

# **Minutes**

## **Admin/Tech Pro Meeting**

### **October 23, 2008**

Present: Gina Jimenez, Admin/TechPro Chair, Andrew Stevens, Kelly McDermott, Nancy Carlson, Al Wasser, Elizabeth Parks, Jacquie Stanton, Suzanne Sullivan, Cara Garland, Joseph Sanchez, Marilyn Smith, Maryann Touitou, Sue Barnett, Elizabeth Parks, Judy Meza, and Marilyn Kenfield

#### **Presentation:**

Jacquie Stanton presented on the Family Education Rights & Privacy Act (FERPA) and the American with Disabilities Act (ADA) as October is Disability Awareness month. FERPA: Family Education Rights & Privacy Act and the importance of maintaining confidentiality between RRCC and student. In the Office of Special Services (OSS), Jacquie requires students to sign a release of information so that OSS can work with student and parent to achieve student accountability. Jacquie reminded staff and faculty not to share student information with parents. If the confidentiality issue should arise between any staff or faculty member dealing with an OSS student, please refer them to OSS.

Insurance: A student with a disability is covered under their parent's health insurance policy until age 25 – other students must be enrolled as a full-time student to retain coverage. Insurance requests for verification are given to OSS students in letter form for their distribution.

- Jacquie distributed a Family Policy Compliance Office (FPCO) Home handout and administered two quizzes; a Famous People with Disabilities and a FERPA Testing Your Understanding.
- Tips to Protect Confidentiality: As students make a request for grades or other personal information, Nancy Carlson suggested walking the student through the process so that they can become familiar with retrieving this information on their own – empower the student. Andrew Stevens suggested locking your computer when not in use. Marilyn Smith makes FERPA information available in a handbook to all new part-time faculty.
- If a parent should make an inquiry about a student under the age of 18 – direct them to Susan Kumpf, Coordinator of Student Records. Contact Bruce Walthers, Vice President of Student Services with questions about including parents into meeting with RRCC students.
- **CLARIFICATION: All questions regarding FERPA that are not related to OSS should be referred to Dean Rathe and Susan Kumpf.**

#### **Department Updates:**

**Jacquie Stanton** - Extended hours in Office of Special Services -Tuesdays and Thursdays from 8:00 a.m. – 7:00 p.m. OSS is also developing a parent support group - Single Mother's club.

**Andrew Stevens** - Met with Collaboration Council on Monday, 20 October 2008. The initial meeting was an overview given by Peggy Morgan. Council meetings are open to all staff and faculty. The next meeting will be held on November 17<sup>th</sup> at 2:30 p.m. in the Red Fox Room.

**Marilyn Kenfield** – new position in Enrollment Services effective October 1<sup>st</sup>. Training - Colorado Opportunity Fund (COF) - resolve student issues with COF application. Post Secondary Enrollment Options (PSEO) -working with Recruitment and Student Records. Gearing up for January registration dates.

**Cara Garland** – Monday, Oct. 27<sup>th</sup> folk singer, Steve Delopolous, concert from 11-1. Halloween party for children on Saturday, October 25<sup>th</sup> from 3–5 p.m. - adult party same day from 6-10 p.m. Blood drive on October 28<sup>th</sup> in the Library mezzanine. Costume contest on Thursday, October 29<sup>th</sup> at 11:30 a.m. in the Great Hall.

**Joseph Sanchez:** working on Library statistics, planning an all-night video game party on Thursday, Dec. 11<sup>th</sup> from 7 p.m. until 7 a.m. the following morning.

**MaryAnn Touitou** – Jeffco Action Center has served approximately 190 families this month. They are in desperate need of donations – especially blankets and personal care items. The Admin/Pro Tech donation drive will begin November 1st. There is a donation box located at Student Employment, or you may leave items with MaryAnn. Items needed: diapers, lotions, personal care items. Cara Garland will place notice in John letter.

**Sue Barnett**– advertising for qualified Group Leader– if you know of anyone please have them contact Sue. Pay rate is \$11/hr. Sue is working with Peggy Morgan and Jen Squire to see if pay rate can be increased in order to retain qualified individuals. Sue will email position to Student Employment.

**Suzanne Sullivan** – flyers are available to post for spring internships. If you know of students approaching this point in their career, please have them contact Suzanne at Student Employment – in Collaboration with Student Life.

**Judy Meza** - ESL intensive classes have begun. If you, or someone you know is interested in having an International Student spend Thanksgiving with you – or if you'd like to host a dinner, please contact Judy.

**Elizabeth Parks** – “Sylvia” opening November 7<sup>th</sup>. Elizabeth is Collaborating a “Play Day” with Dana - Connect to Success featuring stress-busting activities. Elizabeth will teach a new Kick Boxing class on Tuesdays in the Dance Studio from 4:45 - 5:45 p.m. A onetime fee of \$10 is required – form available in the Fitness Center.

**Nancy Carlson:** Holding customer service training for all student employees. Student Life was the first group Nancy trained with good results. November 7<sup>th</sup> – Education Day @ Warren Tech & RRCC. November 12th – Elected Official Reception to be held in the

RRCC Community Room from 7:30-9:00 a.m. Register West Chamber Office -303-233-5555 for reservation. November 13th – Emergency Services Job Fair from 11:30-2:30 on the Bridge. December 16<sup>th</sup> – Staff Holiday Breakfast.

**Al Wasser**– “Green Initiative” – improvements have been made to the west entrance– area has been cleaned up – stop by to see the improvement. There are nine trash cans in that area – Al hopes to reduce that number.

**Gina Jimenez** – Arvada conference room converted into a classroom. The next Admin/Pro Tech meeting will be held on Nov. 20<sup>th</sup> from 2-3 p.m.