

# APTE- Executive Committee

## MINUTES

10/20/2009

9AM – 11AM

HBC 301.7

<b>MEETING CALLED BY</b>	Rebecca Robinson-Francis
<b>TYPE OF MEETING</b>	Executive Committee
<b>FACILITATOR</b>	Rebecca Robinson-Francis
<b>NOTE TAKER</b>	Marissa Burill
<b>TIMEKEEPER</b>	Rebecca Robinson-Francis
<b>ATTENDEES</b>	Lauren Sebel, Shari Rodriquez, Teresa Moore, Paula Ribeiro, Mary Anny Bridges, Betsy Erwin, Lara Niles, Angular Adams, Stan Puslkarsky, Gus Rodriquez, Jennifer Gray, Jerod Morales, Merilee Shopland, Michiel Davis, Kathy James, MaryJane McReynolds, Carolyn Allred, Edward Terry, Melissa Curtis, Karoline Gebert, Jimmy D Clark, Nancy Worlds, Marissa Burill

### Agenda topics

OFFICERS MEETING W/DR. KINSLOW

REBECCA

<b>DISCUSSION</b>	Distribution and review of FY11 Non-Faculty Market Survey Timeline, FY10 Non-Faculty Market Survey Design Process and Timeline, F-10 Employee Compensation	
	1) We were informed that changes to salary would not happen this year as we had originally thought. A new survey will be done and the timeline for how and when to conduct the survey and process/implement the results should be posted on the HR website. 2) We are welcome to submit requests for professional development requests specific to our user groups – i.e. Advanced Excel, PowerPoint, etc. 3) The Round Rock campus job postings should be announced this fall/early spring for lateral transfers. Once the transfers are assigned, new postings will appear probably in April with summer hiring and training. This process will be similar to the South Austin campus opening. 4) A new graphic is being developed to help simply the explanation and process of master planning and shared governance and how they are integrated.	
<b>CONCLUSIONS</b>	Information only. F-10 will be sent to the membership for comment.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

ACADEMIC CAMPUS AFFAIRS COUNCIL

REBECCA

<b>DISCUSSION</b>	1) Sabbatical leave policy was passed. There was no substantial difference in the changes that were presented	
	2) Student Success Initiative – Input is being requested. Faculty is resistant to the idea of a “one size fits all” approach. In essence, student performance will be tracked in particular courses. At issue is the mandating of remedial courses. Initiative would help departments do their own planning. Also impacted are double and triple D students who are now assigned to a counselor caseload under the new ACHIEVE program	
<b>CONCLUSIONS</b>	Info only.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

BOARD MEETING

REBECCA

<b>DISCUSSION</b>	1) Master Planning – 4 architectural firms presented their plans on how to help ACC achieve the Closing the Gaps and future goals through the use of the master plan and building out the ACC district. All of the firms have had some type of past or present relationship with ACC, have a consultant on board to review ACC policies and Campus Advisory committees will be involved with the planning.	
	2) Improvements to Pinnacle campus will yield approximately 742 new parking spaces and also gain access to Convict Hill Road as an entry point to the campus. There would still be room to add a parking garage.	
	3) C-1 General Executive Directives & Initiatives policy will be reviewed. Servant leadership requirement will be added.	
<b>CONCLUSIONS</b>	Information only	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

NEW MEMBERS

REBECCA

<b>DISCUSSION</b>	There have been many changes to committee membership due to 1) people leaving the college or 2) addition of new committees resulting in requests to find new representation. It has been a challenge to track all the changes.	
<b>CONCLUSIONS</b>	Michiel Davis has agreed to be our membership coordinator. He will send a welcome letter to new prof-tech staff. Shari Rodriguez will see to it that Michiel, Rebecca and Nicole Bell are respectively given lists of the new employees to the associations.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
New Employee Lists	Shari Rodriguez	Varies

COMMITTEE REPORTS

VARIOUS

<b>DISCUSSION</b>	1) Closing of late registration. Our current system impacts course schedule availability. New students would not be able to register during the first week of classes like they do now. Approval has been received to change the Workforce brochures into info cards that are bilingual.	
	2) "I Am ACC" campaign is being turned inward towards faculty and staff.	
	3) Policies and guidelines for the use of ACC student e-mail are being finalized.	
	4) The Web Committee is working on issues regarding accessibility under ADA	
	5) Achieving Excellence – Quality Enhancement Program presented by the faculty to push our college forward has been tabled by Dr. Kinslow.	
	6) Assessment Committee is considering a TSI waiver for individuals taking classes for enrichment purposes. In addition, there is discussion of accepting the TSI status of students with out of state exam results. Example Accuplacer taken in a state other than Texas.	
	7) Curriculum committee has moved old CE courses to the credit side (example- gaming). There are also new guidelines for our teaching associates due to a state licensure change from EC-4 to EC-6.	
	8) Web Advisory Committee – is working on the internal structure of the web. Ex: websites still exist for faculty/staff that have not been with the college for an extended time (several years). In the future, they are considering a portal style log-in that would take an individual to the sites they need based on job function.	
	9) Faculty and Staff Evaluation committee is working on 1) increase submitted evaluations from students 2) PEP will eventually all be on-line.	
	10) Cypress Creek Advisory Committee has met. Statistics show that average square feet accessible to students in college is 50 sq. ft per student. ACC has 22 sq ft as the average. The 50 sq ft statistic is misleading because this figure includes space such as stadiums, dorms, etc. Cypress Creek is still expandable and could hold another building and a parking garage.	
	11) Marketing Committee is working on branding and marketing sustainability programs and also seeking input on	

the use of social media to promote the college.

12) Student Access & Success – 1) Supplemental Instruction program is offering special tutoring and study skills classes for certain program areas. Of concern is how this will affect faculty evaluations by the students. Faculty must apply to get this course. 2) HSI Initiative is targeting recent high school graduates. Three outreach events helped the college reach a minimum 24.6% representation of Hispanics. The target was 25%. Austin demographics show the Hispanic population to be 33%-36% 3) A new grant 2+2+2 has been awarded to ACC. It provides us with \$100,000 per year for 2 years to enhance transfer programming.

13) Datatel Steering committee is working with 1) Admissions & Records regarding issues of duplicate records, 2) HR- switched to no paper advices. The first payroll run on this program went well. 3) Emergency notification system was still in test at the time of the meeting waiting on the return of the IT manager. 4) Business Services did some programming updates to eliminate the number of students being de-registered when they had been awarded financial aid but were still in a pending status to receive their money. 5) Continuing ed classes in the Game Development program have been integrated w/college credit courses. 6) There is a new SACS coordinator. 7) The college has updated the ethnicity/race classification options as of October 12<sup>th</sup>.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OTHER BUSINESS

VARIOUS

<b>DISCUSSION</b>	1) SECC campaign – clarification given that there are not separate organization reps at each campus. There are only designated SECC reps.
2)	Interpreter Parking – request that interpreters who are hourly employees be able to purchase faculty/staff permits.
3)	November Executive Committee meeting will be separate from the APTE General meeting due to lack of space at RGC.
4)	October meeting planning – discussion of events and arrangements.
<b>CONCLUSIONS</b>	1) Ask Dr. Kinslow at the next Officer’s meeting regarding the interpreter parking issue. 2) Bring the interpreter parking issue as an agenda through several other committees. 3) Temporary solution – request paper permits like the ones CE uses for their class enrollees. 4) Obtain specific data on the number of times interpreters have been late/unable to meet the requestor of their services due to parking issues.
5)	Costume contest judge by all through a voting process.
6)	Games – haunted house building, Quizno’s giveaways
7)	Other fundraisers – Christmas wreath fundraiser

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Present Dr. Kinslow with Interpreter parking issues	Officer	Next officer’s meeting w/Dr. Kinslow
October meeting decorating	Various	10/30

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	