**Date: September 9 , 2020, 12:25 – 1:25 p.m.**

**Present: Andrew Marvin , Richard Bennett, Melissa Neill, Wayne Boyko, Jr., Maria Krug, Janet Hagen, Cheryl Salva, Valerie Smith, Rhonda Spaziani, Meghan LaCasse, Vandana Basu, Kelly Molkenthin, Daniel Ware, Cindy Arpin, Soumyashree Sahoo, Craig Guild, Matt Burbine, Kevin Kelly, Ronda Charette, Karen Amor, Lorenzo Enderle**

**Absent: N/A**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes
 | The meeting was called to order at 12:25pm. R. Bennett made a motion to approve the minutes, second by C. Arpin. The minutes from May and June were passed unanimously. |  |
| 1. Executive Board Reports
 | Andrew Marvin reported the following items:* President’s cabinet met to deal with the crisis response team. Crisis response team will meet monthly on the first Wednesday. The President’s cabinet meets every Tuesday at 2:00pm. President Jukoski’s meeting focused on enrollment and protecting the environment. Possibly changing the November enrollment date to October.
* Faculty must report attendance by 9/11/20.
* Current strategic plan ending. NECI self-evaluation is coming up. Need clarity on how consolidation will impact NECI self-evaluation.
* Flu shots will be given on campus this fall.
* Students have 45 days after the close of census before they are dropped.
* Two all college meetings to be held this fall. October 14th and December 16th. Tentative time right now is during common hour.
* Dean Barfield reported a smooth start to the semester. The faculty handbook is being finalized. Deans are planning now for the spring semester.
* President Jukoski anticipates that we will continue current teaching/learning through summer of 2021.
* There have been some challenges with labs on campus. There have also been challenges with ADA and FMLA requests from staff.
* LRON and on campus classes. Some students are scheduled for these back to back. This presents challenges for students to be at home and then at school back to back.
* Ed tech peer training. Jen Nally is heading this up. Peer mentors available through Dean Barfield.
* ZOOM is allowed through the fall semester, 2020.
* Faculty laptops are in progress.
* Data science associate degree had been approved.
* Late starts look good.
* Proctorio software is in progress.
* Enrollment as of 9/8/20. Total is 3,204. Part time is 2,080 and full time is 1,124.
* Since April 2020, 292 students have dropped all classes.
* There was a fire alarm on 9/8 due to power washers.
* The foundation reported that their audit went well. The annual appeal and annual report are in progress. The annual golf tournament will be 5/24/21.
* A birthing simulator was purchased for the nursing simulation lab.
* Marketing is promoting classes.
* Title IX page has been updated.
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| 1. Committee/Student Government Reports
 | Lorenzo Enderle reported the following:* Student Government first meeting will be 9/17/20. Currently looking to recruit officer positions of treasurer, secretary, college congress representative and foundation representative.
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| 1. Old Business
 | * Lock Down Items of Concern
	+ Security Shades for Classrooms
 | No new information |
| 1. New Business
 | * During fire alarms in the college leave at the nearest exit. Everyone must re-enter at the main entrance only.
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| 1. Announcements
 | * Agenda items should be sent to R. Bennett one week in advance of the meeting.
* Next meeting October 14th at 12:25pm. This conflicts with the all college meeting. A. Marvin to speak to President Jukoski about this.
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**MEETING ADJOURNED AT 1:10 p.m. (Motion by K.Molkenthin, seconded by J.Hagen)**

**Respectfully submitted,**

**Melissa Neill**