

# APTE September 2009 Meeting

## MINUTES

9/22/2009

12 PM – 1 PM

SERVICE CENTER RM 168

<b>MEETING CALLED BY</b>	Rebecca Robinson Francis
<b>TYPE OF MEETING</b>	General Meeting
<b>FACILITATOR</b>	Rebecca Robinson Francis
<b>NOTE TAKER</b>	Marissa Burill
<b>TIMEKEEPER</b>	Rebecca Robinson Francis
<b>ATTENDEES</b>	Paul Mason, Patty Scoggin, Judy Van Cleve, Jackie Coffey, Teresa Moore, Theresa Harkins, Andy Kim, Keelee Kyles, Michiel Davis, Mary Ann Bridges, Marcia Babin, Vicki West, Jerod Morales, Christina Michura, Lara Niles, Casey Ray, Reed Stoddard, Robert Ryland, Shari Rodriguez, Edward Terry, Jennifer Gray, Matt Wilson, Nancy,

### Agenda topics

12:00 PM – 12:15 PM                      WELCOME & INTRODUCTIONS                      VARIOUS

<b>DISCUSSION</b>	Information only. Attendees introduced themselves to the group.	
<b>CONCLUSIONS</b>	N/A	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

12:15 PM – 12:25 PM                      HIGHLIGHTS FROM EXECUTIVE COMMITTEE PLANNING                      REBECCA

<b>DISCUSSION</b>	All meeting dates and times have been posted on the Calcium calendar for APTE. This includes the Officers Meetings with Dr. Kinslow, the Executive Council meeting dates and the general meeting dates. The officers are working on creating a subscription list-serve to facilitate and increase discussion of issues the organization is reviewing/facing. All future meeting dates are being publicized with the Tour D'ACC postcards	
<b>CONCLUSIONS</b>	Information only.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
List-serve – set-up and initial testing	Edward Terry	

12:25 PM – 12:45 PM                      COMMITTEE REPORTS, CAC MEETING UPDATE, OFFICERS MEETING W/DR. KINSLOW UPDATE                      VARIOUS

<b>DISCUSSION</b>	Committee Reports given by the following committees: Marketing, Institutional Planning Council, Campus Advisory, Bookstore , Web Advisory, Admissions&Registration, Datatel, Student Services & Administrative Councils Highlights: 1) Marketing - "I Am ACC" campaign – turning inward to staff. 2) Bookstore – legislative requirement that school provide students w/book information at registration by July 2010. IT working on issue. RGC bookstore to be in RGC garage by end of October. 3) Web Advisory Committee – 1 <sup>st</sup> meeting will be in October. The committee is a merger between On-line Services & Web Committee. 4) Student Services Council – rules regarding g-mail use for students have been submitted. – Dr. Kinslow issued reminder that topics to be addressed by the Board must first go to the Administration before being brought before the Board. Communication regarding topics needing to be addressed can be forwarded prior	
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