

## **Administrative and Professional Collaborative Meeting**

**May 2, 2008 – Minutes**

Members Present: Sheri Litt, Lynne Crosby, Kimberly Hardy, June Hall, Patty Adeeb, Dan Richardson

Sheri Litt, Chair Elect, called the meeting to order and welcomed everyone. She handed out the agenda for the meeting.

1. **Approval of two sets of minutes, March and April 2008** - Minutes for April were also handed out but not approved since there wasn't a quorum present. The members present reviewed the minutes and made corrections as necessary.
2. **APC Annual Awards Update** - Sheri let everyone know that the deadline to submit someone for one of the APC Annual Awards was extended to May 7<sup>th</sup>. She suggested to the committee a scoring rubric to screen recommendations against what was needed. Sheri said she will make up the rubric and send to the screening committee members to speed the process. There is a screening committee meeting set up for May 15<sup>th</sup> to review and make selections for the two awards.
3. **Upcoming Elections** - Nominations should be made in May and elections held in June. A letter will go out to all Administrators and Professional employees informing them about the nomination process. Sheri said the nominees will be notified and asked if they are willing to serve. The process will then go through a voting process (Zoomerang) set up by Bill Ganza. Kimberly asked whether someone could run for both an officer position and campus Representative position at the same time. A discussion ensued as to whether or not that was in the By-Laws. Sheri will check it. If it isn't in the By-Laws it was suggested to consider putting it in them. It was suggested the outgoing President chair the APC elections.
4. **Leadership Training Recommendations** – BJ Hausman is an excellent speaker and Sheri suggested she be invited to provide some training for the Collaborative. It was mentioned that Chris Arab did a great job in the training program she presented in March. A discussion ensued and the thought was the material would be excellent to provide to the Faculty. Further discussion continued and Sheri thought we should have a plan for professional development programs in the way of lunch and learn settings in the upcoming year. Everyone thought it would be very beneficial. It was mentioned that we should see if we can get the results from the previous Health Fair and set up a lunch and learn program to discuss health issues. Sheri said these types of discussions will help establish goals for the Collaborative. Patty talked about looking to the FACC for opportunities to work closer setting and achieving goals for the next year. Lynne suggested we try and get Susan Lehr to set something up to present to our members. Lynne suggested we think about a program on retention and how our role might be to

support better retention of students. Patty suggested we may consider inviting Faculty to some of the lunch and learns.

**5. Committee Reports –**

- a. Student Success Council: Kimberly briefed: The meeting was the last for the academic year. Darlene Pike discussed comprehensive billing in the meeting. She said there is a form now available on the website that can be printed and taken to the business office to have the parking fee waived. As of Monday, April 28<sup>th</sup>, there is a new process for using financial aid for the bookstore. Students will not need to wait overnight any longer as it will be “real time” since the College is converting from a batch process to an online process. A discussion on creating an APM on “Free Speech Zones” took place. It was thought the APM needs to be established in order for the college to have an official policy that dictates who can have tables or information on campus for students to access. Students cannot be solicited but access must be open. Kimberly also talked about the issue of the College Placement Test and a need to understand why students who complete the CPT do not return to complete orientation and register for classes. Their meeting closed with one new business issue: A dialogue regarding how to get more students involved with the Student Success Council.
  - b. EBAC - No report was provided.
  - c. Webpage - Dan said there was no change on the website and he should update the Spotlight area on the webpage for June.
  - d. APC/FACC Linkage – It was announced there is a bowl-a-thon being set up. It was suggested we need to see if we can help support our FACC.
  - e. Information from last EOV – No information was provided.
- 6. Networking Event –** It was discussed and recommended to move the May social to May 22<sup>nd</sup>.

Other – A suggestion was made that someone bring breakfast snacks to our monthly meetings. This should be alternated among representatives each month to start in the Fall.