**ATP Meeting Minutes (2/12/24)**

We had approximately twenty members in attendance today.

**Words of Gratitude**

Pat B gave a shout out to Mark Bana/Facilities for how responsive there are and their creative problem-solving skills.

Evan K and Julia B gave a shout out to Frank B and his crew for helping with the logistics of the upcoming Adult Education conference on 2/22 and 2/23.

Stepanie S is thankful to Musette and Cheryl for helping with coverage as she was out on FMLA.

Jennifer L. gave Toby T a shout out for his efficiency in getting students registered info their internships.

Terri C is grateful for everyone’s participation in reviewing our Bylaws, and for the chance that we had to get together this month! Also, a special thanks to Interim HR Director Cynthia Hier for attending, to help clarify some Bylaw information.

**Proposed revisions and additions to the RRCC ATP Bylaws, as discussed at the 2/12/2024 ATP Meeting**

These items, if approved by HR, will be put to vote via an email survey to all ATP Council members. A simple majority rules of all *submitted* *votes* would be required prior to approving each suggested revision.

* Prior to Article I, we propose to add this sentence: “The definition of ‘Administrative, Technical, Professional staff’ may be found in [Colorado Community College System Board Policy 3-10](https://cccs.edu/policies-and-procedures/sp-3-10a-employment-background-checks/).
* For Article II, we propose to expand upon “networking opportunities” by adding “(internal to RRCC, internal to CCCS, as well as external within the higher education community).”
* For Article III, we propose to state that the two current ATP Officers serve as the *coordinators* of the Welcome Committee for new RRCC ATP staff. Any ATP member who is interested in being a part of the Welcome Committee should notify one of the coordinators to add them to a group email that the coordinators will create and maintain.

The ATP Officers will be responsible to welcome new ATP staff and invite them to the next ATP Council meeting, but the Welcome Committee will provide an opportunity for new employees to expand their resource base and feel a sense of belonging to the RRCC community.

* For Article IV, we propose to add that all ATP staff who choose to run for office must have been a part of the RRCC community for a minimum of one year. OR

That all ATP staff who choose to run for office must have participated in the ATP Council for a minimum of one year.

* For Article V, we propose to add that “Any RRCC employee (ATP, Classified, faculty, adjunct, temporary, student hourly, or work study) may *nominate* an ATP staff member for ATP of the Year; however, only ATP members may *vote* for ATP of the Year.
* We propose to add Article VII, which outlines some duties and procedures of ATP Officers.
  + First, we propose that the ATP Bylaws should be reviewed annually. If there are no suggestions to update/add/remove Bylaw verbiage, it should be noted in the meeting minutes that “The Council reviewed the Bylaws on mm/dd/yyyy and found that no changes were necessary.”
  + The Bylaws should be posted after each revision, and prior versions should be available in an archive folder online at <https://www.rrcc.edu/admin-tech-pro>
  + Officers should email the meeting minutes to all Council members in a timely manner, and upload meeting minutes and other important notes in “MS Teams, ATP Leadership.”
  + Lastly, we propose to add that, should the ATP Chair position become vacant, the ATP Chair-Elect would move into the Chair position. The Council would then hold a new nomination and voting election to select a new ATP Chair-Elect.

**Reminders**

If anyone has any campus safety concerns that they would like to have addressed, you can reach out to our ATP Safety Advisory Council (SAC) Rep, Stacy Roe Oatten at (303) 914-6732 Voice |  
(720) 336-3893 VP

Our next meeting will be held Thursday, March 14th from 3:45pm to 5pm.

Meet at the East Entrance of the Lakewood Campus. We will be taking a walking tour with Interim Chief Schaller to locate the following:

* Campus Police
* Emergency exits
* Shelters (such as single-occupant restrooms during lockdowns or places to go during a tornado)
* Fire extinguishers
* Automated external defibrillator (AEDs), Stop the Bleed Kits, NARCAN
* EpiPens
* Ramps & elevators
* Emergency telephones &
* Posters that explain Lockdown, Lockout, Shelter, Evacuation, Hazards...

Have a lovely week, all!

Terri Cedillo & Jennifer Lammers