**ADMIN/TECH PRO CONSTITUENCY MEETING**
4.25.2018 | 2:30 – 4:00 |Community Room

ATP Members in Attendance – 32

ATP Chair – Glenn Holly

Announcements

* A more conscientious effort will be made to make our meetings more accessible and inclusive for all ATP Members at both our Arvada and Lakewood Campuses. Microphones and conference-style AV equipment will be provided at each meeting and microphone use will be highly encouraged for our speakers, in addition to members who wish to ask a question or make comments. Thanks in advance for your cooperation in this initiative.
* Look for meeting invitations through MS Outlook at least three (3) weeks prior to each meeting. I received feedback from several of you that this would be helpful so you can more consistently attend more of our meetings.

Expressions of Gratitude

* Emma Griffin received praise for all the work she has done thus far for the Fresh Check Day
* Members that attended the HLC Conference said the training was excellent
* Kelly Circle gave kudos for the First Aid Training that was given recently
* Pat Bonich mentioned that Liz Cox and the IDEA Lab have been doing great work
* Cynthia Shields for the mentoring she has received from Dr. Fowler
* Thom Lapadat/Joe McInerney thanked Dorothy Welty for the support she has provided their programs
* Several members were highly appreciative of the work of facilities for their help during the 9Health Fair and for our Arvada staff during this time of being short-staffed but still providing quality service.

Google Forms Overview – Liz Cox

* Free, easy access when you have a Google account
* Intuitive flow to set up surveys. Simply collect groups of emails, add questions (format suggestions provided)
* Liz recommends predefining your categories as to not let your students choose what to fill in. This provides the administrator easier access to analyze the data later on.
* Advantages – can access MS Excel pivot tables more efficiently and with more customization
* Challenges – Pat Bonich reviewed that Google forms are not System-approved and can create a security/privacy issues. Worth further review if wanting to use it within your department

Amendments to Bylaws

* First draft of edits for the ATP of the Year Bylaw presented
* Several recommendations provided to include deleting full-time/part-time wording
* All in attendance agreed that a 2nd draft should be created and then again brought to our next meeting for review and potential voting at that time

Marketing Department Presentation – Ben Vena

* Provided overview of department staff structure and individual job duties
	+ **Ben Vena,** Digital Media Specialist
	+ **Laura Campbell,** Graphics Coordinator
	+ **Katina Frierson,** Creative Production Manager
	+ **Donna Salinas,** Program Assistant
* Responsible for college-wide social media development which includes Facebook, Twitter, Instagram, and Snap Chat
* Support the promotion of 180 internal programs and 1,300 web pages, currently difficult to manage as they currently have two open positions
* In the middle of marketing plan reorganization which may take up to two years to become fully developed
* Very open to your feedback – best ways to reach us is through email or phone

Chair-Elect Voting Results

* Based on voting that closed April 20, 2018 with a total of 62 votes tallied, Rita Case is our new ATP Chair-Elect. Congratulations, Rita! We look forward to seeing you grow in your new role.

Department Presentation Volunteers – May 2018’s Meeting

* May 2018: Kirk Fallon (SRC)
* Karen Neville (Library)

Next Meeting – Wednesday, May 30, 2018 | 2:30 – 4:00 | Community Room