**Date: November 13th, 2019, 12:20 – 12:55 p.m.**

**Present: Lori Angel, Richard Bennett, Skye Cohen, Victoria DiFilippo, Craig Guild, Janet Hagen, Chris Kmiecik, Andrew Marvin, Kelly Molkenthin, Nicola Ricker, Cheryl Salva, Rhonda Spaziani, Thomas Voigt, Daniel Ware, Margaret Wichser**

**Absent: Cynthia Arpin, Jodi Calvert, Kevin Kelly, Matt Liscum, Melissa Neill, Valerie Smith**

| Topic | Discussion | Action |
| --- | --- | --- |
| 1. Call to Order and Approval of Minutes
 | The meeting was called to order at 12:25pm. A correction was made to the New Business/Employee of the Month Parking Space item; Betty Baillargeon would talk to the Foundation about the issue instead of Nicola Ricker. Chris Kmiecik made a motion to approve the minutes, second by Richard Bennett. |  |
| 1. Executive Board Reports
 | Nicola Ricker reported the following items:* The Food Voucher Program issued 25 to 30 food vouchers to students. They expect to issue 500 more for the school year releasing 20 at a time for ease of control. This plan has not been finalized.
* Monetary donations or food items are needed for this year’s Thanksgiving baskets. Assembled baskets are preferred. Checks should be made out to Three Rivers Community College. 120 baskets will be made with 30 to 40 of them going to students. The remaining 80 to 90 baskets will go to veterans. Any leftover food items will go to the homeless shelter and the food pantry.
* There will be a Civil Rights compliance visit. The dates and times are to be determined.
* The Holistic Student Support Redesign Team will be meeting December 5th in regards to student advising.
* There will be a NECHE accreditation visit in 2022.
* Professional Development Day will be held November 22nd. The guest speaker is Tony Santana. This Professional Development Day will focus on equality and equity in which is part of Achieving the Dream.
* Student advising was a success with over 500 students advised. There are 121 students enrolled in winter classes and 1,056 students enrolled in spring classes.
* A discussion about closing TRCC the day after Thanksgiving was held. It has not been officially announced.
* Self Service for Payroll Time Reporting is expected to go live by May 1st, 2020. More details regarding the implementation will be distributed shortly.
* 70 copies of the book “Teaching Across Cultural Strengths” was purchased by the Foundation and will be distributed on Professional Development Day on November 22nd.
 |  |
| 1. Committee/Student Government Reports
 | Thomas Voigt reported the following:* The City of Norwich was contacted regarding concerns voiced about the traffic when leaving campus. It was suggested that a traffic controller be in place outside of the school to direct the leaving traffic during heavy hours. They were directed to contact the State Police to inquire about having this done.
 | Nicola Ricker will talk with Dean Goetchius about this issue and who should contact the State Police. |
| 1. Old Business
 | * FAC Elections

Jennifer Long was elected to serve as a faculty nominee. The first meeting was held on Friday, November 8th.* Lock Down Items of Concern
	+ Security Shades for Classrooms
* Employee of the Month Parking Space
 | Nicola Ricker is waiting for information on this issue.Nicola Ricker will continue to follow up with Betty Baillargeon on this issue. |
| 1. New Business
 | * Student Support and Advising Committee (SSAC) Minutes
	+ A student Q & A was held to allow students to anonymously express their thoughts about how the semester is going. There was a total of 15 to 20 students in attendance. SSAC is planning on holding another Q & A in the spring 2020. They will solicit for more questions to be used. Few of the questions asked were focused towards academics.
	+ A faculty Q & A is held every semester over the last 2 to 3 years. Kenneth Briggs attended the Q & A to present and discuss on Financial Aid.
	+ It was discussed about how to keep the faculty updated about advising. This is a hard task to do. They plan on having an update each semester.
	+ The next meeting is slated for November 25th.
* Chris Kmiecik requested that anyone scheduled to report to the College Congress provide a written copy of the report prior to the meeting they are scheduled to present.
 | Rick Bennett has advised Chris that he should request this be added to the new business agenda for the next meeting so a discussion can be had about this topic. |
| 1. Announcements
 | * College Congress SharePoint owners will be limited to the College Congress President, Vice President, and Parliamentarian. All other College Congress members will be listed as members. A Publications folder will be made available for all TRCC to have access to agendas and minutes.
 |  |

**MEETING ADJOURNED AT 12:55 p.m.**