

## **ACC Meeting Name:** Classified Association

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**Date:** April 11, 2008  
**Chair:** Lisa Buck, President

**Time:** 12:00 p.m. - 1:00 p.m.  
**Location:** SAC Multi-purpose room

**Attendees:**

President: Lisa Buck  
President Elect: Suzanne Ortiz  
Secretary: Jeannie Beach  
Parliamentarian: Al Kaiser

Representatives:  
Sue Bloodsworth  
Melissa Brown  
Judy Green  
Jackie Mauldin  
Tobin Wiegand  
Cindy Wiseman

Members of Classified Employee Group

### ***D R A F T April 2008 Minutes***

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**Association President Lisa Buck presiding.**

**I. Agenda Item: Recycling Awareness**

The Association will return to this topic in a future meeting.

**II. Agenda Item: Benefits overview and specifics**

Retirement is a very individualized process. Association members nearing retirement are encouraged to make an appointment with H/R to discuss his or her personal situation.

**III. Agenda Item: Update on Constitution / By-laws changes**

The membership is encouraged to review the ACCCEA Constitution  
<http://www.austincc.edu/acccea/Constitution.htm>

Please send your recommendations and comments to Lisa Buck. One recommendation included the implementation of Electronic Balloting. It was observed that the Adjunct Faculty Association utilizes electronic ballots.

**IV. Agenda Item: Simon's Food Service Contract**

The contract with Simon's has been renewed for another three years. Complaints from the Association include lack of consistency in food quality from campus to campus, and the high prices. This food service vendor was listed on the Internal college survey. Members are encouraged to utilize this forum for expressing satisfaction / dissatisfaction with any college service. Lisa Buck mentioned at the subsequent ASC meeting that Internal Survey results should be shared with those responsible for renewing contracts. Furthermore, it was discussed in ASC that both students and staff should be instructed where to send complaints regarding the food service.

**V. Agenda Item: Classified Officer's meetings with the President**

The classified association officers have monthly meetings scheduled with Dr. Kinslow, Gerry Tucker, and Ben Ferrell. Be sure to share any concerns you would like your representatives to carry forward into these meetings.

**VI. Agenda Item: Professional Development**

Full time employees in our employee group are required to complete 12 hours of professional development per year. Approval for the selection of activities is at the Supervisor's discretion. April / May is the time of year for the Performance Excellence Program (PEP). <http://www.austincc.edu/hr/eval/forms/pepmanualrev0505.pdf>

## **VI. Professional Development – continued from page 1**

### **DISCUSSION:**

- The association members seek clarification regarding the Wellness Program. Are employees allowed to attend on college time, or must it be on employee time? Currently, this is at the Supervisors' discretion. However, we request that supervisors be consistent. If it is listed as Professional Development, it should be treated as such. If not, could these activities be listed on the CE website and allow the use of vouchers? Recommendation: dedicate a percentage of the required 12 hours to Wellness, Fitness, Retirement Planning, Mental Health, Anger Management, etc.
- Regarding the PEP process, how can employees predict now what professional development they might need in a year? Work with your supervisor regarding individual and departmental needs. This should be a flexible process, changing with the needs of the individual and the department.
- ACCCEA would still like to see a couple of hours release time per week for fitness activities. Studies show this reduces insurance claims and increases productivity.
- Professional Development day associated with the General Assembly has been cancelled. Traditionally, this was geared more towards faculty than our employee group. What happened to the Classified / Prof Tech professional development day that was held mid-summer? Recommendation: can we receive cross-training so we can answer the wide variety of questions we encounter, i.e. Admissions, Financial Aid, etc.?
- Servant Leadership: Upward Evaluations should go up more than one level to help guarantee anonymity. Could supervisors be evaluated in a group setting, ie Workforce Deans / Academic Deans so they could learn from each other's evaluations? Perhaps Supervisors could be rated like faculty, with a panel review. Eliminate the one-on-one evaluation for supervisors.
- Recommendation: Can OIE draw a correlation between the College-wide survey and Upward Evaluations to identify problem areas?
- Grievance Process: There is a process in place. The college is looking at outsourcing mediation to an unbiased third party mediation service. Employees need to have the courage to complain about problems. Vague and anonymous complaints cannot be addressed.
- Employee Assistance Program: It is free and confidential. Don't be too proud to utilize this service. Anyone and everyone can benefit.

## **VII: Agenda Item: Old Business – Fundraisers**

Sergeant Phillip Guerra suggested that we hold a golf tournament at the RVS campus. Lisa Buck noted that these events are time consuming, but profitable. We also need to be aware of other golf fundraising activities at RVS which might pose a conflict. Lisa encouraged Sergeant Guerra to research this proposal and report findings to the Association. Lisa Buck announced that she still intends to hold a fundraising carwash at HBC or the SVC. This event was rained out last year. These proposed activities would benefit the Classified Emergency Fund.

## **VIII: Agenda Item: New Business**

a) Round Rock Campus: Suzanne Ortiz is our representative to the RR Campus Planning Committee. Please email [sortiz@austincc.edu](mailto:sortiz@austincc.edu) comments regarding improvements to the physical building by Weds 04/23/08.

**VIII: New Business – continued from page 2**

b) Monthly Pay: Lisa announced that a memo from H/R should be distributed around April 21, 2008 regarding the Classified Employee voluntary election of a monthly pay distribution. (Memo Attached) Lisa volunteered to help those employees (such as the Grounds Crew) who do not have ready access to computers.

c) Teachers Credit Union: Judy Doyen noted that, in an ACC budget development workshop, A+ Teachers Credit Union has offered ACC employees a one-time \$500 loan at 0% interest, no questions asked.

**IX: Adjourn:** Judy Doyen motioned to adjourn the meeting. Tobin Wiegand seconded the motion. The meeting adjourned at 1:00 p.m.

***Other Information***

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Next Meeting Date: May 13, 2008

PIN 610 Noon - 1:00 p.m.

Respectfully Submitted: Jeannie Beach, Secretary



To: Classified Employees

From: Bobetta Burns, Records Manager, Human Resources

Date: April 21, 2008

Re: Classified Pay Option

Beginning today, Bi-Weekly employees will be given the opportunity to choose if they want to be paid bi-weekly or monthly in fall 2008. If you choose to be paid monthly, below is the schedule for your final bi-weekly checks and your first monthly check.

<b>Pay Date</b>	<b>Timesheets for pay period of</b>
September 12	August 17- August 30
September 26	August 31 (payment for employees that work on Sunday only)
September 30	Payment for September 1- September 30

After September, you will receive a check on the last working day of the month.

You will be notified when the schedule of timesheet submission and overtime pay has been determined for the monthly payroll.

**Classified employees that started in a position as of January 22, 2008 or later were advised in orientation that they would automatically be changed to a monthly payroll. Therefore, you do not need to respond to this email.**

**Below are the detailed steps for choosing your pay option for Fiscal Year 2009.**

1. Log into **Online Services** located at <https://onlineserv.austincc.edu/WebAdvisor/WebAdvisor>.
2. Click on **Log In** and key in your ACCeID and password.
3. Click on **Employees** section.
4. Click on **Classified Pay Option**.
5. Choose your option.
6. Submit form.
7. A confirmation email will be sent to you.

If you have any questions please contact Bobetta Burns at [bburns@austincc.edu](mailto:bburns@austincc.edu).