

## FORWARD Council Meeting for 12-5-2022

1. Meeting called to order at 2:01 pm
2. Members in attendance were:

<input checked="" type="checkbox"/>	Kristin Corkhill
<input type="checkbox"/>	Robert Croom
<input checked="" type="checkbox"/>	Shunteka Curtis
<input checked="" type="checkbox"/>	Neville David
<input checked="" type="checkbox"/>	Tyreece Echols
<input checked="" type="checkbox"/>	Kevin Lane
<input type="checkbox"/>	Antwonia Massey
<input type="checkbox"/>	Eugene McKinney
<input checked="" type="checkbox"/>	Shirley Pace
<input checked="" type="checkbox"/>	Chasidy Parks
<input checked="" type="checkbox"/>	Walter Putman
<input checked="" type="checkbox"/>	Rontai Walker
<input checked="" type="checkbox"/>	Maureen Watt-Heron

Additional persons in attendance: N/A.

3. Corkhill asked to approve agenda for this week. ([2022.12.05 GPTC Forward Council Agenda.docx](#)) No guests were present this week.
4. **Approval of last meeting October** ([2022.10.10 FORWARD Council meeting minutes .docx](#)) **and November** ([2022.11.07 FORWARD Council meeting minutes.docx](#)) **2022 minutes**—everyone approved.
5. Corkhill asked for any subcommittee updates.
6. **Updates on the Rockdale Career Academy:** Echols expressed that she and Parks are trying to get Facilities to move items. Facilities did not want to make moves because it could cause too much clutter. Connectivity issues at Rockdale were fixed today. Signage is being finalized. Hopefully, she, Echols, can update us at next meeting. Corkhill had heard about possible outdoor seating. Excited about the possible changes. Lane discussed all the moves being made at Newton Campus. Newton A is moving to Newton D. LEA moving to Newton A. Corkhill was not aware and was thankful for the information. Putman reiterated what Lane stated concerning the moves. Facilities is tied up due to all the moves. Putman advised the group that Mr. Harvey was going to attend and wanted to express some concerns. He is going to wait to attend a meeting next semester.
7. Corkhill asked about any updates before going to new business. No one shared any additional updates.
8. **Subcommittees:** Corkhill wanted to talk about how we were using our meeting time, but was willing to wait until next semester. Corkhill wanted to know if current committees were satisfactory or should we make changes. She would like to table until next semester. David shared list of subcommittees and members of each committee. Corkhill shared that bylaws require that proposals should be driven from these subcommittees. She wanted to know if everyone felt these committees were effective. Are there other areas we need to consider? Did we want to discuss? David suggested that we share with Marketing. David expressed that currently we are voting on last minute items. Corkhill shared that we need to give proper attention to subcommittees.  
  
Parks discussed working on the transition over at the South DeKalb campus. She suggested producing new committees or changing the standards by having committees share or put together a proposal so we will always be working toward certain things. She also shared that Dr. Holston had given us a few tasks and the committees could work on that. Corkhill shared how

operationalized our meetings were and if changes were needed. We should broach the ideals but we are trying to do it in the large group meetings instead of the subcommittees. We may need to evaluate how we are utilizing our time in the meetings and the subcommittees..

9. **New Business/Onboarding Process:** Corkhill recognized Rontai Walker who wanted to discuss the onboarding process at GPTC. He described how no one was prepared for his arrival. He experienced the onboarding process twice at GPTC. He was responsible for tracking things down and making it happen. He had to secure his own office and telephone extension. He had to contact Asst Chief Putman for keys. Tried to make purchases recently and had to update his approval process. Identified a problem and solution. Proposed having a checklist. He feels the supervisor should have initiated the process and not the new employee. Putman discussed the key process from his perspective. Agreed with checklist. Walker proposed that HR should initiate the process and let the supervisor fill out. Walker gave several examples of new employees having the same issues. Putman agreed. Putman shared it is difficult on both ends. Locksmiths take a long time. Walker discussed that no verification or operational procedures in place. David shared that the checklist would identify what that employee would need and hand them their keys, office number, phone, etc. David gave examples too. They all felt it gives the school a bad reputation. Simple fix. David thought someone was working on checklist. Echols echoed that there is a missing link. Walker and Corkhill do not think checklist exists or is not utilized. Pace shared that a list exists and shared the form. The supervisor has access to the list. Supervisor completes the checklist. Putman explained he gets an exit form. We should have an onboarding form. David stated Policy and Procedure committee should take a lead on this. Communication piece is missing. Make it part of the standard process. Walker wants to assist committee on this proposal. David shared he was hired at Chattahoochee Tech and was already working before GPTC contacted him. Corkhill expressed that there is value in pursuing this and this aligned with QEP. We need to make recommendations to work in concert with QEP. Expressed she did not know form existed. Told Rontai she felt like this was a good ideal and asked other members to reach out to Rontai to work on this process.
10. Corkhill discussed Town Hall meeting and shared that as part of bylaws we needed to have a townhall meeting each semester. She wanted us to think about when would be the best time to have a town hall meeting. Align meetings with the college wide initiatives. Commit to making it public and invite collegewide. Curtis asked if February 2023 would work. Several members agreed with February. David suggested Fridays would work best and would allow more people to attend. Corkhill wanted to make sure bylaws allowed a separate meeting. Putman agreed Fridays would work, but Fridays get thin (number of people on campus) around the college. Participation may be an issue. David expressed that most trainings are done on Fridays because no classes are taken place. He stated the bylaws will allow us to have interim meetings to perform our duties. Corkhill agreed that David made a valid point. Encouraged someone to make a motion on what would work best and we could vote. We had three ideals, 1. Meeting in February. 2. Meeting in February and on a Friday. 3. We could do a poll and e-vote. Putman motioned for Friday, February 10, 2022. Motion passed. David motioned we make the 2p meeting be moved to 10a. Motion passed. Corkhill advised we would still meet on the normal day and time on Monday, February 6, 2023.
11. Curtis wanted to know the status of the survey sent to staff. It seemed like everything had sizzled out. David added that it just seemed to have died out. Curtis asked if we were going to allow it to die or do we want to discuss at forum/townhall? Putman thought it would be brought up at forum and we should be prepared to discuss it. It was tabled because we were not sure if Forward Council or Executive Leadership should send it out. Putman said he would need to review the minutes to know exactly what happened. Echols stated we had put verbiage together, but it was never sent out. We were trying figure out if the email should come from the Forward Council, Senior Leadership or Marketing. It was never finalized. David said it could be discussed at the town hall and was delayed due to SACS, giving us credibility. Corkhill thanked

Curtis and asked if anyone else had anything to discuss for the year 2022. Parks asked if the suggestions we had made for RCA something we needed to put together as a formal proposal or are we just going to make it happen? She had everything together. Forms ready for Sakita Fleet. Parks had secured all the equipment, space, chairs, desk, etc. How do we need to proceed? Corkhill said it was more operational and did not need to be sent to Dr. Holston. This is the process we recommend for opening new buildings or programs. Dr. Holston does not need to be involved o the granular level of getting keys, etc. Corkhill stated her opinion was If things are not happening then he may need to use the weight of his office behind it, but necessarily for getting things moved. Putman agreed with Corkhill. Corkhill reiterated that timelines do need to be finalized. Parks responded that it sounded good and she would get with Echols when she submits ADE items she would submit RCA changes at the same time. And they could work down the list. Echols asked Parks for them to talk offline because she talked with Devoris Gilmore and felt that some of those items may not happen. Parks said okay. Corkhill wanted to know if anyone had any more comments. Apologized for not being 100%. She said since not hearing any, and if someone wanted to move to adjourn, we would close out 2022 session of the Forward Council. Meeting was adjourned. Everyone approved.

12. **Next Meeting** – January 9, 2023

Meeting adjourned at 2:53 pm

Minutes recorded and submitted by Kevin Lane