**FORWARD Council Meeting for 1-09-23**

1. Meeting called to order at 2:03 pm
2. Members in attendance were:

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|  | Kristin Corkhill |
|  | Robert Croom |
|  | Shunteka Curtis |
|  | Neville David |
|  | Tyreece Echols |
|  | Kevin Lane |
|  | Antwania Massey |
|  | Eugene McKinney |
|  | Shirley Pace |
|  | Chasidy Parks |
|  | Walter Putman |
|  | Rontai Walker |
|  | Maureen Watt-Heron |

1. ***Approval of last meeting minutes—***Massey motioned to approve minutes, seconded by Watt motion carried.
2. ***Onboarding Checklist—***Walker presented draft checklist document. The Council provided feedback and document will be edited. Parks will pilot the document with her upcoming new hires. The Council agreed that the form should be operationalized and adopted campus wide. The plan is to have a finished and fully vetted document to preview at the Forward Council town hall in February
3. ***Open floor to subcommittees***—Parks discussed revisiting her “One GPTC” initiative. Corkhill, Parks, David, Echols are having a meeting on Thursday at 12 pm with Dr. Coes, Dr. and Adams to discuss. It was recommended to add Dr. Pollard to the meeting.
4. ***New business***— Mr. Croom will need to be replaced on the FORWARD Council. Discussed possibly replacing him with someone from the same area. May ask for recommendations of nominees to fill gaps that are not presently represented on the Council.  
     
   Email will be sent to the FC for volunteers to work on the campus wide calendar initiative. The goal is to have a deliverable for review for the February 2023 meeting and to be previewed at the Town Hall. Walker volunteered to coordinate along with Dr. Corkhill and the IE committee.  
     
   Corkhill said that recruitment/retention has not finalized their proposal.
5. **Next Meeting** – November 7, 2022

Meeting adjourned at 3:14 pm

Minutes recorded and submitted by Rontai Walker