**Admin/TechPro (ATP) Constituency Meeting**  
7.26.17 | 2:30 – 4:00 | Community Room

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

**EXPRESSIONS OF GRATITUDE**

* Jen Macken recognized Matt Garcia and Veronica Estrada for their participation in ATP and their commitment to inclusion at RRCC. Both Matt and Veronica served on the Diversity Council and were main points of contact for undocumented students. Matt will be pursuing his Ph.D. at the University of Colorado and Veronica will be working for certifications as a bilingual interpreter and interpreter for legal services.

ILEARN – Nicole Lacroix & Jen Macken

* Nicole and Jen provided an overview of the ILEARN process
* Cohort 1 began in fall 2017, and remaining operational units will be part of Cohort 2 beginning in fall 2017
* More information can be found on the ILEARN website: [www.rrcc.edu/ilearn](http://www.rrcc.edu/ilearn)

ATP BYLAWS – Glenn Holly

* The group expressed appreciation for the simplicity of the bylaws
* Possible edits suggested:
  + Developing a mission statement for the group
  + Article I - Name:
  + Article II - Purpose: the purpose is to carry forward the shared or diverse opinions of ATP membership to the Collaboration Council and to communicate information from the Collaboration Council and the RRCC Leadership to the ATP constituency; ATP may also engage in the following activities in order to best support the membership:
    - Survey members at the beginning/end of each academic year to find out what the needs or concerns are
    - Provide a forum to bring up concerns
    - Provide an educational function – i.e. What’s the news at RRCC?
    - Facilitate professional development opportunities
  + Article III – Primary Functions: remove this article and insert an action statement to Article II
  + Article IV - Membership: (A) clarify to say “benefit-eligible full-time and part-time…” since variable hourly employees are not part of this group, (E) change “expected” to “encouraged”
  + Article V - Officers: (A) include expectations or descriptions of officer roles, (B), specify a two year commitment – one year as chair elect and one year as chair, and then terms may be extended due to extenuating circumstance, (C) change elections to the last (April) meeting each academic year
  + Article VI – Council Meetings: include language indicating that the chair, vice chair, or ATP member may call for adherence to a modified Robert’s Rules of Order as topic or circumstance requires it; for issues of voting, the winner will be determined by 51% of votes cast
  + General suggestions for a more inclusive council:
    - Work on telecasting future meetings to Arvada
    - Add general statement about ATP to meeting requests
    - Create a welcome committee to reach out to new ATP employees and encourage them to participate

Open Forum Topics – Jen Macken

* The following topics were identified as potential Open Forum issues for Dr. Haney:
  + HLC Site Visit
  + Communication Silos at the College
  + Tobacco free campus

Next Meeting: The next ATP meeting will take place August 23rd from 2:30 – 4:00 in the Community Room. Topics include: Communication, Tobacco Free Campus, Guided Pathways, and the Economic Impact of RRCC

Send any additional agenda requests to Jen Macken or Glenn Holly