**FORWARD Council Meeting for 10-04-21**

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

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

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

1. ***Approval of previous meeting minutes --*** Motion made by McKinney, seconded by Croom. Minutes passed unanimously
2. ***Open floor to Dr. Williams & Dr. Pollard***—made the request a FORWARD Council curriculum subcommittee. The desire is to expedite the curriculum approval process. Wants to make a concerted awareness and action for new program requests and cancellation. Previous curriculum committee met on a monthly basis. Would work in tandem with Dr. Pollard in order to bring forward program recommendations. Initial committee members selected by Dr. Pollard and Dr. Williams are Corkhill, Echols, Massey, McKinney, Walker (chair).  
     
   It was motioned by McKinney, and seconded by Parks to create the subcommittee. The motion passed unanimously. Dr. Pollard will reach out to the members of the newly formed subcommittee.  
     
   Dr. Corkhill motioned to make the newly formed committee an official part of the FORWARD Council by-laws. Motion was seconded by McKinney. Motion passed unanimously.  
     
   Dr. Corkhill motioned to allow the FORWARD council to vote on issues electronically. Motion seconded by McKinney. Motion passed unanimously.
3. ***Resignation of FORWARD Council member Delores Waithe***—discussed the process of replacement of council members. Referenced in Bylaws section 3.02 “The Forward Council members may be nominated by the President, colleagues, and/or be selected from the graduating class of GPTC’s Leader College”. Putman referenced section 3.06 and stated that it may conflict with 3.02. Corkhill clarified that 3.06 is for the removal of a member.  
     
   McKinney motioned to table the nomination process until members have been able to make recommendations, seconded by Corkhill. Motion passed unanimously.
4. ***Ms. Parks brief on Emergency Work from Home policy***—discussed the current GPTC policy that was created by Sadie Washington that covers COVID related work outages. Will review and revise to make sure that non-COVID related work from home policy is documented correctly. Will put it together and put it to an electronic vote.
5. ***Mr. David brief***—not present to provide briefing
6. ***Website discussion***—Parks stated that we all need to schedule our headshots with Justin Clay so that he can complete the website.
7. ***New business***—Parks brought up the issue of part-time employee recognition. Waithe stated that eligible employees typically receive something (pens, certificate, etc.) from the State of Georgia. Since the state does not recognize part-time employees, any gifts/awards would need a funding source (GPTC Foundation).  
     
   Parks motioned to move forward with part time employee recognition. McKinney seconded. Motion passed unanimously.  
     
   Putman would like for all of FORWARD council to bring an idea to our next meeting.
8. ***Next meeting***—November 1, 2021

Meeting adjourned at 2:43 pm

Minutes recorded and submitted by Rontai Walker