

**Classified Employees Council
Monthly Meeting Minutes**

Date: January 24, 2008

Time: 2:00 p.m.

Place: Washington Street Campus, Private Dining Room 106

Members Present: Connie deJesus, Catfish Evans, Tonja Hester, Holly Hicks, Cheryl Howard, Mike Jager, Lissa Merchant, Donna Pergrem, and Chere Whitfield

Members Absent: Gala Carpenter, Paula Garrison, Corey Willis

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

Approval of November Minutes

Minutes were approved via email on November 16, 2007. The December meeting was the Christmas Party so there were no minutes. Holly will place approved minutes on myAC and Amarillo College Electronic Archives.

Topic Dr. Jones

Discussion/Information

Dr. Jones could not attend the meeting.

Topic November 27, 2007 Board of Regents Meeting Updates

Information/Discussion

Overview by Mike Jager

Meeting called to order by Ms. Lila Escajeda. She thanked the City of Hereford for inviting and hosting the meeting.

A representative from the City expressed their thanks for the chance to give a college education to the young people of the community. The member noted, "Especially with the price of gas at \$3.00 per gallon, it's nice they can stay closer to home."

Student Government Report: No student representative was available for a report.

Report on Hereford Campus:

Daniel Esquivel led a presentation outlining the beginning, current progress and future of the Hereford Campus. The college is housed in an unused elementary school building with seven classrooms, two computer labs, and two office clusters. Enrollment is steadily increasing and is projected to continue to increase. The size of the facility or space available is limiting the number of students at this time. It's possible the occupants in the other ½ of the building may not renew their lease which will allow the class space to more than double.

Financial Report:

The AC annual audit was reported to be “clean”. Mr. Berg, VPBA, read an intro summary to the Board. He was followed by the lead accountant from the firm Clifton Gunderson. It was reported that expenses, assets, and income were consistent with prior years. A question from Board member Forrester about the Sarbanes-Oxley legislation regarding new accounting standards was answered by the accounting representative. The accountant noted the legislation was not written for government agencies like AC but the standards essentially changed the “depth” to which an audit must be performed. Audits are now “risk based” and must be planned according to those risks.

KACV Report:

A member of the Hereford community made an announcement that KACV should do more to promote education to the communities which it serves. Chairperson Ms. Escajeda proposed further discussion in future meetings. KACV director, Ellen Green relayed several initiatives already in progress and invited the member to serve on the steering committee.

Facilities Improvements:

Five acres of land were annexed for AC.

\$49,000 was transferred to cover Ed-u-serve contract expenses.

HLC was granted the ability to use money they have from their endowment for purchasing an online package of dictionaries, encyclopedias, and research tools as well as an online tutoring service to help grades 4 to college freshman and for those needing help with GED.

Cotgreave announced action on several improvements to facilities. One is the LLLC, Library it will be ADA compliant when the repairs are finished. A new HVAC system exterior security lighting system was also discussed.

Other Improvements: Dr. Jones announced that improvements to the institution are in line with the idea of “bigger” is not necessarily “better”. That Hereford and Dumas are becoming more independent of Amarillo College. Also, he noted that Hereford critically needs the other ½ of this building. He spoke that AC is watching the Albertson’s Store building down the street from the Washington Street campus. The architect firm of Shiver & Meghart is on the West campus speaking with the nursing departments. Dr. Jones noted it was a “good audit” and that audits are a team effort. The Board should be happy with the results.

Miscellaneous Report: Forrester mentioned the deaths of Bob Sloger and Steve Dutton and that it was a terrible loss to the college. Mr. Forrester thought the college community should find a way to express our gratitude to these men.

It was noted by Dr. Matney that Professor Hodges will be leaving in January after 41 years of service and that when the professor walks into his classroom today, he is in every way a better teacher because of his experience.

Meeting was adjourned.

Topic January 22, 2008 Board of Regents Meeting Updates
Information/Discussion

Overview by Donna Pergrem

Invocation: John Hicks

Minutes: November 22, 2007 minutes were approved.

Student Government Report:

Overview by Elizabeth Bauman

Bauman gave a quick overview of student events

Three coffees enjoyed by all

Comedy Club

Valentine's Day Fund Raiser

Meeting about class schedule change to include a lunch break

25-30 members in Student Government

Education Report – AC comparison Benchmark presented by Danita McAnally. She introduced her staff - Delton Moore and Jon Bellah

Report included fiscal operations.

Accountability numbers from the Texas Coordinating Board.

Persistence – Numbers relating to returning students from Fall to Fall semesters

Predictors include younger students, developmental courses, financial aid and students enrolled in one or more online course, enrolling in more hours and change in majors and programs.

Strategic Plan Update presented by Brad Johnson

E-Catalog should be available in February

AC now has six online degrees

Increase enrollment of high school grads

Career Focus Campaign

New Recruitment Team

Moving to career focus

Reorganization of Advising & Counseling Center with philosophy changes

Community Partnerships

Employee Productivity

Technology Issues – have Edu-u-Service in to consult on issues

Bids and Proposals: All passed without discussion

Emergency Funds for Repairs in FM-90 approved

Tenure Recommendations were presented by Paul Matney and were approved.

Selection of Bond Counsel

Representatives from Underwood Law Firm spoke to the Board regarding their qualifications to represent Amarillo College over the issuance of the bonds.

After much discussion regarding the selection process of the Ad Hoc committee, the recommendation of Ad Hoc Committee Recommendation for a Dallas Firm was declined by the Board. They approved fee negotiations with Underwood and gave Terry Berg the authority to hire Underwood if certain criteria are met. He is to notify the Board of the details. Funds are being spent on renovations. Bond negotiations should be complete by June 30, 2008 to sell in August.

Budget Amendments presented were approved.

Financial Report was given by Terry Berg was approved.

President's Report was approved.

Cotgreave updated the Board on some of the activity. Dental, Nursing, Biology and Chemistry Departments are meeting in order to get the wet lab that is needed.

Surveying is complete for new parking lots. Bid/Selling/Moving of houses is in process.

Regents' Reports, Committees and Comments Regarding AC Affiliates

Regent Oeschger involved with Amarillo Museum of Art and Art Force Activities
KACV Counsel – March Pledge Drive board members are asked to attend one evening which is to be determined.

College Relations has redesigned the KACV logo.

Board adjourned into closed meeting.

Topic Updates Ask It Basket

Information/Discussion NONE

Topic Updates from CEC members serving on other committees

Information/Discussion

Tonja Hester – Classified & Administrators Travel Committee has spent the money for the year.

Tonja Hester – Pinning Ceremony for January. Invitations have been sent, plans are in process for January's pinning.

February Pinning: Not in February

February Board of Regents Meeting: Connie deJesus

CEC Membership Discussion

Information/Discussion

Elections are held in April for CEC membership. Corey Willis will be asked to setup an online voting ballot for this year's election.

Donna Pergrem tendered her resignation from CEC as well as the secretary position due to change in work load from the reorganization in the Advising & Counseling Center.

The Committee moved to open discussion regarding attendance.
CEC Constitution states:

“E. Members are expected to attend **all** meetings and are encouraged to participate in all CEC sponsored functions. Absence notification is expected and notification should be made to the Chair. The Council will review member’s attendance periodically. Members with excessive absences may be asked to resign.”

After review of Constitution guidelines, the committee proposed asking Gala Carpenter to step down as Chair of CEC. It was voted on with unanimous vote to ask Gala to step down from the CEC Chair position and remain on the Committee as a member.

CEC Constitution states:

“A. In the event of the absence of the Chairman, the Vice-Chairman will preside. In the event the Chairman abdicates, the Vice-Chairman will succeed the Chairman.”

Based on the resignation of the Secretary and the change in the Chair, members in attendance voted unanimously to replace positions as follows:

Holly Hicks – Chair

Connie de Jesus - Vice-Chair

Mike Jager-Secretary

Adjournment

3:45 p.m.

Next Meeting

The next meeting will be February 28th from 2-4pm.