

**APT Advisory Committee (APTAC)
Meeting Notes
April 22, 2004**

Members Present:

David Andrus
June Broadstreet
Diana Barrera
Jimmy Knioum
Barbara Thompson
Sheila Cudd
Vicky Andrews
Mary Pena
Denise Simpson

Meeting called to order at noon by Denise Simpson

ISSUE 1: Grievance Policies

- Employee Grievance Policy drafts have been provided to constituency groups for review. APT have been sending in comments to Denise Simpson, who will in turn give the comments and suggestions to the Employee Grievance Committee for consideration.
- The Policy Review committee decided against Jose Rivera's suggestion that a separate committee be formed to review the Student Grievance policy. Regent Spann insisted that the policy process should be the same for all proposed revisions, and that this would preclude treating the Student Grievance policy process any differently by creating such a committee.
 - The concern is voiced that because the Student Grievance policy is apparently going to undergo the same approval process as other proposed policy revisions, this particular draft will not go back to the SGA or any other student group for further review or revision.
- As yet, the full Board has not acted on either grievance policy draft; only the Policy Review Committee has been working on this issue.
- Vickie Natale provided Denise Simpson with a copy of the Student Grievance policy draft produced by the East Campus SGA. Simpson in turn sent the draft to all APT employees, asking for feedback.
- Discussion of how the Student policy will be processed from now on. Simpson said that APTAC was asked to send all APT feedback on the draft to Vickie Natale, and that she is not clear on the procedure after that point.
- Suggestion is made that Vickie Natale will probably process feedback on the student policy and produce a new draft to go before the constituency groups for further input. However, a concern is raised: who decides which suggestions will be incorporated into the new draft?

- **June Broadstreet makes motion that APTAC reject the current draft of the Student Grievance Policy as written, and suggest that a college-wide committee be formed from all constituency groups to review the policy.**
 - Jose Rivera tells APTAC that the Policy Review Committee has already voted that no college-wide committee should be formed to review this policy, and suggests that APTAC form a subcommittee to review current policy and examine the merit of the SGA's views.
 - **Motion passes 6 to 3.**

ISSUE 2: APTAC Elections

- Calendar of APT Committee election process is distributed by June Broadstreet.
- A notice has been sent to all APT employees, asking for nominees. Nominees are to be sent to the APT election committee.
- Once nominees are received, a ballot will be prepared and sent to all APT employees. Votes will go to John Johnston (DMC Internal Auditor) for tabulation.
- Terms of new APTAC members begin September 1, 2004.

ISSUE 3: Salary Adjustments

- The Faculty Council has made several recommendations to the Budget Committee:
 - A 6-8% cost-of-living increase for all DMC faculty be enacted for the next fiscal year
 - An early retirement program should be created that would allow any eligible faculty member to retire from full-time status, but could return and teach 2-3 classes at the same rate of pay.
 - The salary schedule for faculty should be increased to 20 steps, as it currently is for APT employees. Further, they recommend that the salary not be simply recalculated and disbursed among the extra steps, but that the end step be raised.
 - When APT schedule was increased from 10 to 20 steps, the money was disbursed among the steps without an end increase.
- The Faculty Council said that although they could only make such a recommendation on behalf of the faculty, they would support similar recommendations made by the APT and Classified committees for their own constituency groups.
- The Budget Committee is currently looking at the possibility of adding one step per year to Classified and Faculty salary schedules until 20 steps are reached. It can't be done all at once.
- Discussion of APTAC's reaction to Faculty Council proposal.
 - Suggestion is made that APTAC should seek to maintain parity with other constituency groups. If a cost-of-living increase is made for one group, it should be the same for all groups. That is why the recent changes in Board Policy putting APT and Classified on equal footing with Faculty with regards to salary increases were sought and achieved.
 - Point is made that APTAC should conduct its own research into how parity may best be achieved, considering the differences between average salaries of APT and Faculty. David Andrus agrees to investigate the issue, and provide a report to APTAC.

ISSUE 4: Sick Leave Pool proposal

- Overall response to a proposed policy introducing a Sick Leave Pool for DMC employees has been positive, reports Denise Simpson.
- Some discussion about concerns over draft policy.
 - Will members of the Sick Leave Pool committee rotate on a regular basis as a standard committee?
 - Will there be a grace period between an employee's first contribution and any approved withdrawals?
- Denise asks APTAC members to give her any suggestions or concerns they may have, and she'll move them forward.

ISSUE 5: POD Account

- Vicky Andrews reports that the POD account was cut by \$5,000 last year, due to the state-mandated freezes. This money will need to be replaced, as the account is dwindling.
- Although there are separate accounts for Faculty and Non-faculty use, APT and Classified employees may be hit harder by lack of POD funds, since they are typically 12-month employees. Faculty are typically 9-month employees.

Meeting adjourned at 1:05 p.m. by Denise Simpson.