

# Minutes

2010

## **APTE Planning Session South Austin Campus, Room 1130 7/31/2009**

8:30 a.m. to 1:00 p.m.

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### **Welcome**

#### **Roles and Responsibilities-Committee and Council Representatives**

At ACC most decisions are made through the [Shared Governance](#) Process. Committees meet and determine changes that are needed. They then send their proposal for those changes to the Council to which they belong. The Councils then review the submissions and determine whether they are ready to be submitted to the President or should be returned to the Committee for further research. The President then determines whether or not the proposals submitted to him by the councils are feasible. Each employee association has input into the process via their representatives on the councils and the committees. There is also a set time for each proposal to be reviewed before the council vote on it.

Responsibilities for Committee and Council members:

- Attend meetings
- Report to association on highlights of meeting
- Forward any requests for association input to APTE President
- Alert association of any items that seem to be hotly debated

#### **Roles and Responsibilities of the APTE Executive Committee**

The Executive Council is comprised of the Committee and Council Representatives and the officers. It conducts business on behalf of the association. It's responsibilities include:

- Setting the calendar for new year
  - Meeting regularly to discuss issues from councils or administration
  - Planning meetings for General membership
  - Determining activities
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# Minutes

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## **Setting the Calendar for 09-10**

Meetings will be held on the 4<sup>th</sup> Tuesday of the month except for November (3<sup>rd</sup> Tuesday), December (possible holiday celebration) and July (New Executive Committee Training Session). All meetings are from 12 to 1pm.

**September 22 at the Service Center**

**October 27 at HBC-Annual Halloween Bash**

**November 17 at Rio Grande Campus**

**December – To be determined**

**January 26 at Eastview Campus**

**February 23 at South Austin Campus**

**March 23 at Northridge Campus**

**April 27 at Cypress Campus**

**May 25 at Pinnacle Campus**

**June 22 at Riverside Campus-Annual BBQ**

**July – To be determined**

**August 24 at Round Rock Campus**

A contact person on each campus will notify their campus-mates of the meeting, reserve the room and accept the food delivery.

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## **Fund raiser discussion**

The “URock” Campaign will be continued once per semester. Jennifer Gray will coordinate. We will also try to have some kind of “Rock Band” competition to include students in the effort. Edward will coordinate this. The marketing committee will pursue these further.

We will also be accepting food donations for the Capital Area Food Bank at each meeting.

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## Current Issues

- **Compensation Committee**

A compensation committee has been formed to meet with HR on the upcoming linkage process. The members are Linda Morrison, Judy Van Cleve, and the APTE Officers. One person is still mulling it over.

- **New Employee Orientation**

For the last month Rebecca has been attending new employee orientation and welcoming new Prof-Techs. We will request that a Human Resources staff person does this in future for all associations. We will provide a note or postcard to be handed to each Prof-Tech employee.

- **Communication**

Edward will create a list serve. We will begin with the Executive Council as members and then add people who note their wish to be added at each meeting or via an email.

- **Marketing**

A marketing committee was established. The committee members are Merrilee Shopland, Edward Terry, Paula Ribeiro, Lara Niles. Their first project is a table for General Assembly. Merrilee volunteered to create a Flash movie. I anticipate great things from this group of very creative individuals.

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