**ADMIN/TECH PRO CONSTITUENCY MEETING**  
3.28.2018 | 2:30 – 4:00 |Community Room   
35 ATP Members in Attendance   
  
Expressions of Gratitude

* Summer Waters thanked Mark Bana and facilities for all of the work orders for the ETC
* Michele Haney got a letter from the Coalition on Literacy thanking Randy Landis-Eigsti and the Learning Commons staff for hosting meetings there
* Bre’una Keaton thanked Emma Griffis for being a driving force for the campus wellness initiative, as well as Ben Wygant and Kirk Fallon; Emma reciprocated

Formstack –Ben Vena

* Formstack is run through an online subscription service paid for by the Marketing department
* There are many possible uses for this software, including surveys and collecting information
* Data entered into forms can be downloaded into excel; charts generated by Formstack can also be downloaded
* Data can be password-protected
* The workflow option uses logic to direct the form from one person to another through multiple stages
* We don’t use the credit card option because it isn’t secure enough
* Jason and Ben build the forms, but if your area will need lots of them, there is a possibility you could get access to create some as well
* It was noted that Office 365 also has a forms option for small surveys or quizzes
* Formstack forms are fully accessible

Insurance Changes – Arnie Oudenhoven

* April 19 – May 14th is open enrollment for benefits
* Health insurance is changing from a 2-tier to a 4-tier system (and pricing changes will accompany this)
* Everyone will need to re-enroll
* Open lab sessions will be offered for help filling out the form, as well as info sessions about the new coverage options
* Because there is an increase in cost (Anthem 7%, Kaiser 5.2%); each college will offset 2/3 of the increase

Amendments to Bylaws

* ATP of the Year Voting
  + Who can be nominated? In the past, person must be benefit-eligible FT/PT administrators…
  + Participate in leadership in the college for at least one year
  + Activities must contribute to the college mission and goals – include as part of the nomination
* Elections – the majority voted to change the bylaws to include an online voting option for ATP elections prio to the April meeting

Proposed Election Timelines

* Proposed timeline:
  + Nominations by April 6th
  + Ballot sent out April 9th
  + Ballot closed April 20th
* Nominations – The Vice Chair will help create agendas, serve on Collaboration Council, as chair attend one cabinet meeting monthly, work with chair to develop ATP of the year voting; skillsets gained – public speaking, leadership, help with HLC re-accreditation process; all without a huge time commitment
* Nominees at meeting:
  + David Finchem
  + Rita Case
* Anyone else interested in running should email [jen.macken@rrcc.edu](mailto:jen.macken@rrcc.edu) by 12:00 on Friday, April 6th

ATP Service Project –Summer Waters & Emma Griffis

* supplement student food bank with fresh vegetables; could be a legal issue (liability) for the institution
* dress for success/donated clothes for interviews; could we do this to benefit our students? TRiO? Gateway? Do we have the space to do something like this? Could we bring the organization to campus for a day or two? Incorporate with the interview workshop this month? Glenn was nominated to help coordinate this effort.
* toiletry/personal items collection
* diaper bags for parents
* Should we develop a survey for students to find out where students have needs and what they are utilizing regularly? Emma and Summer will talk to Tim Griffin; also talk to Student Government to find out what types of questions to ask; Jon Johnson can put the survey on the D2L splash page or the portal; talk to Sara/Student Life about what types of comments students are making; talk with Student Health Center
* Faculty are looking at food insecurity for students; we may want to join with them increase that offering together (Amy Braziller)
* 1st Saturday of every month Food Bank of the Rockies comes to RRCC; just need to bring your state ID; in the water quality parking lot; 2:00pm; Jen will get the info for the monitors

PERA Bill Update – Jen Macken

* Recent legislation was introduced to the Colorado legislature concerning the PERA program through Senate Bill 18-200.
* Colorado PERA provides email updates on proposed changes to the PERA program recently introduced through Senate Bill 18-200. If you are not currently receiving updates you can subscribe at the following link: <http://peraontheissues.us10.list-manage.com/subscribe/post?u=8766f4e18d6e62ce17ffe3108&id=e86a852e8f>
* Here is a link to the Colorado PERA site which provides a summary of proposed changes in a simplified format: <http://www.peraontheissues.com/index.php/2018/03/07/legislation-to-reduce-peras-risk-profile-introduced/>; the part on current members reads as follows:
  + The immediate impact for current members would be a phased-in 3 percent contribution increase from the current 8 percent to 11 percent of pay, starting in July 2018.
  + Like retirees, current members would have a lower cap on the potential annual increase paid. In addition to a reduction in the annual increase, the waiting period would increase to three years from the current one year.
  + Current members would also see a change to the definition of PERA-includable salary that would include certain pre-tax benefit programs under Sections 125 and 132 of the Internal Revenue Code.
  + Finally, as currently written, the bill would change the retirement eligibility age for all members who are age 46 or younger as of January 1, 2020, by adding one year to full service retirement eligibility for every four years less than age 46, not to exceed 65 years of age. A similar requirement would apply for reduced service retirement, not to exceed 60 years of age.
  + In addition to the changes listed above, nonvested members (those with fewer than five years of service credit) would see a change in the length of time used to determine Highest Average Salary (HAS). Currently, HAS is determined by using the three highest years of salary while this proposed legislation would increase the number of years to seven.
* On 03/27/2018 the Senate Third Reading Passed with No Amendments. Full text of the bill can be found here: <https://leg.colorado.gov/bills/sb18-200>

HLC Mock Visit – Michele Haney

* Dr. Bruce Moses (Asst. Vice Chancellor of Pima Community College) came to do the visit; he was one of the writers of AQIP and has been an evaluator for many institutions
* Different groups met with him and he posed questions much like the team will when they come this fall
* Big things go work on
  + Assessment
  + Using data; looking at evidence
* October – the whole institution will be preparing for the visit
* Working on many of the gaps this summer; asking some people off contract to come in
* “If you can’t quantify it, don’t talk about it.”

TED Talk Volunteers

* April: Ben Vena - Marketing
* Others: Kirk Fallon (SRC), Danea Fidler (Hub)

Announcements – Michele Haney

* May 18-19 Service Learning Conference; let Michele if your travel budget can’t cover registration cost; Danea will send out announcement to the group ($200 for RRCC folks)
* All the community college bills were signed off – BSN, Concurrent Enrollment, Transferability

Next Meeting – Wednesday, April 25th | 2:30 – 4:00 | Community Room