**Date: February 12th, 2020, 12:20 – 1:20 p.m.**

**Present: Lori Angel, Richard Bennett, Victoria DiFilippo, Craig Guild, Chris Kmiecik, Matt Liscum, Andrew Marvin, Kelly Molkenthin, Melissa Neill, Nicola Ricker, Valerie Smith, Rhonda Spaziani, Thomas Voight, Margaret Wichser**

**Absent: Cynthia Arpin, Jodi Calvert, Skye Cohen, Janet Hagen, Kevin Kelly, Cheryl Salva, Daniel Ware**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes | The meeting was called to order at 12:24pm. Chris Kmiecik made a motion to approve the minutes, second by Rhonda Spaziani, 1 abstain – Melissa Neill. |  |
| 1. Executive Board Reports | Nicola Ricker reported the following items:   * Enrollment Management Plan for 2020 – 2023. The goal is to increase enrollment. This was sent out in an email by MaryEllen Jukoski. |  |
| 1. Committee/Student Government Reports | Thomas Voigt reported the following:   * A special election was held to replace the Campus Activity Board Representative. The new incumbent is Shealani LeBeau. * There has been a change to the name for the TRCC Veterans Organization. The new name is Student Veterans of America at Three Rivers Community College. |  |
| 1. Old Business | * Lock Down Items of Concern   + Security Shades for Classrooms * Employee of the Month Parking Space | Nicola will continue to follow up on these items. |
| 1. New Business | * Request for Deans update about budget/spending including line items with specifics. * Recall of elected faculty and staff from Students First/Consolidation task forces and committees.   + Faculty Senate voted and passed (34-2)   + Staff Senate meeting to be held 2/14/2020. The Staff Senate has been asked to endorse the Faculty Senate vote.   + 10 of 12 colleges have passed resolutions with similar language * Talking points for committee reports be provided in advance of presentations   + Chris Kmiecik made a motion suggesting the best practice should be for salient talking points to be submitted prior to the relevant meeting. Andrew Marvin seconded the motion. The vote was 9 in favor and 4 opposed. The vote lacked the number of votes in favor to pass (11) according to the Congress bylaws. * Minutes for the meeting be approved and published within 5 business days of the meeting.   + This topic has been recalled. * Turnaround time for grade posting | Tabled until next meeting. It was noted that several of the items were addressed at the All College meeting.  Waiting for Staff Senate vote to occur.  Tabled until next meeting |
| 1. Announcements | Andrew Marvin shared several announcements from the Advising Committee:   * They reviewed and discussed the forthcoming LAS/GS advising tool provided by Professor Steve Neufeld. This document is designed for LAS/GS advisors and offers a comprehensive “flowchart” for how to advise these students. A few revisions were suggested and Steve is working on them now. * They intend to revise the Student Q & A advising event that was piloted in the Fall 2019. For the Spring 2020 semester they intend to hang poster paper in the public areas on campus asking students to write down their advising questions. The responses will be collected and used to determine future programming topics. They are hoping to get the posters up in the beginning of March. * A Faculty Q & A regarding advising has been held each semester for a couple of years now. This year, they are planning to host the vent more like “office “hours where faculty can drop by, ask questions, and pick up the latest advising materials. This way, it won’t be incumbent on our committee to provide an hour-long presentation if the audience has not questions. A date is TBD. |  |

**MEETING ADJOURNED AT 1:05 p.m.**