

APT Council

Minutes of the 11/18/04 meeting

Recorded by Vicky Andrews

Members in Attendance: Kelly White, Maria Elena Pena, Sheila Cudd, Jay Knioum, Barbara Thompson, David Andrus

The meeting was held on the West Campus. Jay Knioum called the meeting to order at 12:02 p.m. The primary purpose of the meeting was to discuss revising bylaws and to clarify grant employee status on the APT advisory committee, to hear reports on the Board Meeting activities, the Monday morning Presidential staff meetings, and others, to discuss the employee grievance policy draft, the proposed campus violence response plan, and the employee ID systems and to also appoint a member from the committee to attend the December board meeting.

Minutes from the last meeting were read and approved.

Jay Knioum will attend the Student Grievance Policy meeting and give a report at the next meeting. The purpose of the meeting is to make concrete the Board of Regent's policy for student grievances. The procedure for doing this will then be developed as an administrative policy.

Committee members discussed the status of grant employees on campus serving on the APT Council and the general consensus was that the grant employees had different interests. It was determined that the Council should obtain more input from HR and/or from the grant constituents as to whether they need APT Council to represent them. Jay K. volunteered to look into this.

Jay K. reported that he felt it was favorable that the draft of the new Manual of Policies and Procedures depicted Parts A and B as separate entities. Sheila Cudd made a motion to accept the draft and Maria Elena Pena seconded the motion. All members present voted in favor.

Sheila Cudd reported that the Campus Violence Plan was in motion to be reviewed by other councils and constituents on campus. Kelly White reported that the definitions on this plan are important and that the witness protection plan is extremely important.

- Incident Response Plan---individuals (CCPD, security officers) who see a potential event happen or supercede a possible incident.
- Emergency Response Team---individuals/groups designated as part of the response team
- Counseling Office---students with potential distress issues are sent here, screened and monitored

V. Andrews asked if there were plans for training on issues in the Campus Violence Response Plan and Sheila Cudd reported that there would be training...perhaps even mandatory.

The committee discussed and agreed to add to next month's meeting the following:

1. An employee's legal support if he/she is sued due to an incident while doing his/her job at the College.
2. Use of employee SSN's on many documents and forms that could lead to identity theft.

Discussion ensued as to whether TCCTA insurance can be used by all employees or just by faculty in the case of a legal suit. D. Andrus volunteered to check into this and report on this at the next meeting.

J. Knioum volunteered to ask Mike Westergren to attend next month's meeting.

K. White volunteered to send a memo to the President to possibly move to an employee ID system and J. Knioum will write a proposal to present to the committee members at the next meeting.

Discussion ensued about cutting inefficiencies in each units' areas. Employees who are retiring or leaving may/may not be replaced. President Garcia has created a committee to look into position review and hopes to have someone on the payroll to continue a consistent plan of position review in the future.

J. Knoum reported on the Board of Regents' meeting: the two new Board members were sworn in at this meeting.

Barbara Thompson volunteered to attend the December Board of Regents' meeting.

The meeting was adjourned at 1:20 PM with the next meeting being set for Dec. 16th at noon in the TLC.