

**APT Advisory Committee (APTAC)
Notes for Called Meeting with President Carlos Garcia
July 7, 2004**

Present:

David Andrus
Diana Barrera
Jimmy Knoum
Barbara Thompson
Sheila Cudd
Vicky Andrews
Denise Simpson
Dr. Carlos Garcia
Susie Kaspar

APTAC Accomplishments/Concerns

- Denise Simpson outlines for Dr. Garcia the various issues and policy changes that APTAC has been involved with since the committee's revival two years ago.
- In addition, Simpson lists several concerns of note to the APT employee body at present:
 - The necessity of a comprehensive and consistent position review policy for all employee groups.
 - Increase of funds for the POD grant to \$20,000.
 - Cost of Living increases, and committee service of APT employees.

Dr. Garcia's thoughts

- After hearing APTAC's concerns and issues, Dr. Garcia provided his thoughts on these issues:
- Policy Changes – Policy and Procedure should be separate and distinct concepts. The purpose of the Board of Regents should be to implement policy, but not specific procedures and timelines for executing those policies.
 - Advocates a review of all of Del Mar College's policies with an eye for legality and appropriateness of scope.
 - The APT Committee should be involved in policy review to ensure fairness.
- Position Reviews – Dr. Garcia refers to a phenomenon he calls "job creep," when an employee is hired to do specific duties, but over time, the employee re-invents and expands the job under his or her own initiative until the job no longer resembles the position that the individual was hired to do.
 - Such re-invention may not be necessary in the context of that position, or, a reclassification of the position may indeed be necessary. If the expansion of the position is appropriate, then the position certainly should be upgraded.
 - Recommends that all DMC positions should be examined every 5 years or so; DMC is likely long overdue for such a review.

- DMC should compare itself to other, similar institutions and with commercial enterprises in the area. The College should decide where on the local pay scale it wishes to fall, and act accordingly for all positions.
- Cautions that DMC would likely have to go with a third-party review process which is data-driven and transparent. No internal task force should be formed, as conflicts of interest might arise.
- POD funds – Dr. Garcia feels that DMC should put as much money in the pocket of employees as possible; that it is better to retain and train current employees than to lose them and have to hire new personnel. Believes in the value of senior, or existing employees, and “institutional memory.”
- President’s Staff representation – Dr. Garcia extends an invitation to the APT committee to nominate an APT employee to attend the Monday morning president’s staff meetings every week. It is left to the committee to determine who the individual is, whether or not they are APTAC members, and for how long that person will serve in this capacity.
 - Dr. Garcia mentions that this individual should be as inclusive and representative of all APT employees as possible, and should be well-equipped to vocalize their concerns at the meetings.

Meeting is adjourned.