

Classified Employees Council
Monthly Meeting Minutes

Date: April 26, 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, Rhonda Higgs, Cheryl Howard, Donna Pergrem, Cynthia Urbina, Chere Whitfield

Member Absent: Anthony Ramos

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

Topic Dr. Jones Joins the Council

Discussion/Information The CEC welcomed Dr. Jones back and expressed their appreciation to him for being at the front during the April pinning. Dr. Jones gave an overview of the Budget Priority Survey results. He stated that over 53% of the employees responded. There was a 52% response rate from classified, 61% from administrators, and 41% from faculty. The purpose of the survey was to gather employee ideas as to where dollars could be reallocated, identify employee preference if there is new money, and where the budget should be cut if necessary. The survey was not intended to pit employee groups against each other.

Dr. Jones shared some of the following suggestions from the survey:

- 1) Do away with dental insurance.
- 2) Give all employees the same dollar raise.
- 3) Provide more online classes.
- 4) Provide online billing.
- 5) Install motion switches to cut off lights when rooms are not in use.

He clarified some of the following comments that were made on the survey and wants to clarify misunderstood information with the different employee groups.

- 1) Comment: AC needs to increase tuition, fees and taxes.

Dr. Jones' reply: There have been significant increases in tuition, fees and tax revenues is listed in the WHAT MATTER MOST report (Spring 07) on the AC website.

- 2) Comment: AC needs to charge for college applications, parking, student IDs, and transcripts.

Dr. Jones' reply: A general fee is charged to the students that includes parking, IDs, and transcripts. He hoped the institution would never charge an application fee.

- 3) Comment: Eliminate administrators and get rid of classified employees without enough to do.

Dr. Jones' reply: For every one administrator there are 5 to 6 classified employees. Eliminating administrators could have an effect on classified employees. Two hundred and twenty-two positions were filled at the college last year. There were 52 new positions hired. Eight percent were administrators. Out of the 66 administrators employed at the college, 14 are paid by grants. Dr. Jones talked about the Domino Effect. When a classified employee retires, leaves, or moves into another position, this is the time to reevaluate the vacancy to determine if it needs to be filled or eliminated. He wants to fill positions from within first if at all possible.

Dr. Jones stated that while Faculty are the main reason students may come to AC, it is classified staff in registration, financial aid, advising and counseling that actually "enroll" the students and get them into the faculty's classrooms. EVERY EMPLOYEE at AC plays an important role in the education of our students.

Dr. Jones was asked how employees could communicate with each other better. He suggested forming an umbrella group from different groups. A Faculty Supervisors Group has been formed to communicate and share information among their departments.

Dr. Jones left the meeting and discussion began about a college basic procedures handbook. One of the members asked if AC had a basic procedures handbook, and, if so, how do you obtain one? Is it updated when procedures change? It was suggested that Roberta Smart be contacted because she had worked on a Best Practices Handbook at one time.

Topic CEC Minutes

Discussion/Information February and March minutes were reviewed and approved.

Topic Councils and Committees for 2007-08

Discussion/Information Chere Whitfield will send an email to all classified employees asking for volunteers to serve on councils and committees with vacancies. Recommendations from the CEC will be sent to the President's Cabinet for review.

Topic Salary Recommendation for 2007-08

Discussion/Information Cherie Haney reported that the Classified Employees Salary Committee (CESC) is recommending a 4% salary increase or a minimum \$1,250 increase, whichever is greater. She will email members a copy of the memo for our approval before sending it to Dr. Jones

Topic May BOR meeting

Discussion/Information Holly volunteered to attend the May meeting.

Topic Crisis Management Task Force

Discussion/Information The two classified employees currently serving on the Crisis Management Task Force have requested to be replaced. Cynthia has volunteered to serve and Chere Whitfield will send an email asking for another volunteer. The task force was formed at the request of Dr. Jones to review the institution's emergency management policies, identify the problem areas, and develop a plan to deal with them. Risk management software was purchased and training will be provided on how to use it.

Topic "Ask It Basket" Question

Discussion/Information The following email was submitted to Holly. "I wonder if AC offered a day care and day camp for summer at this campus, if it could help attendance for summer?" The email went on to say that all kinds of science, engineering, languages, art, culture, intramurals, museum tours, and music could be offered during the summer. Members agreed that the question should be submitted to Luke Morrison in Leisure Studies and Mary Clare Munger in Child Development.

Topic Donna gave an overview of the April BOR meeting.

Discussion/Information The March 27th BOR minutes were approved. There was some discussion regarding Moore County and Hereford Campuses' capital input from the respective cities.

Elizabeth Bauman reported that the Student Government Association (SGA) had been to the annual state convention. They received many awards including best SGA out of 54 schools. Heather Atchley was nominated the 2008-09 state advisor. Other SGA activities included the SGA Banquet, Badgerama, Spring Fling, and officer elections for next year. Elizabeth introduced the incoming SGA President. The Board presented Bauman with a plaque expressing their appreciation of her service.

Proposed modification to the AC Benefit Plan was approved. Plans were amended to include designated Roth contributions.

Concept for Center of Excellence on East Campus was presented by Dr. Paul Matney and Ed Nolte. Academic and workforce programs can grow and accommodate individuals as well as corporations. Further plans will be forthcoming including housing, meals, etc.

The Board approved a budget amendment for a new Forensic Science Criminal Justice Program in Fall 2007. The program manager is working with 4-year schools regarding transferable credit towards a 4-year degree.

The Board approved \$175,000 for the planning of the capital needs feasibility study, space utilization, etc. An architectural firm will update the facilities master plan and will report findings to the Board, who will then decide the priorities.

Topic Miscellaneous

Discussion/Information Gala will serve on the Classified Development Committee (CDC) for the upcoming year as the CEC representative.

Suggestions were made on how to improve the Classified Employees Council ballot before for the next election.

- 1) To make ballot counting easier, either move the blanks used for marking your choice closer to the candidates' name or circle the names.
- 2) Use a scantron to vote.
- 3) Go to an online ballot and incorporate automatic tallying.

Another suggestion was to take the line off the ballot that divides the campuses, unless it is needed to indicate that a representative is needed from that campus.

Placing a member on each pinning ceremony who has hosted one before would be a great help to those hosting for the first time.

The group that met to discuss changing the use of external professional development in the two classified employee awards was tabled. Discussion of performance awards and the use of evaluations were also tabled.

The new CEC members for 2007-08 are Corey Willis, Mike Jager, Lissa Merchant, and Paula Garrison. They will begin their term in June.

Adjournment 4:00 p.m.

Next Meeting May 24, 2007