

Classified Employees Council
Monthly Meeting Minutes

Date: January 25, 2007

Time: 2:00 p.m.

Place: Lynn Library Room 205

Members Present: Katie Ahlbom, Gala Carpenter, Connie deJesus, Cherie Haney, Tonja Hester, Holly Hicks, Rhonda Higgs, Cheryl Howard, Cynthia Urbina, Chere Whitfield

Members Absent: Donna Pergrem, Anthony Ramos

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

Our Christmas Party was December 14th with an informal meeting afterwards. The brief discussions from that meeting are included in the January minutes.

Topic 2007 CEC Elections

Discussion/Information The election timeline was discussed from distributing nomination forms to introducing the new members.

Terms expiring in May are Katie, Rhonda, Cherie, and Cynthia.

It was suggested that if a nominee uses a nickname in the workplace, the name should be listed on the ballot that way.

We discussed whether classified employees should be employed here a year before submitting their names for nomination. New employees may want to serve on the CEC before being employed a year. It is a way for them to get involved and meet employees outside their department. No decision was made.

Topic October Minutes

Discussion/Information The October minutes were approved.

Topic Classified and Administrative Personnel Handbook

Discussion/Information At the December meeting, Dr. Jones was asked when the handbook would be available online. The question will be redirected to Lynn Thornton in Human Resources. The handbook is now online and can be accessed on the Human Resources webpage. Chere asked us to look it over to see if the CEC plays a part in the handbook. One area we looked at was the Grievance Procedure. It was expressed that the handbook and CEC constitution have never been tied together. If a classified employee submits a question to the CEC and is not satisfied with the response given by

the CEC, the council can offer other avenues for the employee to go through. All classified employees need to familiarize themselves with the handbook.

Topic BOR Meetings

Discussion/Information Holly will attend the January meeting, Rhonda the February, and Gala the March.

Topic Miscellaneous

Discussion/Information Thanks to Holly the CEC Constitution can be viewed in myAC under Committees. She also set up an Ask-It-Basket link for classified employees to send questions to the council. Holly is working toward making all the minutes accessible as well. It was suggested that reminders be posted on the CEC website in myAC of the member attending the next board meeting and the members hosting the next pinning.

It was suggested that an e-mail be sent to all classified employees making them aware of the CEC website in myAC.

Katie reported that the CDC is working on a Classified Employee Appreciation Day. It is still in the planning stages.

The January pinning was hosted by Donna, Chere, and Cherie.

Congratulations to Holly and Tim who are expecting a baby!

Adjournment 3:00 p.m.

Next Meeting February 22, 2007