**ADMIN/TECH PRO CONSTITUENCY MEETING**  
2.24.2018 | 2:30 – 4:00 |Community Room   
49 ATP Members in Attendance   
  
Expressions of Gratitude

* Michele thanks everyone for coming today
* Dorothy Welty thanks Nicole Lacroix for having all the answers
* Allen thanks Julia for being so flexible with the Sandstone Room during the Learning Commons leak, and thanks Barbra Sobhani for being an excellent search committee chair

Climate Survey Results – Michele Haney and Tim Griffin



* Areas for Improvement for the College (determined by Collaboration Council in response to survey results)
  + **Decision Making** – people want to know how decisions are made and how to become engaged in the process
    - Flow chart to show decision making process for various things
    - Who are the decision makers for particular processes; where is that published?
    - Flatten out the process and involve more collaborative voices
    - Rationale for why decisions are made
    - Better communication via distribution lists
    - Communication when projects are finished (i.e. debriefing)
  + **Workload** – some work is being done on the faculty side around this
    - Removing administrative or paperwork responsibilities from faculty
    - Formal process for evaluating workload
    - Workload is exascerbated by not having processes documented
    - Stronger orientations for new employees
    - Using a development day to document job duties and roles
    - Standardizing what lead/chair means in various areas; reduce disparities
  + **Recognition** – people feel siloed and like their work isn’t recognized
    - Is this more about recognition or money?
    - We don’t know how to get the word out about our successes; could be a communication issue; D-M has tried an electronic newsletter format, as has Dorothy Welty
    - Thanks a Million – you could write a card and it was tracked in a database
    - You Make A Difference – stickers on paper all around campus
  + **Hiring** – concern that the best people aren’t being hired
    - Process has gotten better and faster
    - Don’t have a very good culture that honors hiring and promoting from within; opportunities for internal applicants don’t come around very often – makes people feel unrecognized and those feelings should be addressed
    - Need more diversity in hiring
    - Questions raised about targeted publications for diverse hiring
    - Selection committees should be made from those who will interact with the person in the position
    - Decision-making – how are committees selected?
    - Discerning quality of candidates is related to the quality of the questions asked
    - Review workloads in job descriptions – how is this influencing who applies?
    - More control over the process
    - Look at how we’re representing ourselves when candidates are on campus (i.e. eating during open forums, coming in late, etc.)
  + **Professional Development** – have tried some things to improve but not enough
    - What do we mean by professional development based on context?
    - What is professional development vs. professional interest somewhat related to your job? Tim – from accreditation standpoint we need to align individual development with the mission and goals of the college
    - Opportunity exists for faculty to go to conferences; harder to find opportunities for the director level and below
    - Brainstorming sessions or getting supervisors together to talk about what we do for meaningful PD for staff in our areas; look at local opportunities
    - Discipline-specific opportunities are generally self-funded or grant-funded; people may not have the time or energy to research those opportunities
    - Create incentive for people to do for professional development
    - Not substantial budget dedicated to PD; based on culture and budget it’s hard to ask to go to external opportunities
    - At another institution, they had a pool and you had to put in a PD 5-year plan
    - Internally – fees are prohibitive for taking classes; is there a way cover or waive those fees for employees? Also, new policy of paying tuition up front makes it hard to impossible for employees to take classes
    - Some sort of template or documentation/guidelines for determining if something is professional development
    - Perhaps this is about prioritization of budgets and planning purchasing
    - Are supervisors responsible for telling their employees what opportunities they should be participating in? Who is in charge of an employee’s development?
* Tim provided a “Goal Setting Worksheet” where people can submit feedback and suggestions on how to improve these five target areas



* Difference between constituencies in responses
  + Professional development
  + Discuss openly with supervisor
  + Fair and balanced workload

Budget

* RRCC departments have spent 39% of our operating budgets in the first half of the fiscal year
* You don’t have to spend all of your budget; purchase what you need, but don’t spend just to spend it
* There isn’t a penalty for not spending your entire budget (i.e. you won’t automatically have a smaller budget next year)

Service Project

* A smaller subgroup will work on developing a service project for ATP
* If you are interested in helping with this, email Summer Waters

Survey Design –Tim Griffin

* The slides from the presentation show the topics covered in how to write good survey questions

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Next Meeting – Wednesday, March 28th | 2:30 – 4:00 | Community Room (Arvada Connection TBD)