

APTE July 30 2010 Executive Board Meeting

MINUTES

7/30/2010

8:30-1:00PM

SAC 1130

MEETING CALLED BY	Jennifer Gray
TYPE OF MEETING	Executive Board
FACILITATOR	Jennifer Gray
NOTE TAKER	Bethany Bell and Marissa Burrill
TIMEKEEPER	Paula Riberio
ATTENDEES	Rebecca Francis, Sherry Rodriguez, Marissa Burrill, Gus Rodriguez, Matt Wilson, Susan Earler, Mary Jane McRenolds, Edward Terry, Betsy Erwin, Susan Jones, Lara Niles, Paula Riberio, Jennifer Gray, Bethany Bell

Agenda topics

WELCOME

DISCUSSION	Jennifer welcomed all and briefly discussed the new online meeting system. Today is the test run for the Today's Meet-APTE for those at other campuses to participate. Everyone introduced themselves, their campus and the committee/council they serve on.		
CONCLUSIONS	n/a		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
n/a			

RULES & RESPONSIBILITY- COMMITTEE & COUNCIL

DISCUSSION	Jennifer stated that it's the duty of those serving on committees or councils, to attend and if you cannot please let Jennifer know ASAP.		
CONCLUSIONS	n/a		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
n/a			

ROLES & RESPONSIBILITIES OF EXECUTIVE COMMITTEE

DISCUSSION	As executive board we: discuss pursuing activities for the year, develop the calendar, share committee/council information, and all other business affecting APTE. It's the responsibility to attend as many APTE meetings as possible.	
CONCLUSIONS	n/a	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a		

SHARED GOVERNANCE & PROFESSIONAL DEVELOPMENT

DISCUSSION	This past year we worked on the share governance model which provides operational guidelines for APTE. The shared governance protocol is explained. Jennifer shared the module created to educate people on the shared governance model which will also be offered as professional development.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a		

2010-2011 CALENDAR

DISCUSSION	<p>Past year we conducted meetings 4th Tuesday once a month from 12-1PM. Everyone agreed to continue the meetings as set previously. Discussion on whether to keep meetings at various campuses or stabilizing at HBC. Recommendation is going to various campuses once a quarter versus each time. Also suggested to base meeting location on the topic of the agenda. Online meetings could bring more people into APTE if marketed well. Many people think it's a great idea to have the online meeting in addition to the physical meeting. Also suggested was to introduce audio and not just texting. To attract other APTE employees, it was suggested that we send postcards to APTE members saying... did you know that your APTE brought you... Mentioned was to move our October meeting to another date due to a conflict. Have executive council meetings at HBC and move the general membership meetings to the various campuses. Fall general meeting will be at Round Rock and in October we can open the executive meeting to all. General membership meetings in the fall, spring and summer can be at particular campuses. People suggested March for spring general membership meeting, 22nd or 29th. For general and executive council the meeting date is suggested for June 28th. December meeting date is tentative.</p>	
CONCLUSIONS	4 th Tuesday from 12-1PM, except October, the meeting will be either in the 1 st or 2 nd week. 29 th of October will be APTE social. General membership	

	meeting for the fall, spring and summer will be held at particular campuses. March 29 th will be spring general meeting. June 28 th will be general/executive board meeting combined.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determined date for October meeting at RRC	Jennifer Gray	ASAP

FUNDRAISER DISCUSSION

DISCUSSION	Last year we did "you rock" but it was not as successful as the previous year. Many people like the "Taste of ACC" cook-off fundraiser idea. It was mentioned that if we do a food inspired fundraiser, can we do a cake cook-off and then conclude with a cake walk. Discussion yields the want to implement a community element. Idea is to have a craft fair at RRC. Another idea is to show a movie and ask for donations to watch or we could host a movie night with APTE. We would ask them to contribute a portion of their proceeds to APTE. Also suggested asking ACC members to show their independent films. Another suggestion is to ask all APTE members to donate money and collect. Money can be donated to student scholarship or to emergency fund. An idea similar is to have members to donate their money to a pot. An additional suggestion is sponsoring a stair-a-thon which is also a health initiative. Discussed having two separate fundraisers, one benefitting student scholarship and emergency fund.	
CONCLUSIONS	The need for a fundraising subcommittee who will evaluate all options and report back to executive board.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop a fundraising sub-committee to work on plans. Compile the list of ideas which will be disseminated to the executive council. Volunteers are: Bethany, Sherrie, Marissa, Gus, and Susana (send email), Paula.	Jennifer Gray	ASAP

EMPLOYEE EMERGENCY FUND

DISCUSSION	The Emergency Fund Process is that the request goes to HR, and then the president of the association gets the paperwork which they review with committee. Brought to the general body was that we need to set concrete guidelines and also advertise to APTE employees about the emergency fund. Guidelines will include: set up minimum/maximum amounts, duration, and what we will pay for. We can look at Classified who has guidelines set. Also develop a committee of those who will review emergency fund applications. Idea is to set the amount of people on the committee but not determine names. Will utilize marketing to distribute information about the Emergency Funds. Suggested we develop FAQ for the emergency fund guidelines.	
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CONCLUSIONS	A sub-committee will be developed led by Jennifer who will develop the rules, create a draft, and then share with the rest of the executive board for further discussion.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop sub-committee to develop guidelines for the emergency fund. Volunteers include Lara and Paula. Suggested to add Maxine Kaplan by Rebecca.	Jennifer Gray	ASAP

COMMUNICATION

DISCUSSION	We need a collaborative place to work on documents, therefore google docs was suggested. This tool will improve our forms of communication. Also, suggested virtual meetings for those who cannot get away. Another collaborative tool we could use is Google wave. Recommended to try various communication tools.	
CONCLUSIONS	We should pilot Google in APTE	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
n/a		

SPECIAL PROJECTS FROM 2009-2010

DISCUSSION	Star Award's process is changing. What is currently on the web is inaccurate. We will take nominations the first week of August and announce recipient at Fall General Assembly. Next year, nominations will begin in July. Go Green Campaign supports the sustainability and recycling efforts which will be made available on the APTE website. Proposed having an APTE representative from each campus to collect certain items to be recycled such as Styrofoam). Bags could be provided to collect the items.	
CONCLUSIONS	Remove the Go Green Campaign from our projects page since the Sustainability Committee has absorbed a lot of the initiatives/ideas. It was moved by Matt Wilson to remove the campaign from APTE projects page and properly seconded (Not sure by whom). Logo Redesign Contest will allow us to remarket APTE. People will have the option to vote on their favorite logo. Everyone was asked to go around the room and state one word that describes APTE.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Strike Go Green campaign from APTE projects website.	Paula Riberio	

**EMPLOYEE SUCCESS &
ENGAGEMENT**

DISCUSSION	<p>Discussed how we can improve our influences with institution processes. Discussed was the diagram on the APTE webpage and its various components.</p> <p>Presence at APTE meetings- we have representation at new member orientations but it was suggested to send a list to each campus of new members to personally welcome them.</p> <p>Also, discussed for the open access of idea sharing. Jennifer welcomes all ideas as we focus on "strategic thinking." Emphasis placed on the diagram and addressing current areas which will be address by subcommittees.</p>	
CONCLUSIONS	Possibly create a form asking APTE members to volunteer to be the "welcome" of new APTE employees.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop a form	Paula Riberio	n/a