

# APTE JULY 2010 Meeting

## MINUTES

7/20/2010

10AM-12PM

HBC223

<b>MEETING CALLED BY</b>	Jennifer Gray
<b>TYPE OF MEETING</b>	Officer meeting
<b>FACILITATOR</b>	Jennifer Gray
<b>NOTE TAKER</b>	Bethany Bell
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	Jennifer Gray, Lara Niles, Paula Ribeiro, Rebecca Francis, Bethany Bell

### Agenda topics

#### APTE PLANNING SESSION

ALL

<b>DISCUSSION</b>	<p>Planning 2010-2011 goals and action items for the year. Marissa ordered breakfast and lunch.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discussion about places we can use for lunches: Central Market- box lunches, Casa Chapala, Pokey Joe's.</li> <li><input type="checkbox"/> Outgoing officers' luncheon TBA.</li> <li><input type="checkbox"/> Suggested that old committee members to share their experience with the new committee representative. Asked past committee representatives to serve another term.</li> <li><input type="checkbox"/> Each officer get a council, so President and President Elect automatically are on Institutional Planning Council. Paula R. will serve on Student Service and Bethany B. will serve on Academic Service Affairs.</li> </ul>	
<b>ACTION ITEMS:</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

#### COMPLETING COMMITTEE ROSTER

ALL

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Bookstore- Paula volunteered. Recommended to put a notice about the site in which you can rent textbooks. Issue to address on this committee is the company using the ACC trademark or logo without permission.</li> <li><input type="checkbox"/> International programs- will leave blank; no need to have representation</li> <li><input type="checkbox"/> Professional development- Lara Niles</li> <li><input type="checkbox"/> Campus Advisory Committee- suggest those who are on the committee to stay</li> </ul>	
Will ask members of APTE to fill in vacant committee seats		
<b>CONCLUSIONS</b>	Information only.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Discuss the need to fill in vacant committee seats	Officers	7/30/10

#### WELCOME FOR APTE EXECUTIVE MEETING

ALL

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Jennifer will give a welcome to attendee of the APTE meeting.</li> <li><input type="checkbox"/> Will provide a 1 hour training of the shared-governance system/process. Will briefly describe open committee positions. Discuss roles and responsibilities of being on the executive</li> </ul>	
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	<p>committee. Calendar will be developed which will have dates of main council meetings.</p> <ul style="list-style-type: none"><li>□ Propose keeping APTE meetings during the lunch time on Tuesdays. Propose meeting in October be at Round Rock.</li><li>□ Fundraisers for year will be discussed for fall and spring. Some suggestions, chili cook-off, silent auction.</li><li>□ FOCUS: employee success and engagement- some pieces are in place but there are some we need to work on. Identifying the pieces that we need to work.</li><li>□ Compensation study- the link-in process; will attend a meeting soon.</li><li>□ Discussed Google Apps. How it will assist in an effective way. I.e. those who cannot attend physical meetings can participate. Also, suggested a blog.</li></ul>