

ACC Meeting Name: Classified Association

Date: Tuesday May 9, 2006

Time: 12:00 p.m. - 1:00 p.m.

Chair: Tobin Wiegand, President

Location: HBC Board Room

Attendees:

President: Tobin Wiegand
President Elect: Kathy Judge
Secretary: Jeannie Beach
Parliamentarian: Judy Green

Representatives:
Sue Bloodsworth
Mark Goodrich
Al Kaiser
Matilda Morales

Members of Classified Employee Group

Minutes

1. Agenda Item: Crime Reports / Police Reports

Presenter: Tobin Wiegand / Officer John Wynn

Discussion: There have been a number of thefts reported at several campus locations. Tobin recommends that Campus Managers make a general announcement to campus employees whenever thefts are occurring to make employees more vigilant and security aware. Mark Goodrich recommends that an e-mail be sent to Tyra Duncan-Hall, Campus Operation Provost, requesting this action. Although crime statistics are reported quarterly, annually, and in the police newsletters, ACCCEA would like to see timely information dissemination when employees need to be particularly alert. Officer John Wynn noted that people are leaving their doors open and purses visible when just stepping a few doors down. It only takes seconds for a thief to take your property. Do not leave tempting items in your car. Car windows are being broken in our parking lots. ACC employees are encouraged to be observant and dial 211 to report any suspicious activity or persons.

Action: Send request for campus-based timely crime updates to Tyra Duncan-Hall for her approval and distribution to Campus Managers.

Campus Police Task Force Report:

Presenter: Officer John Wynn

Discussion: The Campus Police Task Force is currently updating their Policy and Procedure manual and which is about three-fourths complete. The goal is to have this completed by the end of June 2006. Officer Wynn reports that the police are in the process of ordering a new state of the art digital radio system that will allow our officers to talk directly to APD, the Fire Dept., EMS, and other non-ACC emergency personnel. This group is very appreciative that Becky Cole, Environmental Health and Safety Director, made these funds available. This purchase is also City of Austin sponsored.

2. Agenda Item: Compensation Study

Presenter: Tobin Wiegand

Discussion: Letters regarding job titles have been mailed to individual employees. Some, but not all, Draft job descriptions are on the web. The overall feeling expressed regarding this process was confusion. It was noted that supervisors also seemed confused about the process. Fifteen ACCCEA members present indicated they had never seen their final PAQ with supervisor comments. Six ACCCEA members present indicated that their supervisors did not know that the employee's job title had been changed. Persons from the Accounting department indicated concern that Accounting Clerks had been grouped into one classification regardless of (previously required) educational attainment.

The group membership assembled understands that the accelerated timeline is due to the need for the Board to approve the changes affecting the budget in time for FY 2007.

Mark Goodrich proposed that the assembly pass a resolution expressing dissatisfaction with the communication process, and Matilda Morales seconded the proposal. The resolution went forward in the language below:

ACCCEA
May 9, 2006
Resolution Regarding ACC Compensation Study

The Classified Association members who assembled today unanimously approved the following resolution regarding the Compensation Study:

A) We pass a resolution expressing displeasure with the communication process surrounding the Compensation Study and request that H/R provide a written update explaining where we are in the process.

B) The Time Line is an issue. We believed the original intent was for the Title Assignment process to mirror the P.A.Q. process; i.e., that any changes made to an employee status would immediately be communicated to that employee, any discussions regarding an employee's status would be immediately communicated to that employee, and the employee would be given adequate time and an adequate knowledge base from which to appeal. Holding Information Sessions on the day of, or any time after the deadline for appeals is unacceptable.

C) Many employees have not received a copy of their final P.A.Q. Taking time to drive to HBC to "view" the P.A.Q. in the personnel files is unacceptable. Hard Copies of the P.A.Q., including any supervisor remarks, should be provided back to employees.

Action: Tobin Wiegand requested that individual employees e-mail him individual stories and unique situations regarding their experience with the Compensation Study to carry forward as specific examples of actions causing concern.

3. The meeting adjourned at 1:00 p.m.

Other Information

Next Meeting Date: Tuesday June 13, 2006
Noon – 1:00 p.m.
Riverside, Room TBA

Respectfully Submitted: Jeannie Beach, Secretary
05/11/06