

Minutes of the
Association of Classified Employees (ACE) Council
February 12, 2004

Present: Dick Porter, Craig Berndt, Nan Braddock, Erin, Miller, Gary McDowell, Debbie Cockburn

Opening: The meeting opened at 8:10 a.m.

Reading of Mission Statement: Dick Porter read the Mission Statement.

Approval of Minutes: The Minutes were approved as submitted.

Organizational Documents: The documents were placed on the ACE website. The Association Membership was informed of the site location and encouraged to send comments. No comments were received via the ACE email address. Dick placed notebooks with the organizational documents as well as forms onto which to make comments in several locations at Plant Facilities. He checked them frequently and did not find comments. Dick met with some members of Plant Facilities. He was asked what they were supposed to do with the information. Verbal comments have been made to some members. If no comments are received, a forum presenting/defending the documents will be useless and possibly embarrassing.

Proposed HR Changes: Mike Dougherty discussed the February 5 hearing he attended on proposed HR changes. Jeff Schutt, with the State, pulled back on changing the rating categories from 4 to 3 (they stay as they are). New procedures would have every State agency use the same terms, which is not the case now. Differences in opinions on motivational rewards were discussed. Schutt does not believe that there should be so many exceptional performers. Discussion was held on whether or not the classified employees' recognition program should be combined with the Faculty Senate. It was agreed to not pursue that course at this time.

June Gorman / Statewide Liaison Committee (SLC) Involvement: June distributed a handout describing duties of the SLC and answered questions from the Council. A budget was not presented. June will send it to the Council members via email. The request will be discussed at the March 11 meeting. She requested assistance for the upcoming April 22-23 meeting.

Strategic Planning Committee Meeting: Craig Berndt had distributed the proposed outside campus version of the Plan prior to the meeting. He reported on our question regarding lack of acknowledgement of classified employees. Classified staff are mentioned in the resolution and is the only reference. It was done this way to enable the Plan to be able to address issues as they arise.

A Gift of Appreciation: Dick Porter presented a gift certificate to Gary McDowell for the Table Mountain Inn as an accompaniment to the Certificate of Appreciation presented at the January 15 meeting. Nan Braddock coordinated purchase of the certificate.

ACE Website: Erin: The site template will be changed in two weeks. She is conducting half-day training courses to Plant Facilities employees, mainly custodians, on computer use. Custodians use supervisors' computers in the room next to Teresa Hall's office. A good cause for ACE to champion could be making computer access readily available for all classified employees. Photos were taken of members who wanted to replace those now on the website. A link to the Statewide Liaison Committee will be added.

Adoption of Organizational Documents: A motion to adopt the Articles of Organization, Mission Statement, By-Laws, and Resolution was made. The motion was seconded and unanimously adopted. Dick will place a notice in "Campus In Brief" (CIB). Debbie will delete the words "Draft" from all documents, insert the date approved (February 12, 2004), and obtain signatures of Council members.

Presentation of Organizational Documents to Board of Trustees: Dick will work with Carol Chapman, of the President's Office, to coordinate presentation of the Documents to the Board. He will inquire as to the possibility of all ACE Council members attending the meeting when the documents are presented.

Assignment – Mission Statement: It was requested that each person write a paragraph on what the Mission Statement means and translate it to an action item/project toward which ACE could work.

Budget: A budget committee was formed consisting of Nan Braddock, Gary McDowell, and Dick Porter. They will devise a budget and present it to the President's Office.

Star Performer: Discussion was held on whether we will sponsor and/or promote the activity.

Classified Staff Picnic: The Council should get details on what activity level Dougherty proposes for ACE.

Safety Committee: How will the Council get someone to serve as a classified staff representative by 4/21/04? We could approach nominees to the ACE Council. Responsibilities include four meetings per year, none of which occur in the summer, decision on distribution \$40,000 in grants for safety improvements on campus. A motion was made and approved that Gary will approach nominees via email to ask for volunteers. Dick will prepare a notice to CIB asking for volunteers.

Furry Scurry: Erin suggested that the Council sponsor the Furry Scurry. She distributed a handout. The issue will be discussed at the March meeting. Issue: what are causes ACE should sponsor?

Clothing Box in Student Center: Erin has been emptying the clothing box and taking the contents to charity organizations. She would like someone else to assume the responsibility. Nan volunteered to take on the task temporarily. A motion was made and seconded to discuss this issue at the March meeting.

Introduction to Faculty Senate and Administrative Faculty Council: Debbie will find out how many representatives of the ACE Council each organization would like to have at a meeting for introductions. Wendy Harrison is the contact for the Faculty Senate. Patricia Douthitt is the representative for the Adm. Faculty Council.
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Recognition of Retirees: The Council should put notices of retirement celebrations in CIB so that members can show their appreciation by attending. Have CIB link the announcement to a notice on the ACE website.

Agenda items for next meeting: Furry Scurry, SLC involvement/budget request, clothing box, attendance at Board of Trustees, Senate, Administrative Faculty meetings, Safety Committee volunteer requests, Star Performers, Classified Staff Picnic.