

APTE AGENDA

Executive Council

September 27, 2011

1. Fundraising Efforts (Tracie German & Matt Wilson – 8 min)
 - a. Send any fundraising or donation requests to Gerry and she can take them to Dr. Rhodes, since there is an Admin Rule that states President must approve any type of solicitation.
 - b. Ms. Gerry Tucker is the Coordinator (Vice President) for the Employee Associations.
 - c. Update on the Foundation Fundraiser Progress
 - d. **Donations, so far, for the Wildfire disaster total \$2,803.81!**
 - i. \$1,229 was donated online and \$1,574.81 was donated at the campus cashier offices.
 - ii. Prof/Tech = \$696.00
 - iii. Classified = \$377.81
 - iv. Faculty = \$1,730.00
 - v. There were special requests from certain donors to have their donation distributed as follows:
 1. George Goebel - \$50 from Prof/Tech donations
 2. Red Cross - \$167 from faculty donations
2. What is APTE? (Matt Wilson – 10 min)
 - a. ACC's website will be updated
 - b. FLSA outlines numerous criteria to distinguish between exempt and non-exempt
 - c. ACC looks at classification every 2 years; often defer to Legal counsel to determine
3. APTE Constitution (Jim Nelson – 5 min)
 - a. The Association established this back in 1994.
 - b. ~~David Borden may have the full version; Jim Nelson will read through and assist when found~~
 - c. Ms. Gerry Tucker will be the keeper of the Constitution as officers change each year.
 - d. Rebecca Francis found the Constitution; Jim Nelson provided copies and the meeting.
 - e. Jim stated that there are 2 documents that need to be merged, perhaps by

APTE Officers

Lara Niles, President
Matt Wilson, President Elect
Paula Ribeiro, Communications Officer
Tracie German, Secretary-Treasurer

APTE Executive Committee

Carolyn Allred
Stephanie Amundson
Shelley Attix
Melissa Curtis
Susannah Erler
Douglas Franklin
Vanessa Garza
Karoline Gebert
Jennifer Gray
Kathy James
Laura Lucas
MaryJane McReynolds
Christina Michura
Doug Mitchell
Teresa Moore
Jim Nelson
Daniel Ohanlon
Jamie Powell
Shari Rodriguez
Lauren Sebel
Merrilee Shopland
Susan Thomason
Jennifer Whitman
John Wooten
Nancy Worlds
Ellen Wuertz



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help of a subcommittee

- f. Jim will help put the complete Constitution together
 - g. Jim advised that the foundation of the Constitution should not be changed very often – every few years.
4. Flier for New Employee Orientation (Bethany Bell – 5 min)
 - a. Work with HR to develop website welcoming new employees
 - b. Association will be announced in offer letters
 - c. ~~More to come.....~~
 - d. Merilee Shopland has been going to greet new employees at Orientation
 - e. Try out “mixers” for APTE employees on campus – trial will be @ RRC in November
 5. Supervisor Series Update (Jennifer Gray – 10 min)
 - a. 3 focus areas: Improve, Enhance, and Create
 - b. ACAP – Austin Competency Analysis Profile – Subject Matter Experts will do this – outline day to day competencies
 - c. List of Spring series topics to come around Jan 1st
 6. Campus Advisory Committee (Matt Wilson – 2 min)
 - a. Will be placing a call for representatives for PIN and RRC
 7. Comments from Ms. Gerry Tucker (Tracie German – 5 min)
 - a. Career Pathing model to be ready in November 2011 – will include what training you need to obtain to move along a career path; will meet with Compensation Committee to discuss in November 2011
 - b. Supervisor Series – Webinars in Oct/Nov 2011 – Competency profiles
 - c. New EAP – Deer Oaks (<http://www.deeroaks.com>)
 - d. PAR Process – As needed instead of once per year
 8. Comments from Dr. Rhodes (Matt Wilson – 5 min)
 - a. Please remember our focus is always the student – ALWAYS DO WHAT IS IN THE BEST INTEREST OF THE STUDENT. That is why we are all here.

9. Questions/Announcements?

10. Committees and Council Reports – In the future might want to ask Shared Governance Committee to distribute membership lists **before September 1 of new fiscal year**, since committee memberships need to be in place by start of Fall semester.

College Wide Technology and Capital Outlay Committee

- Computer replacement no more **than** 2 months in advance
- PC's ordered with Windows 7 and Office 2010
- OS X Lion not available on **StaffAnyConnect wireless** network yet
- Calcium will go away on 12/31/11
- **03/01/11** is the deadline for Purchasing from approved replacements



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Bookstore Committee

- More eBooks
- Textbook rental is 50% of textbook purchase cost

Environmental Health and Safety Committee

- New online matrix tied to PD about workplace safety – may be a required course soon
- Feral **cat** issue at RVS
- Main focus for 2011-2012: Air Quality and Culture of Safety

Web Advisory Committee

- Google Apps update: Phase 1 complete; 540 Google groups completed

Student Services Council

- Discussion of Administrative Rule for Satisfactory Progress for Financial Aid recipients
- Discussion of information issues, intercampus transportation, and faculty advising

Faculty and Staff Evaluation Committee

- Changes to Adjunct faculty forms
- Review Distance Learning evaluation form and make it appropriate for Distance Learning
- PEP Manual being reviewed

Administrative Services Council

- Admin **Rules** to be reviewed every 3 years to check validity, update, etc. Will be working on that this Fiscal year

Datatel Steering Committee

- TREG gone as of 09/22/11
- Web Advisory Committee cleaning up websites
- SACS coming soon
- No charge for transcripts

Curriculum and Programs Committee

- Revise manual
- Review class capacities



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Innovations Committee

- Cost savings for College
- Create rubric to evaluate suggestions

In Attendance: Matt Wilson, Tracie German, Stephanie Amundson, Shelley Attix, Bethany Bell, Susannah Erler, Douglas Franklin, Vanessa Garza, Karoline Gebert, Jennifer Gray, Kathy James, Doug Mitchell, Teresa Moore, Jim Nelson, Daniel Ohanlon, Merrilee Shopland, Susan Thomason, Jennifer Whitman, John Wooten, Nancy Worlds, Ellen Wuertz, Rebecca R. Francis



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