

MINUTES

APTE Planning Session

Highland Business Center, Room 201

7/26/2011

8:30 a.m. to 11:00 a.m.

Attendees: Dr. Lara Niles, Tracie German, Paula Ribeiro, Matt Wilson, Shari Rodriguez, Cristina Michura, Jim Nelson, Douglas Franklin, MaryJane Mc Reynolds, Karoline Gebert, Stephanie Amundson, John Wooten, Jennifer Whitman, Susannah Erler, Vanessa Garza, Merrilee Shopland, Shelly Attix, Kathy James

- Setting the Calendar for 11-12
 - Executive Council Meetings 4th Tuesday of the month 12:00pm-1:30pm
12-1pm (Agenda); 1-1:30pm (Minutes discussion)
 - General Meetings
 - October 31st HBC # 201 11:30am-1:00pm; invite Dr. Rhodes to speak;
costume contest with prizes; taco bar
Shari Rodriguez - assist with the flow of the costume contest
 - June
Will work on setting up this during our Jan. 24th and Feb. 28th meetings
- Fundraiser discussion
 - Fundraiser for ACC Foundation
 - Last year – themed gift baskets
 - Fundraising Committee Members
 - Recommended one member from each campus
 - Mary Jane Mc Reynolds – HBC
 - Paula Ribero
 - Matt Wilson
 - Douglass Franklin
 - Fundraiser for Employee Emergency Fund
 - Donate a \$1
 - Don't limit a \$1 - change for change slogan?
 - Ideas – Raffle Tickets
 - Thermometer on web?
 - [Emergency Fund Committee - only meets if necessary](#)
 - Lara Niles
 - Jim Nelson
 - Melissa Curtis
 - Vanessa Garza

- Employee Success & Engagement
 - In conjunction with the Classified Employee Association (ACCCEA) we have been working on developing a comprehensive approach to Student Success that will facilitate the Boards request while serving to improve Employee Success, Satisfaction and Retention. We will provide more information on specific details of the project as they emerge.
 - Supervisor Series - coming soon...
 - SS Advisory Comm – will suggest a curriculum to be offered year around.
 - This will allow a certification that will count as supervisory experience.
 - Will also offer more supervisor training. These can be found on the professional development workshop database.

- Communication
 - Success stories
 - Form online where folks can tell success stories.
 - Success ideas
 - APTE Google Calendar
 - Google groups
 - APTE Executive Council
 - APTE Officers’?
 - Chat
 - todaysmeet.com?
 - Ideas to recruit APTE members to get active again
 - APTE mission statement – like a short mission statement
 - Visits to new Prof-Tech to create interest
 - Mini meetings at campuses

- [Recycling Procedures](#)
 - Reminders of what we can recycle on campus
 - Light sensors
 - Marked recycle bins