**ADMIN/TECH PRO CONSTITUENCY MEETING MINUTES**

Tues, May 28, 2019 | 2:00 – 3:30 |Torreys & Grays Peak, Room 1571 & 1572

Chair—Rita Case

Chair-Elect—David Finchem

Members in Attendance: 15

1. **Welcome – Introductions**
2. **Expressions of Gratitude**

* Erika Rendon expressed gratitude to everyone for all of the hard work everyone does on a regular basis to make RRCC such a fantastic campus
* Randy expressed gratitude to Rita & David for agreeing to fulfil the leadership positions in ATP constituency

1. **Department Presentation(s)**
2. ***Stephanie Powers—***Accounting Tech III – Utilizing Employee Tuition Assistance

* ***Employee Tuition Assistance***
* Benefit eligible employees can receive tuition assistance
* Employee and dependents (spouse, domestic partners, & children up to 26 years) are eligible
* Must be an employee for entire semester to be eligible
* Dependent children must have graduated H.S. or have GED to be eligible
* Limits: 12 credits per semester; 24 per year (fall to summer academic year)
* Must pass class with “C” or better in order to receive reimbursement
* Can take classes at any of 13 colleges
* Policy & application can be accessed through portal-> employee tab-> forms
* Reimbursement-based program
* Tuition only (no fees, books, etc.)
* Reimbursement is usually processed approximately 30 days after semester end (via direct deposit)

1. ***Erika Rendon—***RRCC Police Officer – Update on safety measures across campus

* ***RRCC Police Dept. Introduction***
* Introducing the officers, dispatchers, & security officers
* Campus policing vs. city policing
* Focus on campus community engagement
* Mission, Vision, & Values
* Responsibilities & duties
* Police services
* ***Security Upgrades on Campus***
* Phones now have panic button function (bottom right screen option)
* Security cameras installed across campus (live feeds viewable in Police dept.)
  + Cameras at all entrances
  + Propped door alert function

1. **Wrap-up & Other Updates**

* Classified group is very small and would like to join ATP meetings
* Please let Rita know if you have any announcements or updates that you would like added to the agenda for upcoming meetings
* Julia Bordeaux—Library has new employee, Lee Thomas Howick (part time instruction assistant)
* Cynthia Shields—care units training for EAB scheduled for June 10th
* Randy Landis-Eigsti—check out new tutoring area located in the former Community Room

**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.