

APTE OCTOBER 29th 2010 Meeting

MINUTES

10/29/10

11:30-1:00PM

HBC 301

|                          |  |
|--------------------------|--|
| <b>MEETING CALLED BY</b> | Jennifer Gray  |
| <b>TYPE OF MEETING</b>   | General meeting  |
| <b>FACILITATOR</b>       | Jennifer Gray  |
| <b>NOTE TAKER</b>        | Bethany Bell   |
| <b>TIMEKEEPER</b>        |  |
| <b>ATTENDEES</b>         | Jennifer Gray, Rafael Ochoa, Nancy Worlds, Mary Jo Staiowski, Traci Kopp, Angular Adams, Dr. Lara Niles, Bethany Bell, Elizabeth Huss, Jerod Morales, Christa Shiazzi, Sue Corneilus, De'borah Jones, Susannah Erler, Tracie German, Brenda Deleon, Theresa Harkins, Merilee Shopland, Sharon Duncan, Carolyn Allred, Judy L. Hay, Marcia Babin, Rebecca R.F. (two names are unidentifiable) |

Agenda topics

**WELCOME & MINUTE APPROVAL**

ALL

|                                     |   |                                  |
|-------------------------------------|---|----------------------------------|
| <b>DISCUSSION</b>                   | APTE President, Jennifer Gray welcomes all to October Fall Costume APTE meeting. October minutes were not approved. |                                  |
| <b>ACTION ITEMS:</b>                | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b>                  |
| Approval of October 4, 2010 minutes | Bethany Bell  | November 23 <sup>rd</sup> , 2010 |

**FALL COMMUNITY SERVICE EVENT**

JENNIFER

|                     |  |                 |
|---------------------|--|-----------------|
| <b>DISCUSSION</b>   | <input type="checkbox"/> Angela Robertson did not attend however encouraged all to visit the Student Life website. |                 |
| <b>CONCLUSIONS</b>  | Encouraged all to visit the Student Life website.  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
|                     |  |                 |

**COSTUME PARADE**

JENNIFER

|                   |  |  |
|-------------------|--|--|
| <b>DISCUSSION</b> | <input type="checkbox"/> All in costume encouraged to participate in the parade around the room. |  |
|                   |  |  |

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|---------------------|---------------------------|-----------------|
| <b>CONCLUSIONS</b>  | n/a                       |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b> |
| n/a                 |                           |                 |

GOOGLE APPS PRESENTATION

DR. LARA NILES & THERESA HARKINS

|                     |  |                 |
|---------------------|--|-----------------|
| <b>DISCUSSION</b>   | <p>1. Lara and Teresa presented on the new applications. Currently there are data testers working through the various applications. Website to see the applications is <a href="http://www.austincc.edu/ITdocs/google">http://www.austincc.edu/ITdocs/google</a>.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dr. Lara and Teresa highlighted the problems with the current webmail system and the positives about the new Gmail system, such as an online storage, calendars, and privacy settings.</li> <li><input type="checkbox"/> Some Google docs highlights include document sharing, compatibility and version history. Also, Google site will allow one to create web pages and share information</li> <li><input type="checkbox"/> These new tools will enhance collaboration between students, faculty and staff because it's accessible anywhere.</li> <li><input type="checkbox"/> Platform neutral supports all modern browsers and integrates with smart phones.</li> <li><input type="checkbox"/> The presenters also highlighted additional features such as delegate email, no ads, and search of all ACC contacts in Gmail.</li> <li><input type="checkbox"/> The request of the presenters is identifying Google Apps "experts" at each campus. If anyone is interested in trying out any of these new apps in their department, contact your supervisor first.</li> <li><input type="checkbox"/> It was requested that the power point information be sent via APTE listserv</li> </ul> |                 |
| <b>CONCLUSIONS</b>  | n/a  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
|                     |  |                 |

APTE FUNDRAISER

BETHANY

|                    |   |  |
|--------------------|---|--|
| <b>DISCUSSION</b>  | <p>2. Bethany presented information about the dollar drive in which monies were collected. Also, provided information about the silent auction. Ask people if they would like to be campus representatives and Traci Kopp from Cypress Creek volunteered. An email regarding specific information will be sent out on Monday.</p> |  |
| <b>CONCLUSIONS</b> | APTE employees will receive an email with silent auction details.   |  |

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| ACTION ITEMS                                   | PERSON RESPONSIBLE    | DEADLINE |
| Identified the remaining campus contacts (RVS) | Fundraising Committee | ASAP     |

PRIZES FOR COSTUME CONTEST

JENNIFER

| DISCUSSION   | <input type="checkbox"/> First, second and third place prizes were given to the winners of the costume parade with Edward Terry taking the top prizes. |          |
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| CONCLUSIONS  | n/a  |          |
|              |  |          |
| ACTION ITEMS | PERSON RESPONSIBLE   | DEADLINE |
| n/a          |  |          |