**FORWARD Council Meeting for 12-06-21**

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

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

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

1. ***Approval of previous meeting minutes --*** Motion made by Corkhill, seconded by Ailster. Minutes passed unanimously
2. ***Approval of agenda—***motion made by Corkhill to approved, seconded by Parks. Motion passed unanimously
3. ***Voting for New Program Requests***—Chair made sure that council members were familiar/comfortable with voting via MS Outlook. There were no questions.
4. ***Welcome Kevin Lane***
5. ***Part Time Recognition Takeaways***—
-Have a printed list of award recipients.

-Notify recipients and their supervisors.
-Ask for RSVP’s
-Have an evening ceremony

1. ***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.
2. ***New Business***—none
3. ***Website discussion—***Make sure you complete your bio and send to Justin Clay (clayj@gptc.edu)
4. ***Next meeting***—January 7, 2021

Meeting adjourned at 2:29 pm

Minutes recorded and submitted by Rontai Walker