**FORWARD Council Meeting for 5.1.2023**

1. Meeting called to order at 2:02 pm
2. Members in attendance were:

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|[ ]  Tameillia Cain |
|[x]  Justin Clay |
|[x]  Kristin Corkhill |
|[x]  Shunteka Curtis |
|[x]  Neville David  |
|[x]  Tyreece Echols |
|[x]  Kevin Lane |
|[x]  Antwania Massey |
|[ ]  Eugene McKinney |
|[ ]  Shirley Pace |
|[ ]  Chasidy Parks |
|[x]  Walter Putman |
|[x]  Rontai Walker |
|[x]  Maureen Watt-Heron |
|  | ***Guests*** |
|  | Michelle Byrdsong |

1. ***Approval of May 2023 agenda and April 2023 minutes*** – Corkhill shared agenda and minutes. Members reviewed agenda and minutes. Motioned and approved agenda and minutes.
2. ***Guests***; Michelle Byrdsong stopped by to observe Forward Council.

1. ***Initiative Updates:*** Neville advised that he would meet with Dean Snagg and Ms. Smith to discuss logistics concerning the Biggest Loser Challenge. Initiative should start in June 2023 and last 2 months.
Echols shared Julie Gomez left instructions concerning the QEP Champion reviews before her resignation from GPTC.

Computer Literacy updates – shared with faculty so faculty could share with students. Dates established.
Clay advised that he would be assisting David with branding the Biggest Loser Challenge since the Miscellaneous subcommittee had no current initiatives in place.

1. ***New Business***: Corkhill shared we were at the two-year anniversary of the ratification of the Forward Council bylaws established in May 2021. According to the bylaws, we are at the end of the tenure for those who were with the council when it was first started. Those members could request to stay on with vote of members and with Presidential approval. Corkhill would be sending out a Microsoft form to gather information from current members. Chief Putman asked

what the new length of term would be for those who wanted to continue to be a member of the Forward Council. Corkhill advised the new term would be for one additional year. David asked if we could have an Ad hoc meeting before the June 2023 meeting. Ad hoc meeting was agreed to take place on Friday, May 19, 2023. Corkhill agreed to send out meeting invite for May 19, 2023.
Echols shared that Cheryl Myers was working on some new design for the Rockdale Campus. Clay interjected that he was creating the design to showcase our values: Learn, Serve, Lead. Certain panels on the walls will add life to the building. Approved proof from Image 360 for the design.

Echols advised that they were working on developing the best and relevant programs for the Rockdale Campus. Rockdale Campus is a learning center. Challenges at the campus include limited space for faculty and staff.

1. ***Open Discussion:*** Justin shared that the Groundbreaking for the CDL range is on Wednesday, May 10, 2023.

Corkhill advised of the attendance requirement that requires members not to miss more than two consecutive meetings and to not miss three meetings total in a six-month term. Meetings are scheduled for the first Monday of the month. Members would not be penalized for impromptu meetings. We need to make sure we are attending meetings.

Echols asked if agenda and minutes could be placed in the Teams file folders.

Corkhill added we do have files in SharePoint. Corkhill asked Justin to update the website with the current agenda and minutes. Justin agreed. Corkhill advised she would make sure all those files were up to date.

Echols asked if we were going to follow up with the Townhall questions and concerns and creating a universal calendar for the college. Corkhill apologized for the townhall responses and advised she would make a concerted effort to get those responses out in the next week or two. Walker advised he would work on the calendar creation.

Clay asked if Marketing needed to be involved. Corkhill welcomed Clay to help with creating the graphics for the email responses.

New hire checklist received positive feedback. Waiting on Human Resources feedback. Walker hoped to meet with Sadie Washington to receive feedback on the checklist.

Corkhill will send out an invite to group for May 19th. No other discussion. Corkhill advised that June 5, 2023 would be the next meeting date.Motion was made to adjourn. Motion passed. Meeting adjourned.

1. **Next Impromptu Meeting –** May 19, 2023
2. **Next Meeting** – June 5, 2023

Meeting adjourned at 2:34 pm

Minutes recorded and submitted by Kevin Lane