

Classified Employees Council
Monthly Meeting Minutes

Date: February 22, 2007

Time: 2:00 p.m.

Place: Washington Street Campus, Private Dining Room

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

Member Absent: Gala Carpenter

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

Topic CDC Activities Report

Discussion/Information Katie reported on the February 1st CDC meeting. Classified employees will have an opportunity to attend an Appreciation Day May 31st in the Concert Hall Theatre and Commons area. The theme is "It's ALL About ME!!!" It will consist of two half day sessions. Other programs are being researched for Fall 2007.

Topic Tracking of External Professional Development

Discussion/Information At the President's Cabinet meeting, the decision was made to discontinue the tracking of external professional development by POD. Internal professional development will still be tracked through attendance records completed at the start of activities hosted by POD with the Individual Employee POD Transcript.

Chere was asked by Patsy Lemaster if this would be a topic of discussion with the CEC. The council discussed the topic at our meeting and compiled the following questions for Brad Johnson and Patsy, who will be invited to attend the next meeting.

- 1) Do we need a policy for this and where will it be?
- 2) Will there be a procedure on how to submit external professional development?
- 3) Do we turn external professional development in to our supervisor for his/her records?
- 4) Can we turn external professional development in to HR so they can keep a record in our personnel file?

Topic CEC Nomination Form

Discussion/Information The only change made to the nomination form was that membership will consist of one representative from East Campus rather than two.

Topic Forums

Information/Discussion Chere suggested having a discussion forum at each campus to offer classified employees the opportunity to discuss issues affecting them and enjoy an ice cream treat. We felt that the last ones were a big success and would like to have them again. Rhonda will check with Terry Berg to see if there is money available.

Topic Importance of Attending the CEC Meetings

Information/Discussion The importance of attending the meetings and being part of the team was addressed.

Topic Miscellaneous

Information/Discussion The January minutes were approved. Holly will post them to the CEC myAC webpage. If we have trouble opening the minutes on the webpage, let her know. Chere will send an email to the classified employees group informing them that the minutes are posted.

In the past the President would participate in presenting service pins to the employees at the pinning ceremonies. Rhonda will draft a memo to Dr. Jones asking if he would consider being at the front and joining the supervisors in presenting the service pins to the employees.

Tonja needs to send a shirt order.

Tonja and Cheryl attended a Travel Procedures training this week. The presenters went over travel request form procedures. They stressed that travel requests must be submitted in a timely manner. Tonja stated that the CEC could possibly be a means of disseminating travel information to classified employees.

Katie stated that AC has three new minivans. One is at the Moore County Campus and two are at the Washington Street Campus.

Donna explained the new online employment service. This service is available to students and employers. Students can search for jobs at AC and upload their resumes to be searched by employers. Employers can post jobs and search resumes of AC students.

Adjournment 3:30 p.m.

Next Meeting March 22, 2007