

ACC Meeting Name: Classified Association

Date: November 16, 2007
Chair: Lisa Buck, President

Time: 12:00 p.m. - 1:00 p.m.
Location: RGC 129

Attendees:

President: Lisa Buck
President Elect: Not present
Secretary: Jeannie Beach
Parliamentarian: Al Kaiser

Representatives:
Melissa Brown
Jackie Mauldin
Sonia Stewart
Tomi Welch
Tobin Wiegand
Cindy Wiseman
John Wynn

Members of Classified Employee Group

D R A F T November Minutes

I. Agenda Item: Payroll Schedule Update and Discussion Presenter: Lisa Buck

After several campus forums with classified employees, and discussions at the Administrative Services council, the administration will propose options to Dr. Kinslow for both a monthly payroll and a semi-monthly payroll. Meetings between IT and Payroll to evaluate the logistics of these options will occur this fall. The administration will also continue discussions through campus forums and the ASC this fall.

The Administrative Services Council was informed that this was a morale issue for many employees. Kathy Judge noted that IT programming issues were a one-time intensive event and should not be ongoing regardless of the method of pay distribution. Lisa noted that another solution may be to hire more people in H/R / Payroll. Are they understaffed? In general, the attitude is "if it's not broken, don't fix it." Employees may be encouraged to convert to monthly pay, but it appears that our classification may be given an option.

Recommendation: A Classified employee should sit in on the IT planning meetings. Both Lisa Buck and Buddy Rainer volunteered to monitor this committee and /or its parent, the Institutional Planning Council.

II. Agenda Item: Fundraising Update and Discussion Presenter: Regina Schneider

A) Classified Emergency Fund: The fundraising committee is comprised of Kathy Judge, Leticia Botello, Judy Green and Regina Schneider. Successful fundraising efforts in the past have included hot dog sales, breakfast taco sales, and tamales. Regina presented a PowerPoint presentation outlining her Dollar Doe\$ it idea. The premise is simple: there are 645 members in the Association. If each person contributed one dollar, the Emergency Fund would be solvent. Tobin Wiegand motioned to move forward with the Dollar Doe\$ It campaign. Tomi Welch seconded the motion.

The proposed timeline to distribute envelopes and instructions to all classified members is the week after Thanksgiving. Campus representatives will collect and deposit the donations. All contributions will be due at the end of January. January 21st is a proposed Dollar Day where each campus can man a booth or station to solicit funds. Campus representatives are encouraged to hold individual campus-based fundraisers for this cause if they like.

B) College Connections Scholarship Fund: The SECC drive satisfied the college employee contribution to this campaign. No further fundraising effort is needed this year.

C) Information Item: Lisa Buck noted that an Administrative Rule governing fundraising is currently being composed. Fundraising needs to be coordinated, especially when soliciting from external resources, in order to maximize benefits without alienating supporters.

III. Agenda Item: Updates on Old Business

Presenter: Lisa Buck

A) Professional - Technical Comp Time is being reviewed. Because they are FLSA Exempt, they do not qualify for overtime. The current exchange rate of Time for time and a half (1:1.5) is being revised down to a 1:1 ratio.

B) Tuition Vouchers: A Classified employee has asked if ACC will consider allowing employees to transfer vouchers for their children to take classes at ACC. According to the administrative rule/guideline, they are not transferrable. <http://www.austincc.edu/admrule/6.09.004Guideline-Procedure.htm>

It is recommended that we research other schools that allow transferring of vouchers and then present this inquiry to the administration. If we cannot find other schools that do this, it is still worth pursuing.

C) Telecommuting: Regina Schneider asked if there were any official position regarding telecommuting. The ensuing discussion identified that there seems to be a somewhat informal policy, if the supervisor agrees. Former Officers present at this meeting noted that this topic had been brought up previously in the Officer / President forum where Gerri Tucker stated it was against policy due to computer security and insurance liability issues.

D) Retiree Luncheon: It is still undecided if the Classified Association will continue to host the annual Retiree Luncheon for past retirees, or if H/R will take over this event.

IV. Agenda Item: Open forum for New Business

A) Treasurer: Lisa Buck asked members to consider if the ACCCEA organization needs a treasurer to handle the collection and distribution of funds?

B) Committee Representation: Tobin Wiegand noted that Committee Chairs should update the membership rosters on the web. Contact your Committee Chair with corrections. Sylvia Partida is the webmaster for the Committee pages. <http://www.austincc.edu/orgref/councils/index.php>

V. Agenda Item: Holiday Party Information

Presenter: Lisa Buck

The holiday party will be Monday December 10th at EVC. No meeting is planned, but a canned food drive for the Capital Area Food Bank will be held. Please bring suggested food donations:

Canned meats like tuna, stew and chili (pop-tops preferred)
Canned green beans, canned corn and other canned vegetables
Pasta and pasta sauce
Dry or canned beans
Rice healthy cereal
Peanut butter
Baby food and baby formula

The meeting adjourned at 1:00 p.m.

Other Information

Next Meeting Date: December 10, 2007 - Holiday Party
EVC Multi-Purpose Room Noon - 1:00 p.m.

Respectfully Submitted: Jeannie Beach, Secretary