**ADMIN/TECH PRO CONSTITUENCY MEETING MINUTES**

Wednesday, July 24, 2019 | 2:00 – 3:30 |Torreys & Grays Peak, Room 1571 & 1572

Chair— David Finchem

Co-chair—Glenn Holly

Members in Attendance: 20

1. **Welcome & introductions**
* Welcome to our Classified colleagues. ATP members voted in May to open our meetings to our Classified colleagues, so that they can attend and benefit from the networking, professional development, and advocacy opportunities of the ATP constituency meetings.
1. **Expressions of gratitude**
* Breuna Keeton expressed gratitude to Bre for assisting with her capstone project in reflexology.
* Karen Neville expressed gratitude to Dana Kobold for arranging the new-student orientations during the summer semester.
* Sheryl Scharnikow expressed gratitude to Jon Johnson and Kevin Stiffler for all of their hard work on the Instructional Design team.
* Andrew Blowers expressed gratitude to those making phone calls to prospective students.

**3. ATP leadership transition planning**

* Rita Case accepted a position with MSU, leaving ATP Chair position vacant, only one month into the year cycle of ATP elections
* It was proposed that David Finchem would assume role of ATP chair, with former Chair, Glenn Holly, stepping back in to co-chair for the remainder of the year.
* ATP chair elections will be held in April 2020, during normal election cycle.
* Joe McInerney also volunteered to assist with leadership and administrative tasks
* The majority of members present agreed upon the proposal

**4. ATP/Classified brainstorming & goal setting for 2019/2020**

* ATP/Classified members worked in small groups, followed by a larger group discussion, in order to brainstorm and set goals for the upcoming year. Each group was given a template worksheet (attached) and the following categories were considered:
	+ Professional development topics
	+ Department presentations
	+ Potential guest speakers
	+ Initiatives
	+ ATP activities
	+ Other needs/suggestions

**5. ATP meeting logistics**

* The group discussed preferred days and times to meet. The following was suggested and accepted:
	+ ATP will meet once per month (towards the end of the month)
	+ Days/times will alternate (e.g. Weds./Thurs. & a.m./p.m.)
	+ We will skip the August 2019 meeting, since it is during the busy start time of the fall semester
	+ Meetings will resume in September (specific dates/times to follow)

**6. Updates & wrap-up**

* Nina—Concurrent enrollment is hiring for new positions
* Karen—Library will be hosting an open house, during *Work Week,* to showcase current RRCC Library services and offerings
* Glenn—Career Services department recently hired Dana Bustamante, the new Career Advisor.
* Hub—the HUB has been updated with decals and new graphics

**7. Adjourn**

**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.