

Administrative and Professional Collaborative Meeting – Minutes

June 5, 2008

Members Present: Dana Thomas, Betsy Davis, Mike Reynolds, Dan Richardson, Kimberly Hardy, Lynne Crosby, Denise Norris, and Sheri Litt

1. Welcome: Chair Thomas called the meeting to order and welcomed everyone. She handed out the agenda for the meeting. The May minutes were also handed out to review.
2. Approval of May minutes: The members reviewed the minutes but weren't able to approve them since a quorum wasn't present. Changes were recommended and made by Dan. Dana will send the corrected minutes to all members to review, make suggested corrections if necessary and vote electronically for approval.
3. Virtual Meeting Discussion: Sheri suggested we try a virtual meeting format next fiscal year. She said this may not be every month but suggested perhaps every other month if it goes well. The members present discussed it and thought it was a great idea which would save travel costs. A decision was made to try the virtual format before adapting it as a practice.
4. APC Elections: Dana discussed our elections and said they should be set up for the second week in June. She is still soliciting for volunteers to serve next year. Once complete she will set things up with Bill Ganza to do the voting on line using the survey format.
5. Leadership Development Update: Sheri discussed the APC getting involved with leadership development. This subject had been previously discussed and recommended since the Training Director position in HR was never filled. The subject was mentioned to Dr. Wallace who thought it was an excellent idea. He suggested funds to support the idea come out of the Human Resources budget. A meeting will be set with Chris Arab to discuss the training and get her input and ideas. Denise talked about making the training classes a lunch and learn session. Everyone thought that was a great idea. She also questioned whether or not the sessions could be included in the "one step" pay process we currently have in the College. The members discussed classes that could be given and suggested a forum or panel be set up on some of the training with leaders of the college sitting on a front table to discuss various topics. Topics discussed were management, government issues briefed by Susan Lehr, and other issues of importance to our membership. A suggestion was also mentioned to survey our members and get their recommendations as to what they would like to have presented. Sheri said she may be able to get a company or two she deals with to sponsor one or more of the sessions. She will research the idea and get back with the members. Sheri also talked about us going "green" and suggested we get and distribute a reusable lunch bag on the first lunch and learn session. If we have created a logo for the APC it would be a good idea to get bags made up with it printed on them to hand out. Sheri also mentioned having a visit from the Kent Campus cheerleading squad.
6. Other Business: Dana discussed the upcoming United Communities Campaign. She said Dr. Wallace wanted her to run it again for the next year. Dr. Wallace wants to ensure we have good results and asked for our help and support to achieve the success he desires, as he will serve as the Education chair next year.

7. Committee Reports:

- a. Strategic Initiative Council: The committee met last April and at that time suspended the program for the 2008/2009 year because of the economic downturn and money not being available to fund ideas. Dr. Wallace made it clear that this will be reinstated in 2009-2010.
- b. Student Success Council: No report given, as the Council does not meet in the summer.
- c. EBAC: The report was sent out electronically.
- d. Webpage: No new updates. Dana discussed looking into creating an APC logo and will see if Sheila Bambacus will help design one for us.
- e. Health and Wellness: No report was given. There was a brief discussion of what is happening with the health program.
- f. APC/FACC/CEC Linkage: Nothing new to report at this time. The CEC is working on their elections and already had their awards process completed.

It was suggested to move the June networking event to July and announce new officers and representatives at that time.

The meeting was adjourned.