**ADMIN/TECH PRO CONSTITUENCY MEETING MINUTES**

Tuesday, November 27, 2018 | 9:00am – 10:30am |Torreys & Grays Peak, Room 1571 & 1572

**Agenda**

Glenn Holly – Chair

Rita Case – Chair-Elect

ATP Members in Attendance: 24

1. **Welcome – Introductions**

Jen Macken shared an HLC update and spoke to the planning of the 2020-2025 strategic plan.

1. **Expressions of Gratitude**

\*Marilyn Kenfield – Warren Tech visit took a village to pull off. Special thanks to Enrollment Services, Academic Advising (particularly Cynthia Shields and Dennis McGovern), Yvonne and her student ambassadors, Sally Cirincione and Liz Cox, Stan Eigsti, Jen Broadwater

\*Julia is grateful for the graduate students from DU.

\*Randy Landis-Eigsti is grateful for all of the Accessibility Office representation in this meeting.

1. **Department Presentation a. Steven Zeeh – Director, Campus Life**

Looking to engage students, particularly those in low socioeconomic status, as studies indicate that college persistence and completion rates are impacted socioeconomic status. Currently 41% of RRCC students are full Pell grant eligible.

Focus Areas

\*Connecting students to scholarship opportunities, public benefits, nutrition assistance, healthcare, and mental health services.

\*Case management

\*Connecting students to community resources

\*Collecting more data

1. **Department Presentation *a.* Jean Kelly – Director, Accessibility Services**

“Removing Barriers for Students with Disabilities” presented by: Jean Kelly, Marisha Manfre, Nora Yim Stern, Jane Hittle, Stacy Roe

Support students, faculty and staff

Process for students

Schedule an appointment at the Lakewood or Arvada campus

\*Phone appointments are an option

\*Don’t do disability testing

During the appointment

\*Discuss how learning is impacted

\*Ask that students bring in supporting information such as an IEP, 504 plan, or evaluation from a health care provider

\*Accommodations determined collaboratively

Semester Request form

\*Submitted every semester

Assistive Technology Lab Services

\*Text to Speech (Kurzweil 3000)

\*Note-taking support

\*Speech to Text (Dragon or Google Voice Typing)

\*Built in Windows Accessibility

\*Screen reading and magnification

**5. Table Talk – Professional Development & Department Presentations a. Discuss topics you would like for Spring 2019**

Feedback

International Students – How current political climate is affecting students

Guided Pathways

Inclusion and Diversity Strategic Plan

Faculty Senate visit

Brainstorming on breaking down silos

The HUB

General celebrations and accomplishments

Marketing procedures

HR – Walk through of the hiring department

Enjoy departmental presentations

Police

Student clubs/groups – How can ATP help support them

Concurrent Enrollment

Cashiers Office

Professional development – Customer Service focused

Have Executive Team present on long-term college goals

Hear from outside colleges/universities

Book club

Community Projects

Mini collaboration projects

6. General Group Discussion - Professional Development & Department Presentations a. Present your findings to the group as a whole

Feedback

* Like getting the dates ahead of time
* Switching times is okay.

**Statement of Purpose**

The Red Rocks Community College Administrative / Professional Technical Council's purpose is to provide collaborative leadership in support of the College's mission. The Council accomplishes this by supporting its constituency in the following ways:

• Providing a venue for open, informative communication.

• Networking within the RRCC campus community.

• Offering personal and professional development opportunities.