

## Minutes

### Admin/Tech Pro Meeting

April 23, 2009

Present: Gina Jimenez (Admin/Tech Pro Chair), Al Wasser, Stacy Roe, Ruth Wengrovius, Sue Barnett, Nancy Carlson, Lori Burns, Suzanne Sullivan, Marilyn Smith, and Marilyn Kenfield

Housekeeping - Gina Jimenez

- Reminder: AQIP action projects planning meeting on April 27<sup>th</sup> from 2:30-4:00 pm in the Community Room. Two moderators for each action project will direct the groups. Your participation is encouraged.
- Gina will represent Admin/Tech Pro group at upcoming AQIP Strategy Forum in Chicago with five other RRCC staff, faculty and administrators. Strategy Forum will discuss what Red Rocks has accomplished to date and what areas we will begin to improve upon.
- Please submit your nomination for Admin/Tech Pro of the Year. Budget constraints will eliminate the \$1700 professional development gift this year. Alternative ideas suggested for honoring recipient: personal parking space, season pass to all RRCC theatre performances, coffee card, or a gift basket. Gina will email nomination information and deadline. The nomination should include your name, the name of the person you are nominating and why they should have the recognition. You will have approximately one week to submit your nomination to Kristin Aslan who will assist in tallying the votes.

#### Department Updates:

**Stacy Roe** – Special Services has been busy with a great number of new students this semester. Additional computers for the assistive technology lab will be installed to accommodate the large number of students using the lab.

**Nancy Carlson** - offering customer service training for student service employees. Approximately 80 students to date have completed the program. Theme of program is “RRCC Vision” - it drives who we are and what we do. Upcoming events: **4/28/09** - Jeffco Workforce Boomer Event from 9:30 - 4:00 Arvada Arts Center. This is a resource fair that will include speakers, health and wellness, a few employers will participate. **4/29/09** - Members of the Advisory Council will meet one-on-one with students for a 30-minute consultation offering cover letter and interview tips. There are still openings available – please have students contact Nancy. **4/29/09** - Audio conference discussing career services in times of recession and how to navigate transitioning students from school-to-work and school transfers from 12-1:30 p.m. in the Den – open to all. **5/8/09** - End of spring student employment. **5/9/09** - Summer employment begins. Students now being processed for summer employment. Work study students for fall can begin processing on **July 14<sup>th</sup>**. A mandatory training for supervisors of student employees is being planned and hopes to launch in fall.

**Gina Jimenez** - recently attended ceremony at Arvada West high school for students who have faced adversity - in collaboration with Arvada and Wheat Ridge service clubs and communities.

**Lori Burns** – Reminder: 9 Health Fair on campus Friday, 24 April 2009. Showcase RRCC - huge turnout expected. Many healthcare students from RRCC have volunteered their services. Check out “Events” on RRCC website highlighting the great successes of graduating students.

**Al Wasser** – The Fitness Center has seen a 20% increase stemming from free student use of the center. Thanks to Student Voice for their support. The program will continue for summer and fall semesters.

**Sue Barnett** – The Children’s Center staff are preparing for a series of inspections. They are also planning parent conferences in May. The Center is looking for creative funding to offset what the Center loses each year due to government reimbursement of subsidized programs. Reimbursement is lower than normal rates charged. Most parents utilizing the subsidized programs are students at RRCC.

**Ruth Wengrovius** – The LARC has recently been rearranged. The Writing center moved upstairs to the Library. COMM Lab is upstairs. Students are very receptive to the changes.

**Marilyn Kenfield** – Students anxiously awaiting COF stipend amount for fall. New electronic sign-in for students in the Advising area. Triage and welcome tables in place for summer and fall registration. New step-by-step flip cards at computer stations in Admissions to assist students with RRCC application, COF, FAFSA, and Loan Counseling.

**Speech Presentation - Sherry Messina Dewald, Ph.D.** began her presentation with a humorous clip about miscommunication found on youtube.com - <http://www.youtube.com> – type in JAPP COMMERCIAL – select (part 1)

Communication areas: speech communication and presentation pointers

- Public Speaking Tips: Remember SPEAKER
  - S = Speaker –showbiz, entertain– use all means available
  - P = Preparation - be prepared, 2-5 main points (butterflies can be controlled if you prepare)
  - E = Examples – use visual, analogies, metaphors
  - A = Anecdotes – sense of humor – reflect on things
  - K = Knowledge – know your topic – lends to credibility
  - E = Energy – be enthusiastic and passionate about your topic - takes energy to perform
  - R = Rapport – find the connection with your audience
- The COMM Lab currently works with students on their presentation skills (how to prepare and present)
- Future plans include a true communication lab which will represent all areas of communication

**Marlene Adzema, M.A.** presented on the COMM Lab.

- Location: Upstairs across from library
- Over 100 students have utilized the lab in the last 2 months
- Skills to prepare college students for future careers. Employers look for strong work ethics, teamwork skills, and interpersonal skills

- Public speaking skills transfer to communication skills – impromptu skills
- Students acquire help with presentation skills from qualified tutors
- Tutors are experts in their field – communication faculty members/honor student
- Available to all RRCC students, walk-in and sign up times, open 5 days/week
- **SERVICES:** advance oral presentation skills, help control speech anxiety, develop presentation outlines, record presentations so that students can evaluate their presentations

Next Admin/Tech Pro meeting will be held on Thursday, May 28<sup>th</sup> – 2-3 pm.