

APTE August 24 Meeting

MINUTES

8/24/2010

12:00-1:00PM

HBC 301

MEETING CALLED BY	Rebecca Francis
TYPE OF MEETING	General Meeting
FACILITATOR	Rebecca Francis
NOTE TAKER	Bethany Bell
TIMEKEEPER	Paula Ribeiro
ATTENDEES	Rafael Ochoa, Tom Thomas, Jimmy Clark, Matt Wilson, Jacqueline Pieczynski, Susannah Erler, Dana Mitchell, Michiel Davis, Naney Worlds, Elizabeth Huss, Amanda Karel, Martha Perez, Jerod Morales, Melissa Curtis, Christina Michura, Naomi Garza, Haydeana Gaviria, Patty Phillip, Erica Breedlove, Patty Scogin, Merrilee Shopland, Bonnie, Spanogle, Kirk White, Carolyn Allred, Dana Tucker, Vicki West

Agenda topics

WELCOME & MINUTE APPROVAL

DISCUSSION	Rebecca welcomed everyone to the meeting and asked that the July 2010 minutes be approved. Elizabeth Huss moved that we approve the minutes as printed.	
CONCLUSIONS	July 2010 minutes were approved as printed	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a	n/a	n/a

2011 MEETING SCHEDULE

DISCUSSION	Jennifer suggestion that the September 28 th meeting be cancelled and moved to October 5 th at the Round Rock campus. Rebecca Francis called to vote which passed.	
CONCLUSIONS	September 28 th meeting cancelled and moved to October at the Round Rock campus.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a	n/a	n/a

EMERGENCY FUNDS

DISCUSSION	This pasted year we funded one request however the funds are low and is in need of replenishment. Rebecca posed that all APTE members donate \$1 to the Emergency Fund which was approved. Rebecca also requested two members at large to serve on the committee and assist in the development of policy and procedures for those requesting emergency funds.	
CONCLUSIONS	Rebecca Francis will send out an email to APTE requesting for two members to serve on the Emergency Fund Committee	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out email	Rebecca Francis	n/a

STAR AWARD RECIPIENT

DISCUSSION	Sharon Duncan via video introduced Kirk Watson as the Star Award Recipient	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a		

QUALITY ENHANCEMENT PLAN

DISCUSSION	Amanda Karel presented the Quality Enhancement Plan. She informed and encourage ATPE members to go to the website and provide an idea or suggestion to improving ACC services.	
CONCLUSIONS	Email Amanda Karel with any suggestions or ideas on ways to enhance the quality of service at ACC.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a	n/a	n/a

ETHICS

DISCUSSION	Imad Mouchayleh presented on the topic of Ethics. Handouts were provided to participants.	
CONCLUSIONS	n/a	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a	n/a	n/a

GRIEVANCE POLICY

DISCUSSION	<p>Gerry Tucker provided participants with ways to avoid grievances or complaints. She encouraged all to manage their communication and relationships with staff/colleagues. Other items shared:</p> <ul style="list-style-type: none"> a) Relationship- share with your supervisor where we are in relationships and what you want to accomplish b) Communication- share accomplishments and good things that are happening with your supervisor c) Expectations- let your supervisor be aware of your clear expectations of them and yourself <p>Gerry shared that complaints and grievances are separate. Complaints do not affect working status and it starts with your supervisor. Grievances affect employment and it begins with HR.</p>	
CONCLUSIONS	n/a	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a	n/a	n/a