

Minutes
Admin / TechPro Meeting
September 25, 2008

Present: Gina Jimenez, Admin / TecPro Chair, Sue Barnett, Julie Dike, Marilyn Kenfield, Marilyn Smith, Andrew Stevens, Suzanne Sullivan, Ruth Wengrovius

Presentation:

Julie Dike said the Foundation has a new admin support person, Joanne Colburn. Julie spoke about some of the resources available through the Foundation to students, faculty and staff:

- **Foundation Scholarship**
Last year the foundation awarded a total of \$300,000 in scholarships, distributed among 210 students. 400 students applied. Applications will come out in the spring; the deadline to apply is the first Friday in June.
- **Teaching Chair**
Full time faculty can apply now through October 10. The recipient receives a 3 year salary enhancement of \$5,000/yr and \$2,500/yr for professional development.
- **Faculty / Staff Mini-grant**
\$1,500 is awarded to enhance classroom learning. Applications are taken in March and April.
- **Student Voice Grant**
This \$1,000 grant is for the purpose of enhancing campus life. Applications are taken at any time. Examples of past grants include Study Skills Guides for the Connect to Success office and the Katrina art project.
- **Staff Book Fund**
Staff members can apply for up to \$50 per fiscal year to cover costs related to their classes. Books, materials, and fees are examples of eligible expenses.

More information on all these programs can be found on the Foundation website at <http://www.rccc.edu/foundation/programs.htm>. Julie also welcomes call on her new extension, 6426.

Clarification:

Constituency Council: provides feedback and input to Michelle Haney along with Classified Council president, Faculty president and Student Voice president.

Collaboration Council:

The Collaboration Council provides in-put to President Haney on budget issues. The council is made up of 2 Admin / TechPros, 2 Classified staff, 4 Faculty, and members of the college upper management.

- As Admin / TecPro Chair, Gina Jimenez is one of our representatives.
- Nancy Carlson and Andrew Stevens have volunteered to be on the council.
- Nominations are still being taken for the second representative. If you're interested, contact Gina Jimenez.
- In the last collaboration council meeting, an environmental review of the campus was discussed, along with suggestions for improving the handicapped accessibility of rest rooms and creating a family restroom.
- The available space in the Arvada Campus process technology building may be turned into a lab for classes like anatomy and physiology.
- Michelle is taking ideas for programs / speakers for Development Day in October. A seminar on understanding Veterans' issues was suggested.

Admin / TechPro Council Co-chair Vacancy

- Karen Jaramillo's schedule does not allow her to consistently attend our meetings, so she regrets the need to step down as Admin / TecPro Co-chair. If you would like to assist Gina with the Council, Gina will welcome hearing from you.

Jeffco Action Center Project

- Jeffco Action Center is seeing donations go down, while the need is rising for items like tooth paste, shampoo, and Kleenex.
- The council agreed to help with a drive to collect personal care items.
- Maryann Touitou, RRCC Learning Center Coordinator based at the Center, will spear head the drive.
- The drive will start 11/1.
- If you're traveling, small hotel toiletries are ideal items to collect.
- More info on what is needed and where to drop off items will be coming out soon.
- If you can have a drop off box in your area, let Maryann know.

Next meeting mission: bring one new Admin/Tech Pro to the meeting.
October 23, 2008

Respectfully submitted,
Suzanne Sullivan