**ADMIN/TECH PRO CONSTITUENCY MEETING**

Wednesday, January 30, 2019 | 2:00pm – 3:30pm |Community Room

**Minutes**

Glenn Holly – Chair

Rita Case – Chair-Elect

Attendance: 27

1. Welcome – Updates

**Cynthia Shields** – There was a Navigate and Guided Pathways presentation this morning. There will be another presentation tomorrow (1/31/2019) in the Snowmass from 3-3:30 pm.

**Jen Macken** – Social Justice Reading Group will be reading [Whistling Vivaldi](https://smile.amazon.com/Whistling-Vivaldi-Stereotypes-Affect-Issues/dp/0393339726/ref=smi_www_rco2_go_smi_g5171374337?_encoding=UTF8&%2AVersion%2A=1&%2Aentries%2A=0&ie=UTF8) by Claude M. Steele. Jen has 10 copies to the first 10 people who respond to the email she sent out this morning, and the library has copies as well.

2. Expressions of Gratitude

**Ben** Vena – Thanks to everyone who helped with the Student Welcome Day and Outdoor Ed event today.

**Tim Griffin** – Thank you to everyone who helped with accreditation process.

3. Department Presentation a. **Liz Cox –** Director, IDEA Institute

* Liz spoke to the future of jobs and the role of artificial intelligence.
* How do we encourage creative expertise to robot- proof job skills for our students?
  + The Idea Lab provide a platform and mentoring for students to self-direct their learning and design thinking.

4. Department Presentation *a.* **Shannon Webber –** Director, Financial Aid

* FASFA website assumes students completing the application now are applying for the 2019/2020 school year. Students needing aid for spring 2019 need to ensure they are submitting for the 2018/2019 application.
* April 15th is the priority deadline for state grants and work-study. Financial aid disbursement will be Feb. 11. (Unless this is the first time a student is taking a student loan, they will receive their disbursement on February 15th)
* On March 3rd Red Rocks will hold its own College Goal Sunday to help students complete their FASFA in time for the priority deadline.
* There will be a Work-Study Job Fair this spring – More information will be available room.
* DACA/ASSET students may qualify for “Be the Change!” scholarship. Terri Cedillo is the point of contact. The Pepsi grant may also be available to assist these students.

*5.* Department Presentation *a.* **DM Barnes –** Director, Marketing Department

* The Marketing department presented on the process of submitting press releases. Think of industry specific publications that you would like press releases submitted.
* Be sure to update your website information that changes from semester to semester or year to year. Also, pay attention to updating employee information, if there are changes that needs to be made that are not your content area, contact Ben Vena.
* Accessibility reminder. Ensure all video content is closed-captioned.
* If you want your event highlighted on social media, fill out Formstack on marketing webpage as early as possible prior to the event.
* Marketing is purchasing swag. Items are sold at cost to departments.