

Pro-Tech Council Meeting

October 25, 2018

- Pro-Tech Day
 - Everyone thought it went well
 - Should stick with 1 time slot because only 6 people came to the 2nd session and this made it hard to do the activities
 - Keep it on a Friday since there are not many classes on that day
 - Limit time for the speakers, so there are more time for activities
 - Everyone liked the food – especially the cookies
 - Get outside speaker for the next event
- Spring Event
 - Maybe do a lunch and learn in the Spring
 - Ask Pro-Tech what types of training/development would be wanted
- Training for departments
 - Some employees have expressed concern about not being formally trained in their positions
 - See if Dr. Hamilton could push more formal training within departments
 - Provide employees with some type of job orientation
 - Have them work with someone in a similar position for a specified number of hours
 - Possibly assign them a mentor/buddy
- Goals
 - Update the Pro-Tech Council Handbook
 - Systematic training for Pro-Tech employees
 - Training will have to go through the department
 - Daily training manuals within each department
 - ½ day orientation explaining the college mission, timesheets, etc.
 - Possible videos for training
- Voting
 - Waiting to announce new positions until everyone on the council has voted
- President's Focus Group – Meeting on November 12, 2018
 - To communicate with all employee groups on campus
 - Spending 1 hour with the Pro-Tech council to talk about any issues within the Pro-Tech employee group
 - Discuss training opportunities
 - Special name Badges for employees working within the community
 - Maybe develop a leadership program like Chattanooga State
 - Seth is going to get more info about Chattanooga State's program
- Star Tree Project

- Committee involves all 3 campus councils (Pro-Tech, Faculty, Classified)
- Students were selected based on:
 - Not receiving Financial Aid
 - High Number of Credit hours
 - Close to graduation
 - Have children
- To help students purchase Christmas presents for their children
- Students also received information about the food pantry and completion coaches
- The printing of the “stars” is split between all 3 councils
- Seth was asked to let everyone know what meetings the Council Chairs sat in on and what they all involved (i.e., Foundation, President’s Cabinet, etc.)