**Date: October 9th, 2019, 12:20 – 1:20 p.m.**

**Present: Rick Bennet, Skye Cohen, Craig Guild, Kevin Kelly, Chris Kmiecik, Andrew Marvin, Kelly Molkethin, Nicola Ricker, Valerie Smith, Rhonda Spaziani, Thomas Voigt, Daniel Ware, Margaret Wichser**

**Absent: Lori Angel, Cynthia Arpin, Jodi Calvert, Aaron Dahlen, Victoria DiFilippo, Janet Hagen, Matt LIscum, Melissa Neill**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes | The meeting was called to order at 12:25pm. Rick Bennet made a motion to approve the minutes, second by Skye Cohen. The minutes were approved with 1 abstention by Kelly Molkethin. |  |
| 1. Executive Board Reports | Nicola Ricker tabled the executive board report until the next meeting. |  |
| 1. Committee/Student Government Reports | Thomas Voigt reported that several student complaints had been brought to facilities:   * They would like to discuss an alternative solution to the feminine product dispensers in the women’s bathrooms – currently the dispensers are coin-operated and many students do not carry change. They would like to make the products free. One possibility for this is to move the distribution of the free products to the food pantry. * There were complaints about safety issues caused by the weeds/tall grass on the south side driveway. The area has been trimmed and is no longer a current concern. A long term solution is still needed. * Anti-slip striping was requested to be added to all staircases in the building. This has been added in some locations but not all. * There was a discussion about the possibility of adding a dog waste station for use by service animals. * Concerns have been voiced about the traffic when leaving campus. Student government inquired about the ability to have a traffic light installed. It was noted that this conversation has been had numerous times in the past. It was advised that student government may want to contact the City of Norwich and the Norwich police department to determine what options are available before bringing the issue to cabinet. |  |
| 1. Old Business | * TRCC Website Task Force   The taskforce is soliciting feedback from the college but the input has been slow to date. The task force is considering a survey that would allow the college members to select issues of importance to them. It was suggested that having a single point-of-contact for all website updates might be more beneficial than having multiple departments responsible for editing website information. It was also suggested that college members could suggest existing websites that could be used as a model for what they would like and that feedback should be solicited from student government.   * FAC Elections   The elections will be held via a paper ballot. The faculty nominees will be voted on at the Faculty Senate meeting on 10/11/2019 at 2pm. The staff nominees will be voted on at the Staff Senate on 10/11/2019 at 11am. A discussion of the FAC Election process ensued, where it was expressed that large campuses seem to have an unfair advantage due to the amount of voters. |  |
| 1. New Business | * Lock Down Items of Concern   + Parking Lot Cameras – Rick Bennett confirmed with Dean Goetchius that all parking lots have camera coverage. Skye Cohen stated the cost of upgrading the camera system to a higher definition system would be cost prohibitive.   + Cell Phone Reception – Previous quotes to improve cell phone reception were over $120k. The school is not moving forward with this upgrade. The CIO of CSCU is looking into engaging the cell phone carriers to see if campus reception issues can be addressed as a system level project. Student government reported the wireless network connectivity is also an issue. There is an active IT project for a wireless network redesign and adding additional access points that would remediate this problem.   + Security Shades for Classrooms – It was discussed that many classrooms and office spaces have windows and doors that allow viewing into the space inside. This was thought to be a major concern if an active shooter event were to take place. * Employee of the Month Parking Space   The parking space outside the main entrance that is currently labeled Employee of the Month is actually raffled off by the TRCC Foundation to 12 monthly winners who donated to the Foundation’s annual appeal. A complaint was brought to congress’s attention that the signage made it appear that the person who parked there was awarded employee of the month based on merit not based on raffle results. Suggestions to address the issue were fixing the wording on the signage and no longer raffling off the parking spot and instead creating an additional veteran’s parking spot.   * Concerns about the Most Recent Statewide GenEd Proposal   The proposal would require approval by the college congress. The curriculum committee requested that they have the ability to review the proposal and that congress would agree to honor their recommendation as the subject matter experts on the subject. It was agreed that congress would send the proposal to the curriculum committee for review but that no guarantees could be given that congress might honor the curriculum committee’s recommendation. | Nicola Ricker will be collecting information about any locations where this might be needed and she will take the information to cabinet.  It was agreed that Nicola Ricker would talk to the Foundation about the issue and see how they might want to address it. |
| 1. Announcements | * Professional Development Day is scheduled for Friday, November 22nd, 2019. The speaker will be announced soon. |  |

**MEETING ADJOURNED AT 1:20 p.m.**