Bob Austin sent an email stating that the dates for Christmas break were listed incorrectly. Classified employees will be getting the ten days at Christmas.

**Topic** Miscellaneous

**Discussion/Information** Some CEC members received negative feedback after the April Quarterly Report was distributed because of names being used in the report. There was discussion about putting a disclaimer in the Quarterly Report and that we need to be careful about using names.

Dr. Jones was unable to attend the meeting.

**Adjournment** The meeting adjourned at 3:45 p.m.

**Next Meeting** June 29, 2006