**ADMIN/TECH PRO CONSTITUENCY MEETING**

Tuesday, August 28, 2018 | 2:30 – 4:00 |Torreys & Grays Peak, Room 1571 & 1572

Glenn Holly – Chair

Rita Case – Chair-Elect

ATP Members in attendance: 24

1. **Welcome – Introductions**

Introductions made by all those in attendance

**2. Expressions of Gratitude**

* Pat Dunn expressed gratitude to landscaping staff for keeping the grounds so beautiful this Summer
* Summer Waters expressed appreciation to all who helped with the Student Welcome Night
* Kelly Circle & Marilynn Kenfield shared their appreciation for Kate Haddon’s work on faculty contracts.
* David-Matthew Barnes gave a shout out to the staff at Arvada who have helped him get settled in at the Arvada campus.
* Gina expressed gratitude to Jen Broadwater and everyone for their work assisting students get registered for classes.
* Emma Griffis expressed gratitude you to Kelly Circle for getting word out about the YOU at Red Rocks to students

**3**. **Icebreaker – Ben Wygant, Intramural and Adventures Coordinator, Student Recreation Center**

Ben Wygant led the group in a communication activity involving lining ourselves up without verbal communication.

**4. Professional Development Training *a.* Andrew Johnston – Business Faculty: *“Creating and presenting a TED Talk”***

Andrew spoke of his experience presenting at TEDx Mile High, and provided insight into what a good TED Talk consist of, and how to pitch a TED Talk.

* Components of TED Talks
* How to pitch a TED Talk

**5**. **Professional Development Training a. Deb Houser - Assistant Director of Human Resources: *“Best Practices in Performance Management and Evaluation”***

Arnie Oudenhoven and Deb Houser spoke to performance management and professional development programs.

**6. HLC Visit Update – Mike Coste, Dean of Instruction, Instructional Services**

There are a couple of HLC retreats coming up, where staff and faculty can learn more and prepare for the HLC visit in November. Sign up by emailing hlc@rrcc.edu

HLC Retreat Workshops

 October 12 (Lakewood) – Sign up by Sept. 13

 October 26 (Arvada) Sign up by Sept. 27

**7. Wrap Up**

Emma –Post Traumatic Growth Speaker Series -> Let Emma know if you will be bringing a big group.

DM – Announced a need for members to join the RRCC 50th Anniversary planning committee. Also there is a new press release, video and photography request form on the Marketing website.

Ben Wygant – This is Free Faculty week. Go to the Rec Center and enter for drawing for a free year membership.

Deb Houser – Fit like a Fox wellness challenge. More information in the monthly newsletter from Yvonne Pepping

Pat Dunn– Library has four copies of *Heart Berries* – The author will be speaking on campus as part of the Post Traumatic Growth Series.

**8. Adjournment**

**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.