

Classified Employees Council
Monthly Meeting Minutes

Date: March 29, 2007

Time: 2:00 p.m.

Place: Washington Street Campus Private Dining Room

Members Present: Katie Ahlbom, Gala Carpenter, Connie deJesus, Cherie Haney, Tonja Hester, Holly Hicks, Cheryl Howard, Donna Pergrem, Anthony Ramos, Chere Whitfield

Members Absent: Rhonda Higgs, Cynthia Urbina

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

Topic Update on the Classified Development Committee Activities

Discussion/Information Katie gave an update on the upcoming Appreciation Day for classified employees. In addition to what she shared at our last meeting, the AC Jazz Choir will perform at both sessions. A donation will be made to the AC Foundation for the choir fund. There will be a couple of skits and Dr. Joyner will speak. Lunch will be provided by the Stockyard Cafe.

Five members will be leaving the Classified Development Committee (CDC). They want to encourage classified employees to participate on the committee. The CDC election is being held in April and the committee is considering increasing membership. They would like to have representation from all campuses.

Topic External Professional Development Discussion with Patsy Lemaster and Brad Johnson

Discussion/Information Patsy stated that the reason the Professional and Organizational Development (POD) office was doing away with external professional development tracking was that very little documentation was being turned in to them. These records will need to be kept by the employee and documented on the Employee Evaluation Form under the Professional Development Plan (PDP) section. The PDP will be sent to the POD office and a copy will stay with the evaluation in Human Resources.

If approved, a section will be added to the PDP that is a review of goals achieved from the previous evaluation. This addition will assist POD in tracking employee progress in achieving goals and in making training decisions.

External professional development records can be obtained from the POD office on employees nominated for Outstanding Classified Employee Performance by the award committee.

POD will still document internal professional development. Patsy distributed handouts to the CEC with steps on how to access and print off an internal professional development transcript. These steps are accessible to employees and are located on the POD webpage. Both internal and external professional development should be documented on the evaluation.

Individuals or departments can submit requests to Kaki Hoover, in the Library, to search for venues that offer training specific to their needs.

It was suggested that the New Employee Orientation sessions would be a good time to explain professional development tracking, if it isn't already being done.

Topic External Professional Development Discussion with Brenda Bussey and Lynn Thornton

Information/Discussion There was concern that if an evaluation is not on file in Human Resources on a nominee for an Outstanding Classified Employee Performance Award, the nominee cannot be considered for the award. We were informed that HR sends a notice to the supervisor that an evaluation has not been done. If an evaluation is still not done, HR sends a second notice to the supervisor and his supervisor.

Topic "Ask-It-Basket" Question

Information/Discussion The question submitted to Holly was not discussed at our meeting.

Topic February and March BOR Overviews

Discussion/Information Rhonda was out-of-town during the CEC meeting but sent her February BOR meeting overview to Cheryl.

Gala attended the March BOR meeting and gave the following report.

A fifty cent per credit hour increase was approved by the Board to help with expenses towards student activities, trips and other events such as Badgerama and Fallfest, and the Distinguished Lecture Series.

Bill Crawford expressed concern over the need for changes in the dental clinic. Because of the age of the ventilation system, it is currently unable to keep up with the latest technology. Possible dangers of aerosols in the air could become threatening in the clinic and impact students and patients. Corrective measures need to be addressed prior to the next licensing review. Sheryl Mueller expressed concern of not having enough room available to teach in the nursing program. Both items were considered capital needs and tabled for future meetings.

The Board approved an increase of \$2.00 for both the general fee and technology fee increasing it from \$5.00 to \$7.00 per credit hour.

Dr. Jones estimates that state funds, split across the state, will be about 2.5 - 2.6% for 2-year colleges. The possible average for AC could be between \$150,000 and \$160,000 in new money.

Currently AC is ranked as Texas Department of Transportation's number one vendor. They made \$904,000 in payments to AC. This is expected to increase in years to come.

Dr. Jones asked the Board to decide how it will become involved with the three initiatives – updating the strategic plan, biennial budget, and capital needs for the next five years. He asked the Board members to decide how they would like to be involved, by giving them choices to be part of committees concerning these areas or by reviewing committee results as the Board. The Board tabled its decision for further discussion until the April meeting.

The Board is still deciding on future sports at AC. An additional report will be reviewed in May.

Topic Miscellaneous

Information/Discussion The upcoming election update was not discussed.

Dr. Jones' response to the memo from the Council concerning CEC meetings and Pinning Ceremonies was not discussed at the meeting.

The council would like to discuss with Dr. Jones the importance of employee evaluations.

Tonja suggested that we think about the idea of letting classified employees nominate them self for an Outstanding Classified Employee Performance Award by submitting a notebook or folder with documentation. Documentation could include recommendations from co-workers and supervisor, professional development, going above and beyond duty, and committees serving on. Tonja said she would put together a sample notebook. This will be discussed at a later date.

Adjournment 4:10 p.m.

Next Meeting April 26, 2007