

Classified Employees Council
Monthly Meeting Minutes

Date: August 23, 2007

Time: 2:00 p.m.

Place: Washington Street Campus, Private Dining Room

Members Present: Catfish Evans, Paula Garrison, Tonja Hester, Holly Hicks, Cheryl Howard, Lissa Merchant, Donna Pergrem

Members Absent: Gala Carpenter, Connie deJesus, Mike Jager, Chere Whitfield, Corey Willis

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

Approval of June Minutes Minutes were approved by unanimous vote. Cheryl Howard will forward original minutes to Holly Hicks for minutes to be placed on myAC.

Topic Dr. Jones Dr. Jones was unable to attend the Council.

Discussion/Information NA

Topic Classified Employees Council Constitution & Classified and Administrative Personnel Handbook

Information/Discussion Each Classified Employees Council member should have copies of each document. The Constitution may be accessed on myAC. The Personnel Handbook is available online www.actx.edu/hr (Human Resources)

Topic Email Notification

Information/Discussion Each member will be notified of events by e-mail. Catfish Evans will need to have the documents sent to him in campus mail.

Topic Ask It Basket

Information/Discussion A reminder email will be forwarded to all Classified Employees regarding their ability to submit questions and/or concerns for the Council to address. They may be sent to any member by email, on-campus mail or myAC.

Topic Updates from CEC members serving on other committees.

Information/Discussion Members are to submit a list of their assigned committees to Gala Carpenter. If you have a report of your committee's activities, notify Gala so the report can be placed on the next CEC meeting's agenda.

Topic Concerns/Issues to be addressed for 2007-2008

Information/Discussion To be addressed at future meetings.

Morale

It was determined that due to the changes and current events, it will be important to remain supportive and positive. A good source of communication will be my.actx.edu.

Better participation in scheduled campus events:

Chili Cook-off; Health Fair; Lip Sync; Cake Decorating Contest; Fall Fest; Spring Fling, Employee Oriented Events on West & East Campuses.

Create Better Processes:

Edit the forms for Classified Employee Awards.

Bond Issue

Each member is encouraged to stay informed of the progress of the Bond Issue.

Review Strategic Plans

Each member is encouraged to know their part in the Strategic Plan. A copy is located at www.actx.edu/president *Strategic Plan Through 2010*.

Budget Issues

Each member is encouraged to stay up to date on the State funding issues.

Classified Employee Retreat

Chere Whitfield will report on this at the September meeting.

Schedule 2008 meeting dates

Gala Carpenter will confirm dates and schedule location for 2008 meeting dates.

Adjournment 3:00 p.m.

Next Meeting The next meeting will be September 27, 2007.