



Classified Forum

Red Rocks Classified Meeting

10/24/2013

Red Fox Room

Members Present

Lakewood Campus: Yvonne Pepping, Karla LeComte, Mary Adrian, Nadine Green, Rita Rigg, Sheryl Scharnikow, Di Drobnick, Karen York.

Arvada Campus: Jane Banzhaf by phone.

Guest Speaker: Linda Crook, Director of Financial Aid and Kristin Aslan, Director of Grants & Operations

Welcome

The meeting was conducted by Yvonne Pepping, President and Karla Le Comte, President-elect. It was announced that Peggy Stewart will be taking over as the Secretary, and Nadine Green is our new Treasurer. After celebrations were acknowledged Yvonne introduced our first guest speaker, Linda Crook.

Total Withdrawal Process – Linda Crook

Linda asked to make a presentation to the Classified staff on the new Total Withdrawal process (withdrawal from all classes). This process was developed as a retention effort between Admissions, Advising and Financial Aid. The hope is that this program will become a system-wide effort with Banner, placing a hold on withdrawal but for now RRCC has begun our own efforts. Therefore we cannot require students to follow the plan, but will strongly encourage participation. The process can be done either online or in person, however in person would give us a better chance of success. Linda passed out a flowchart, a copy of the online form and the form used when they are here on campus. (These forms will be available as an attachment to these minutes and on the Classified link, as well as, the Admissions site) If you have contact with students who express an interest in totally withdrawing, please encourage students to visit the Advising office to begin the process. This gives us the opportunity to follow these steps:

- Students will sit down with an advisor who will counsel them on the consequences to their education and possible alternatives.
- If they are a Veteran, they will then be sent to the Veterans' office who will also advise them how their benefits will be affected.
- Next they will be sent to Financial Aid, who will provide them with information on loan repayment, Satisfactory Academic Progress (SAP), if they will owe money back, etc.
- The Cashier's office is their next stop. Here they will be given billing information and we will make sure that we have a good address on file for them.
- If they still choose to withdraw, they will be sent to admissions to do the actual withdrawal.

When done online the form is similar and they will have to read and sign next to each area. This gives us less opportunity to encourage a different outcome. Of course this process only works when done before the withdrawal deadline.

Foundation Grant Projects – Kristin Aslan

Kristin asked to speak with the Classified staff to see what information we want regarding grants. There are two ways that she can help us.

- The first would be to provide training for grant administration for those who need it. We anticipate more and more grant monies coming in and more people will be involved in this process. Jane Banzhaf mentioned the Perkins grant process as an example. It was decided that the need was not great at this point for this kind of training. If you have individual needs for training, please contact Kristin. Otherwise, she will wait on providing more training for grant administration.
- The second would be to provide training in grant writing. An example of where the Classified staff can use help would be the Professional Development grants that are usually awarded in January to staff that submit a proposal. As we discussed in the early part of the year, our constituency has not had a lot of involvement in seeking these grants (2012 – 1 applicant, 2013 – 2 applicants). In the upcoming year there will be even more money available (\$14,000) for staff to apply for. Kristin is willing to do a workshop on grant writing if we would like one. The interest was expressed and she will look at providing a workshop for this purpose during work week in January.
- A discussion was started regarding where to look for professional development opportunities. Karen York and Kristin both said that they would forward information to Yvonne who would in turn provide it to the Classified staff. Watch for more information.

Treasurer Report

Nadine Green was once again welcomed as our new Treasurer. She is in the process of setting up new records. As of the meeting date we had a fund balance of \$2,122.12.

Funding Opportunities

A brief discussion was started on how to allocate donations in the coming year. More discussion will follow but these items were covered.

- For May, 2013 we purchased 12 caps and tassels to donate to graduates that could not afford to buy them and therefore were considering not walking. This was a small expense, approximately \$132, but was very well received. Student Life loaned out 14 gowns leaving a deficit of 2 caps and tassels to accompany the gowns. Di Drobnick motioned that we fund 15 for next May. Sheryl Scharnikow seconded this motion. All were in favor.
- Welcome Wagon t-shirts and other “swag” was discussed. Karla is working on getting information on cost for a new t-shirt, as well as, a possible gift bag. Other items were discussed such as the insulated lunch bags that were once given out. As more information becomes available we will update you.
- Requests for other ways we would like to spend the money raised were solicited.
 - Di Drobnick asked if we would like to revisit an idea presented to us previously from Sue Barnett in the Children’s Center. Previously they asked us to consider the possibility of providing a scholarship for a student in need of day care assistance. There were many questions surrounding this process including costs, determining which student to help, ongoing scholarships, other ways to help, etc.

- Yvonne will contact Sue and request more information. She will also touch base with Ron Slinger in the Foundation office for ideas. (Messages were sent out after the meeting. Awaiting a response)
- Please submit any ideas on funding that you would like us to consider.

Halloween Morale Booster

In the past, Classified staff funded a “candy cart” on Halloween. Costs were relatively low and provided a good morale booster. It was asked whether we should continue with this tradition. A motion was made, seconded and all voted in favor of spending up to \$50 on this program.

Employee of the Year Nominations

We are in need of nominations for the Classified Employee of the Year. Nominations are due by Friday, November 1st. Please submit any nominations as detailed in the Classified of the Year handout.

Upcoming meetings

Deb Dahlstrom and Sonja Starkweather will be attending the upcoming State Liaison Meeting on November 7th and 8th. Neither was in attendance at this meeting but will hopefully provide us with an update after the meeting. Watch for more information.

Our next Classified Staff meeting will be held in Arvada on Thursday, November 21st at 12:30 pm. We hope to have a chance to tour the NANSLO lab, the Arvada campus and get an update on the developments in Arvada from Janet Steinkamp. Attendance and carpooling is encouraged.

On December 11th at 11 am we will have the combined potluck with Admin/Tech-Pro and Faculty in the Grand Foyer. The presentation of Employees of the Year for each constituency will be presented.

Close

Di moved to close the meeting, Rita Rigg seconded, and the meeting was adjourned.