

Classified Employees Council  
Monthly Meeting Minutes

**Date:** September 28, 2006

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

**Place:** Washington Street Campus, Oak Room

**Members Present:** Katie Ahlbom, Connie deJesus, Kathy Green, Cherie Haney, Tonja Hester, Holly Hicks, Rhonda Higgs, Cheryl Howard, Donna Pergrem, Anthony Ramos, Cynthia Urbina, Chere Whitfield

**Members Absent:** none

Called to order at 2:00 p.m. by Chere Whitfield.

**Topic** Board of Regents Meeting

**Discussion/Information** Tonja Hester attended and gave an overview of the meeting.

1. **Student Government report:**

The distinguished lecturer will be General Wesley Clark and is scheduled for November 9th.

2. **Education Report:**

Daniel Esquivel gave an update on the Hereford Campus. He reported that as of September 9th 268 students had enrolled for fall 2006. This was an increase from fall's 2005 enrollment of 226. There was also an increase in the number of courses that each student was taking. Hereford's student body consists of 40% full-time and 60% part-time.

The Hereford Campus has a pre-employment training program with PANDA Ethanol Corporation. Future projects consist of a Certified Nurses Aide Program and a Food Service Manager Certification Program.

Gretta Johnson, Developmental Math Instructor, distributed a Growth in Developmental Math chart pertaining to the Hereford Campus. One hundred and twelve students have enrolled in a developmental math course for fall 2006.

3. **Strategic Plan Update:**

Brad Johnson gave the following report.

The *Mortuary Science Program* is being offered online. By bringing in out-of-district and out-of-state students who pay higher tuition, revenue is generated to maintain the program and program costs.

The purpose of the *web portal* is to improve interaction and communication. People must use it for it to work. Watch for an increasing number of faculty to incorporate using the portal so students will be required to use it.

*Ask AC*, a centralized help center, has been implemented in an effort to streamline incoming questions.

The original purpose of the *flexible year-round schedule* was to get students accustomed to attending school all year thus enabling them to complete their education goals faster than on a traditional schedule.

Success: It increased enrollment in the afternoon allowing more scheduling flexibility as well as helping out with parking issues.

Problems: The 12-week summer schedule was not well received and will be changed to something more in line with the previous schedule. Also the scheduling of student activities has been hindered by all day class scheduling. Ways to improve that will be looked at.

Certificate and job-training programs are down while AS, AAS, and transfer students are stable. The main reason is the current job market.

4. **Consent Agenda:**

Appointments and Bid Proposals were approved. The appointments were for faculty replacement positions and one new faculty member for Mortuary Science due to growing enrollment. Bid proposals were for maintenance on the Lynn Library and the purchase of 3 minivans.

5. **Financial Report:**

The report was given by Terry Berg and was accepted by the Board.

6. **President's Report:**

Dr. Jones reported.

*Tuition & Fee Analysis for 2006-2007*: Amarillo College is still in the lower one-fifth of community colleges in Texas even with the current increases.

*Cost of textbooks*: The cost has gone through the roof. One way these high costs have been addressed is that some faculty are requesting publishers to provide condensed versions of textbooks by cutting out chapters that they don't cover thus lowering the price of the book.

*Capital needs assessment*: A committee is currently being formed that will consist of both internal (college) and external (community) members. Their purpose will be to determine where funds should be directed within the college and how to raise said funds. Many areas of the college have been asked to give requests and suggestions with regard to improvements. Dr. Jones stated the requests that were realistic and justifiable would be brought before this committee.

*One-hour and two-hour credit classes:* We will go back to graduated charges on these classes. (One-hour \$65.25, two-hour \$114.50, three-hour \$147.75)

*Pairing partnerships:* Dr. Jones and several cabinet members will be going to WTAMU on October 9th to discuss pairing partnerships. This will consist of WTAMU possibly offering classes not offered at Amarillo College here on our campus. Dr. Jones is very excited about this as it will offer many opportunities to both the students and the college.

*President's Forum:* Dr. Jones will be conducting a President's Forum on Friday, October 6<sup>th</sup> at 1:30 in the Oak Room. He told the Board that many questions are already arriving on his desk and he expects more before next Friday.

The next meeting will be attended by Kathy Green.

**Topic** CDC activities update by Katie Alhbor

**Discussion/Information** The CDC held two meetings. The first meeting was September 7<sup>th</sup>. The committee discussed a possible retreat (location, agenda, brainstorming session of topics, and transportation), establishing information on the myAC portal, and AC Squared activities. The topic of CEC involvement was raised. Katie assured those present that the CEC wanted to participate in the activities and stated that collaboration is our goal.

The second meeting was September 20<sup>th</sup>. The committee discussed a potential theme and finances available for a retreat, planning the retreat for spring rather than fall, and having a short session in the fall to boost morale.

The meeting was joined by Patsy Lemaster who stated that she felt there was a huge lack of energy among those present. This morale is obvious institution-wide and all areas are overly burdened at this time. Planning any event poorly would only hurt the morale factor. She also raised the question of CEC involvement.

This concluded Katie's report.

It was suggested by one of the CEC members that we encourage all classified employees to participate and support the functions offered this fall (Fallfest, SECC Chili Cook-Off, Lip Sync, Dodgeball tournament) since the retreat may be postponed until spring.

**Topic** Approval of Minutes

**Discussion/Information** August minutes were approved. March minutes are being edited.

**Topic** SECC Chili Cook-Off

**Discussion/Information** The theme for the CEC table will be *Stars of AC*. Connie will make the poster for our table. We are wearing blue and yellow bandanas, boots, jeans

and a white shirt. Each member will contribute \$5 toward the purchase of the chili and ingredients. We will meet October 4<sup>th</sup> to discuss the event in more detail. An Ask-It-Basket will be provided for classified employees to submit questions.

**Topic** Miscellaneous

**Discussion/Information**

Anthony, Katie, and Connie will be in charge of the October pinning. Several employees are eligible for recognition this time. The pinning is scheduled for October 19<sup>th</sup>.

The President's Forum is October 6<sup>th</sup> at 1:30 p.m.

Cherie will Chair the Classified Employees Salary Committee. Holly will serve a one-year term on the committee. Each year the CESC determines the recipients of the Outstanding Classified Employee Performance Awards from recommendations submitted by the employee's supervisor. Up to 40 classified employees can be awarded \$500 each.

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