

Classified Employees Council Monthly Meeting Minutes

Date: February 28, 2008

Time: 2:00 p.m.

Place: Washington Street Campus, Private Dining Room 106

Members Present: Connie deJesus, Paula Garrison, Holly Hicks, Cheryl Howard, Mike Jager, Lissa Merchant, David Snelson, Chere Whitfield, and Corey Willis.

Members Absent: Catfish Evans, Tonja Hester.

Called to order at 2:00 p.m. by Holly Hicks.

Approval of January Minutes

Minutes were approved by vote during the meeting. Holly will place approved minutes on myAC and Amarillo College Electronic Archives.

Dr. Brad Johnson standing in for Dr. Jones

Dr. Jones is at MD Anderson. We can expect Dr. Jones back at anytime. He will remain largely in charge. Dr. Matney and Dr. Johnson are filling in when acceptable.

Dr. Johnson announced that Victor Fite, Dean of Information Technology Systems, is stepping away for health reasons. In light of three years of planning the Board has engaged Edu-Serve to contract as CIO while the college begins a search for Victor's replacement. Dr. Johnson asked us to remember that the college is not contracting out IT.

Budget week next week – One difference this year is how we will purchase Infrastructure Equipment. An inventory list will be included in the budget paper work. Critical needs will be identified with a check mark on the inventory list. The list will be considered for inventory rotation. Joy Brenneman will be available to answer questions.

Spring Enrollment is flat. We are in a base year so this will affect our funding.

Paige and Associates was selected as the construction manager at risk. This is meant to introduce efficiencies. The Herring parking lot on the Washington Street campus will be shut down this fall to make way for construction.

IT is planning to bring in consultants to convert the e-mail software from Groupwise to Outlook.

Dr. Johnson noted that during the upcoming construction we all need to remain patient and ask questions if anything is bothering us. He also mentioned both Amarillo Opera houses on Van Buren Street will remain.

Dr. Johnson ends report.

Topic: Committee Changes

Replacing Donna Pergrem will be Dave Snelson. He will fill in until May 2009.

Topic: February 26, 2008 Board of Regents Meeting

By Connie deJesus

Date: February 26, 2008

Time: 6:00 p.m.

Place: Washington Street Campus, Palo Duro Room

Minutes were approved.

SGA Report:

AC Night at the Blue Sky on Monday, March 3, from 5:00pm to close. Mention AC and a percentage goes to SGA.

Once the new parking lots have been completed, they want to name them.

Also selling Sonic cards for \$5 as a fund raiser.

Students will be painting the walls in the CUB.

They would like to see about extending the 10 foot smoking ban to 20 feet or perhaps having designated smoking areas. Sharon Oeschger encouraged her to tell all her friends to go vote for the city smoking ban.

KACV:

Ellen Green introduced Linda Pitner, GM of KACV.

Linda said that KACV is viewed by 400,000 panhandle residents.

Linda has 5 goals for KACV

Renew Visibility

Traveling Display,

20th Anniversary "Telling the Story Since 1988"

Banner to hang across the bridge starting next week

Begin the 20th Anniversary celebration during the March pledge drive.

Amarillo Night is March 11th

Local Production

Face to Face with Ellen Green

Digital broadcast equipment will be ready by August.

HD digital schedule in 2 scan already

Educational Campaign – starting February 17, 2009 analog will no longer work

To educate viewers about the change each month a piece (commercial) will be shown to help with instruction and understanding the change.

Working to find an outreach coordinator

Linda asked the board to approve and adopt the Rules of Procedure for the KACV-TV Advisory Council. (Approved with revision)
Linda had high praise for all her staff

IT Tactical Plan Report:

Four major impact areas
Culture, Governance & Technology – support Organization
\$110,000 - \$150,000
Policy & Procedures - \$0
Strategic Planning and Resource Utilization -
\$425,000 (lease) - \$1,230,000 (buy) Annually

Application Effectiveness - \$115,000 - \$165,000

Total = \$650,000 – 1,545,000

Board approved to extend Edu-serv and to appoint a CIO and they will want reports from Edu-serv in a timely manner.

Selection of Construction Manager – At – Risk:

Three firms submitted bids –
Paige & Associates
Wiley Hicks
Western Builders

It was the recommendation of the Selection Committee to select Paige & Associates and the Board approved.

Student Apartments:

It was recommended that two of the apartment buildings that are used by the truck driving academy be closed and to only use the one building which needs very little maintenance. It was also recommended that the other two buildings be demolished next year at the cost of \$71,000. I believe the board approved this.

Meeting was adjourned.

Topic: Ask It Basket
Information/Discussion

A question was received from a supervisor regarding, “current policy of excluding part time employees from ever receiving a pay raise.” “If they stay for any length of time, they eventually fall below the minimum for the pay grade they are working in. Since I hire all part time at the same starting salary so that the newest employees are not making more than the current employees, I have no way of getting my part time salaries to the minimum without being unfair to current employees”.

Cheryl Howard asked how we can address this. Lissa Merchant suggested we send the question with Holly to the salary committee. Chere Whitfield thought Holly should get with HR and report back to us.

**Topic: CEC Election
Information/Discussion**

Chere Whitfield handed out CEC Nomination Form. She discussed the timeline for the election. Corrections were made to the form. Corey Willis set up the election on CMS. Those without computers will need access to paper ballots. David Snelson is looking at East Campus access to ballots. Holly will send out the nomination forms.

Paula was excused to attend another meeting.

**Topic: CEC changes to constitution
Information/Discussion**

Rhonda Higgs arrived to advise the committee on possibly changing the constitution.

The CEC felt the requirement to include a member from each campus was restrictive and wanted to change the wording from **must** have a member from each campus to **may** have a member from each campus. Rhonda explained that so much effort was put into the creation of the CEC that she cautioned changes to the constitution. A few suggestions were discussed. No resolution was raised or passed. The Committee thanked Rhonda for her help.

**Topic: Classified Development Council
Information/Discussion**

It was noted that a round table discussion, similar in format to last year's is scheduled in March.

**Topic: Pinning Ceremony
Information/Discussion**

Lissa and Donna updated the "To Do List". Paula and Catfish are scheduling the next pinning.

Topic: Ice Cream Social

It was decided that discussion would continue on this at the next meeting.

Adjournment

3:52 p.m.

The next meeting will be March 27th, 2-4pm