



**CLASSIFIED EMPLOYEES' GENERAL MEETING**  
**April 14, 2005**

Council President Rodney Martinez called the meeting to order at 1:20 p.m. in Coronado Main Lobby.

President Richard Wueste: Dr. Wueste addressed the topic of salary increases for the classified staff. This year, the salary survey increase was combined with the pay per performance monies. Performance evaluations should not be a surprise, but rather a communication tool that is part of an on-going process. In response to a meeting with the council, Dr. Wueste followed up with the Human Resources Department regarding supervisor training on evaluations. Training sessions were provided prior to this cycle of the evaluation process. There are ongoing conversations regarding the FLSA (Fair Labor Standards Act) definition of exempt. On campus, there are two definitions for "exempt": 1) classified exempt and 2) exempt from classified service. As the classified exemption status (following definition 1) is reviewed, the result will not move anyone out of classified service. Among changes that are happening within the President's Office: Kat is moving to communications. There is frustration with the lack of a scheduling service as well as no campus-wide calendar. Julie Waechter has been charged with the project and therefore Kat is moving to assist. That will leave a position open in his office, which will not be filled this fiscal year, but it will be filled from within the classified system. Dr. Wueste has not declared a dress code. He does however, expect that we will dress professional and appropriately for our position. He reminded us that the Legislature is in session. ASC had a simple agenda: requesting at least floor funding, complete funding of the college opportunity fund, and honest communication about education. Some issues to keep an eye on are TRIO funding, Pell grant and Perkins loan changes, and funding of Hispanic Serving Institutions. Dr. Wueste extended an invitation to the Recognition Ceremony being held April 28<sup>th</sup> at 4:00pm.

Tracy Rogers, HR Director: Tracy announced that classified evaluations were due April 11<sup>th</sup>. To clarify the pay increase, she stated that it is 3% across the board, because the salary survey amounts and the funds for pay per performance were put into one fund. Open enrollment will be underway from April 18<sup>th</sup> until May 18<sup>th</sup>. It is a positive enrollment, so everyone will be required to go online at <http://www.colorado.gov/dpa/dhr>. The medical and dental plans are independent, but both now have 4 levels of coverage; employee, employee + spouse, employee + children, and employee + spouse + children. Coverage will be valid from July 1, 2005 through June 30, 2006 (fiscal year). The health insurance providers available are Great West and SLV HMO. Dental coverage will be provided by Dental Dental. The free plan has been eliminated so basic employee only coverage is a small amount. There has been an addition of a reimbursement plan, which means there is no network requirements, but you need to pay in full and will be reimbursed. Open enrollment meetings will be held Tuesday, April 19, 2005 at 10:00 and again at 1:15. Great West, SLV HMO, Pera, Valic, and 457 will have representatives present. Within the open enrollment packets, you will also find a copy of your leave records. Please verify that they are correct. If you have any questions or concerns, contact Shannon at 7990.

Danielle Smith, One-Stop-Shop: Phil Schroeder spearheaded the construction project for the One-Stop-Shop, with Bea Martinez and Belén Maestas on the project team. It is best to provide services to students in one location, including financial aid, advising, payment, and registration. The hours are currently 8 to 5 and it is manned by specialists. In the near future, hours will extend to 7 to 7, and cross-training will take place to expand knowledge base. While the cross-training is going on, the shop will close at 4:00, once a week. A grand opening barbeque is scheduled for April 29<sup>th</sup>, so please look for the invitations. Please come visit, and offer any feedback/comments on the cards provided or by emailing Phil, Bea, or Belén. By establishing the one-stop-shop and moving employees to the new location will not result in a reduction of staff. If students come to RH, employees are encouraged to direct them to the one-stop. There are no plans for any space that has been vacated due to the move. There was a recommendation to mail out comment cards to all students, in order to get their feedback. The details for tuition and fee collection are being worked out. Students should also be encouraged to apply for COF, for which they can find a link on the portal.

Bylaw changes: Upon reviewing the bylaws, three recommendations have arisen.

1. Eliminating term limits – currently there is a two-term (at 3 years) limit before you must not be on the council for a year prior to serving again. In order to provide members the option of continuation of service and keep the council going, the term limits would be eliminated. By having elections, that is term limiting within itself. Pat Roybal motioned that we table the discussion until we vote on the size increase (mentioned below) and with Jenny Yund's second, the motion passed.
2. Council size – in order to distribute work load of the council members, we would like to increase the size of the council by two members. Pat Roybal motioned, with Judy Jones seconding, that we include on the ballot to increase the size of

the council by two members. The motioned passed unanimously. The new positions will be at-large and will be including on the forthcoming ballot.

- Scholarship Due Date – last year, the classified employees approved a one-time extension of the deadline to June 1<sup>st</sup>. We propose that this become the permanent deadline for the scholarship applications. Pat motioned, with Becky Steenburg providing a second, that the deadline for scholarship applications be June 1<sup>st</sup>. The motion passed unanimously.

Elections: Nominations were solicited to fill three positions vacated by the end of terms. Due to the vote on increase the size, we will need a total of 5 positions filled. The only limitation is that one must be from maintenance. The following nominations were made:

Nomination:	Nominated by:	Second:
Jeff Cook, Facilities Services	Rodney Martinez	Jacqueline Vigil
Becky Steenburg, Admissions	Stacie Dove	Jennifer Yund
Bobbi Maul, Institutional Advancement	Peggy Dunn	Andrea Benton-Maestas
Otis Hager, Computing Services	Pat Roybal	Carol McCann
Jeff Horton, Facilities Services	Rodney Martinez	Dwight Smith

Sally Kelly motioned that nominations will be closed Wednesday, April 20, 2005 at 5:00pm to include others that may be interested in serving. Adolph Villagomez provided a second, and the motion passed.

Reports of On-going business:

- Treasurer's report – There is a balance of \$1,610.44 in the club account with an outstanding invoice for about \$1200.00. The Foundation account is at \$38,007.38. This balance includes the scholarship distribution, but does not include the interest amounts from June 2004 through the present.
- Campus Fundraisers –
  - Care Packages – Distribution will take place April 29<sup>th</sup> and May 2<sup>nd</sup>. If you'd like to help with distribution, please contact a council member.
  - Heidi Ho Nuts – Heidi Ho is a fundraising corporation that sells gourmet nuts, honey roasted peanuts, and a holiday gift box. This year they have added an assortment of chocolate covered nuts. If you are interested in purchasing, please contact a council member.

Committee Reports:

- CWAC – No new information to report at this time.
- Statewide Liaison Council – On the CEC website, <http://faculty.adams.edu/cec/> there is a link to the Statewide Liaison Council meeting minutes, or you can go to the Statewide Liaison Council website at <http://www.slweb.org/> for more information.

The meeting was adjourned at 3:15 p.m.

The next regular council meeting is scheduled for Wednesday, May 4, 2005 at 1:00 p.m. Any classified employee is welcome to attend.

Respectfully submitted,

Andréa Benton-Maestas