

Association of Professional Technical Employees
2008-2009 Opening Session and Ice Cream Social

8/29/08

3:00pm-4:30pm

HBC # 201

Meeting called by: S.M.Thomason

Attending: Susan Thomason-President, Rebecca Robinson-Francis-President-Elect, Tracie German-Secretary/Treasurer, Edward Terry-Communications Officer, Teresa Moore, Marissa Burill, Tara Hall, Kathy James, Lina Lee, Linda Morrison, Swapna Thati, Jimmy Clark, Jan King, Susan Brock, Ava Nelson, Rich Griffiths, Jim Malmros, Herb Coleman, Kimberly Martinez, Lucy Arroyo, Shari Rodriguez

Welcome and Introduction

- **Officers were introduced and discussed the following:**
 - APTE proposed meeting calendar
 - Discuss mission of APTE
 - Overview of projects for coming year
 - Results of survey indicated that most APTE members feel the main purpose of the organization is to build camaraderie and establish working relationships between members of the Association.

Topics of Discussion

- **Organization purpose and mission**
 - Reviewed the need for an APTE mission statement to provide purpose for the organization and goals around which we can structure activities and events.
 - Handout with three possible mission statements were distributed to attendees.
 - The proposed mission statements will be posted on the APTE website and the Forum (can be reached from website) for membership review. Members may add, edit, or voice any changes or additions to mission statement via the Forum or via email to the officers.
 - In October, a vote will be conducted via the Forum to decide on the APTE mission statement.
- **Issues that will be addressed**
 - Issues that APTE will be involved with during FY08-09 were presented including:
 - Revision of Board Policy F-10 – APTE Officers will keep membership updated as this starts to be discussed.
 - APTE Leadership Training Program – Possible CEU's will be awarded for participation on the Executive Council.
 - Merger of APTE and CSA – Discussion of possible merger of the two employee associations
 - PEP timelines – Discussion on whether the PEP timelines should be changed. Currently evaluations are done in May but this is 3 months before the end of the fiscal year. **ACTION: This will be taken to the Professional Development Committee for discussion.**
 - Emergency Fund – each association has an emergency fund, but would it be beneficial to just have one college emergency fund. Discussions will follow throughout the year
 - Showers on campus – Desires for showers on campus related to employees who want to ride bikes to work or perform physical fitness activities during lunch. This will be discussed more throughout the year.
- **Projects to pursue**
 - Handout of projects to pursue was distributed.
 - Teresa Moore briefly discussed the Star Award, explaining that it would be an award for an administrator and the timeline would possibly be to recognize the recipient at the January General Assembly
 - A Taste of ACC Cook-off – Marissa Burill discussed this project, welcoming ideas and members to help work on this project. It will tentatively be held in April.
 - GO GREEN Campaign – The possibility of teaming with the ACC students was briefly discussed. This project will be discussed more after the Recycling and Sustainability Committee begin to meet.
ACTION: Project lead needed
 - APTE Leadership Training Program – APTE officers will research how CEU's may be awarded for participation on the Executive Council
 - Logo Contest – Ed Terry briefly explained this project to hold a logo design contest
 - Spanish Conversation Lunch Series – Susan Thomason explained this project which begins on 09/04/08. This is a Closing the Gaps Project hosted by APTE in partnership with the Office of Student Success.
 - Mug-Hug Fundraising Project - Phase II – Shari Rodriguez briefly explained ideas for the mug hug fundraiser – such as partnering with nonprofit agencies and some of the cost of the mug hug will be donated to the nonprofit.
 - **ACTION: All projects will be discussed in depth at the work session on 09/26/08 at 11:30.**
- **Activity and Meeting Calendar**
 - The meeting calendar was distributed and explained by Tracie German
 - The calendar has all the dates for all of FY08-09.
ACTION: All meeting dates and time will be posted to the APTE calendar by Tracie German
- **Communication Protocol and Forum Demonstration**
 - Ed Terry explained and demonstrated how to get to the APTE website.
 - Handouts were distributed with directions for registering and joining the APTE Forum.
 - Use of the Forum was Demonstrated for the group.

Next Meeting

The Executive Council/Work Session will be held at 11:30 a.m. on Friday, 09/26, at HBC@ 214.

The next General Business Meeting will be Friday, 10/31/08, HBC #201. Lunch will be provided as well as a Halloween costume contest.

Meeting adjourned at 4:05pm