**FORWARD Council Meeting for 1-10-22**

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

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

Additional persons in attendance: Britnee Shandor, Dr. Williams, Dr. Pollard

1. ***Approval of previous meeting minutes --*** Motion made by Neville, seconded by Ailster. Minutes passed unanimously
2. ***Website review—***Parks did a walkthrough/tour of the new FORWARD Council website. Recommended keeping the “Forward council recommendations” button where it is, but adding some context. Email button does not work. Ailster noted that she was not listed on the page, Parks will reach out to Justin Clay for revisions.
3. ***Drone Program***—Chair Putman brought up the potential drone program that he discussed at a previous meeting. Working with Albany Tech to see how they designed and developed their program.
4. ***HR employee evaluation updates***--Walker discussed his proposal to update the employee mid-year and end of the year evaluation forms and processes. It was mentioned to the group that HR met with a select group a couple of months ago to discuss the implementation of a new evaluation system. Walker will share his proposal with the Council.
5. ***New Business***—Ailster discussed her Leader College passion project that deals with making the GPTC HR hiring process more efficient. Says that other TCSG institutions are able to get the hiring process completed in less times/steps than we do here at GPTC. McKinney suggested working with the leader college cohorts to assist with fleshing out their passion projects. McKinney will reach out to members of the Leader College for information on their projects.

Putman, Watt, Parks and Ailster will work together on the hiring process team  
Putman, Croom, Lane, Neville will work together on Drone program  
Walker, Lane, Neville will work together on the Employee evaluation update

1. ***Next meeting***—February 7, 2022

Meeting adjourned at 2:36 pm

Minutes recorded and submitted by Rontai Walker