**Admin/TechPro (ATP) Constituency Meeting**
6.28.17 | 3:00 – 4:30 | The Den

Chair: Jen Macken
Chair-Elect: Glenn Holly
33 Members of ATP were in attendance

**ANNOUNCEMENTS** – Jen Macken

* The new ATP website is up: <http://www.rrcc.edu/admin-tech-pro>
* Bylaws – Glenn Holly drafted bylaws for the group last year; please review them and be prepared to discuss and possibly vote on them at our next meeting



* Next ATP meeting will be July 26th from 2:30 – 4:00 in the Community Room. Topics will include bylaws, ILEARN, Communication at RRCC, and potential open forum topics
* Expressions of gratitude – the group decided it would be nice to begin each meeting by allowing our constituents to thank each other for a job well done
	+ Matt Garcia thanked ATP for help with the Foundation fundraiser over the weekend
	+ Liz Cox thanked Matt Garcia for all his hard work preparing for the Foundation fundraiser
	+ Kelly Circle recognized our culinary for the excellent food at the fundraiser
* Michele Haney thanked everyone for coming out to see the VP of Administrative Services open forums; videos will be up soon with an opportunity to provide feedback

BUDGET – Peggy Morgan

* RRCC’s proposed budget for 2017 – 2018 was presented to the state board at their June 2017 meeting; they only had one question before approval (for the curious, you can go back to any CCCS June meeting to see budgets for the upcoming year)
* The budget is presented by broad categories; still fine tuning down to specific org level



* Org budgets will be loaded by mid-July
* Notes on reading the budget
	+ 1 FTE = 30 credit hours; reporting goes to CDHE in mid-July from IR
		- Conversations at cabinet level – watch early projections to determine FTE for the coming year
		- FTE determines revenue; big driver for budget
		- Predicted flat for 2017-2018
		- Adjunct number is a full-time equivalency by credit hours; not a headcount
	+ State appropriations
		- COF– COF is funded based on student name; students need to authorize; (RRCC doesn’t get dollar for dollar back (75-77cents/dollar); metro schools get less and rural schools get more than they invoice; question on concurrent enrollment – what we earn from CE is COF – is there incentive for us to grow that? Yes, we still get .75 on the dollar so it’s still significant income, helps with access, and helps out the student
		- Fee for service (contract) – lump sum to CCCS; allocated through board with funding formula– focus on access and remedial education for CCCS
		- Amendment 50 – legislation for gambling in Cripple Creek and Blackhawk
		- Fees – doesn’t include auxillary fees (rec center, parking, etc.) – goes into general fund orgs to run the institution
		- Other – registration fee and interest earnings
	+ $20 million more outside general fund (grants, etc.)
	+ General Fund Expenses – functional categories – 3rd digit of org tells us which category we’re in (1 or 2-instruction, 4-academic support, 5-student services, etc.)
	+ Changes
		- Academic support – lots of investment in IT infrastructure
		- Institutional support – Arvada campus
		- Operation and maintenance – self-fund maintenance; one roof on construction tech needs to be done $300k
	+ Auxillary
		- RMEC – regional OSHA training center
	+ Restricted/grants
		- State and federal financial aid
		- Instructional grants
	+ Reserves – general fund reserves only
		- Arvada includes general fund and foundation fundraising
* Initiatives for 2017-2018 – collaboration council brings these to the exec team; These are the items we highlight to the board
	+ Transform the student experience
		- Expand FYE
		- Guided Pathways/EAB Navigate
		- Increase focus in STEM education and providing experimentation education
	+ Transform the workplace experience
		- Centralize professional development
		- Develop a mentoring system for all employees
		- Implement individual employee development plans
		- Develop and employee training and development series
	+ Create education without barriers through transformational partnerships
		- Operate a student run clinic in partnership with local government and non-profit organizations that support services to strengthen families during times of crisis (PA program)
	+ Redefine our Value Proposition through Accessibility, Affordability, Quality, Accountability, Resource Development, and Operational Excellence
		- Bring the Lakewood Recreation Center in service and upgrade science labs
		- Complete the design phases for renovations on Lakewood Campus
		- Fundraising goals through Inst. Advancement is $1M in grants and $1 in cash for a total of $2M

**SPACE PLANNING** – Peggy Morgan

* Professionals got one semester worth of data, schedule (fall semester), room inventory, square footage, number of seats, then looked at utilization and schedule and make recommendations
* Planners held meetings with lots of people to determine needs
* MOT, Med Assisting, PA program have moved to Arvada
* Other spaced on campus (especially near instruction) are broken up or have odd usage
* Series of projects recommended – Kathy Rock will post publicly and be available at certain times for questions
	+ First Phase
		- Renovation of PA space – turning into the IDEA lab
		- Updates in Red Fox Room
		- Mail room, copy room, kitchen – turned into more efficient space (service center accessible through Instruction office or hallway by Council Conference Room)
		- Council conference room refresh
	+ Second Phase
		- Community Room will move from basement to the front door
		- Putting a second floor on the Learning Commons for library to expand
		- Gallery will stay downstairs; some will be internal/lockable
		- Arts area will gain space from the Community Room
	+ 2nd floor faculty offices will turn into classrooms
	+ There will be more opportunity for input in specific areas as it gets closer