**Date: March 11 th, 2020, 12:20 – 1:20 p.m.**

**Present: Lori Angel, Richard Bennett, Skye Cohen, Craig Guild, Janet Hagen, Kevin Kelly, Chris Kmiecik, Andrew Marvin, Melissa Neill, Nicola Ricker, Cheryl Salva, Rhonda Spaziani, Thomas Voight, Daniel Ware, Margaret Wichser, Terrence Delaney (Guest)**

**Absent: Cynthia Arpin, Jodi Calvert, Victoria DeFilippo, Matthew Liscum, Kelly Molkenthin, Valerie Smith**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes
 | The meeting was called to order at 12:23pm. Chris Kmiecik made a motion to approve the minutes, second by Skye Cohen. The minutes were passed with 2 abstentions. |  |
| 1. Executive Board Reports
 | Nicola Ricker reported the following items:* The executive board is exploring the concept of a “clothes closest” for needy students. They may be looking to collect clothing donations from faculty and staff.
* The HVAC upgrade pre-operation checklist is on target for completion.
* Cabinet is developing a crisis team to address issues around COVID-19. They are developing communication plans and managing the college’s response.
	+ They have created an isolation in C102 for students/faculty/staff who may present with symptoms and cannot drive themselves
	+ Common spaces are being disinfected nightly with a spray disinfectant. Additional cleaning supplies and hand sanitizer have been order.
	+ School sanctioned travel out of state has been prohibited.
	+ A travel disclosure form should be filled out and submitted to the appropriate dean for personal travel out of state.
	+ Advising days have been postponed.
* Payroll self-service for time and attendance is starting for TRCC. Information Technology will be the first pilot department.
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| 1. Committee/Student Government Reports
 | Thomas Voigt reported the following:* Several students have expressed concern about a moldy taste in the water fountains, particularly the ones that have a bottle filler.
 | Thomas will follow up with facilities about if the water fillers have filters and if they can be changed. |
| 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.Foundation will be fixing the wording on the parking spot signage. |
| 1. New Business
 | * Request for Deans update about budget/spending including line items with specifics. It was agreed by the President that more frequent in-depth financial updates can be given.
* A question was raised about if there was any profit from the sale of feminine hygiene products in the restroom vending machines. If there is, where does it go? The SGA would like to funnel any profits to something that would provide service to students. The SGA can identify suitable options.
* Terry Delaney presented a resolution from the Curriculum Committee stating that they would not participate in the voting process for the proposed General Education or any other Students First Plan curricula due to the numerous reasons outlined in the resolution. The Curriculum Committee was seeking the college congress’s endorsement of their resolution. A discussion ensued about the flaws in the consolidation effort and the resolution.
	+ A motion was made by Rick Bennett, seconded by Janet Hagen to endorse the resolution.
	+ A second motion was made by Chris Kmiecik, seconded by Kevin Kelly, to adjust the language used in the last paragraph of the resolution. After discussion, this motion failed.
	+ Rick Bennett’s original motion was then passed 14-1.
* Recall of elected faculty and staff from Students First/Consolidation task forces and committees.
	+ Faculty Senate voted and passed (34-2)
	+ Staff Senate voted to endorse the Faculty Senate vote. The vote passed (14-6) with 1 abstention.
	+ The College Congress presented a resolution to endorse the Faculty and Staff Senate resolutions and to recall any and all TRCC representatives elected to serve on the shared Governance Charter or any other Student First committees, task forces, work groups , and/or other initiatives. A motion was made by Skye Cohen, seconded by Janet Hagen, to approve the resolution. The motion passed.
* Turnaround time for grade posting. The Academic calendar for the year is determined by the Academic Dean’s Office. This was done a year in advance. Moving forward, there may be room for advanced discussion about the grade deadline. However, for the spring term there are 2 issues:
	+ Obtaining grades with enough time to review graduate performance.
	+ Summer classes begin the day grades are due. Some classes require course completion as a prerequisite. Confirmation would be needed prior to moving onto the next course.
* Website Taskforce provided a report on their findings.
	+ The report stated that the feedback provided from the college community fell into 3 major complaint categories:
		- A desire for a single college website
		- There are design and navigation issues due to the same information being available under different menu items on the separate sites
		- That there are numerous broken links and outdated information
	+ The report suggested the following actions
		- Move to a single college website model with a redesigned navigation structure
		- Determine what the current official process is for content/information updates.

A motion was made by Chris Kmiecik to add a statement to the report acknowledging that the task force understands that additional college resources may be needed to accomplish the goals stated. Janet Hagen seconded the motion. This motion passed and the report was updated accordingly.A motion was made by Meg Wichser to endorse the updated report. The motion was seconded by Skye Cohen. The motion passed unanimously. | Thomas Voigt is in the process of getting this information from Facilities.Kevin Kelly will discuss due dates with the Academic Dean.Nicola Ricker will submit the task forces findings report to Cabinet. |
| 1. Announcements
 | There were no announcements made. |  |

**MEETING ADJOURNED AT 1:18 p.m.**