**Date: November 11, 2020, 12:27 pm – 12:59 p.m.**

**Present: Andrew Marvin, Melissa Neill, Cindy Arpin, Ronda Charette, Wayne Boyko, Jr., Maria Krug, Janet Hagen, Rhonda Spaziani, Meghan LaCasse, Vandana Basu, Kelly Molkenthin, Soumyashree Sahoo, Matt Burbine, Kevin Kelly, Allen Lyon**

**Absent: Richard Bennett, Craig Guild, Cheryl Salva, Valerie Smith, Daniel Ware, James O’Shea,**

| Topic | Discussion | Action |
| --- | --- | --- |
| 1. Call to Order and Approval of Minutes
 | The meeting was called to order at 12:27pm. M. LaCasse made a motion to approve the minutes, second by K. Kelly. The minutes from 10/14/20 were passed unanimously. |  |
| 1. Executive Board Reports
 | * President Jukoski has drafted a racism plan. The plan to be sent to college for feedback. President Ojakian wants the plan by 11/15/20.
* Covid-rates spiking in the state and country. Guidelines reviewed-handwashing, masks, social distancing. Talk of spring finals on campus-not likely. Only clinical and hands-on classes on campus. Governor moved state back to 2.1. This does not affect higher education. Will have LRON and online in the spring.
* Commencement planning-too soon to tell per President Ojakian. Updates will be given.
* Listening tours-Dean Barfield and President Jukoski hosting. Designed for faculty to give feedback and recommendations.
* There has been concern with faculty serving on consolidation committees. There is a document about shared governance coming out next week.
* President Jukoski had inquired about any Thanksgiving plans for students. J. Hagen reports that Thanksgiving boxes might be handed out. More information to follow.
* A. Hodson sent out an add/drop refund policy. Next semester fees for withdrawal will be capped at $200.00. This will hopefully encourage students to register early. To go to board for approval early in December.
* It is anticipated that 3 million dollars will be allowed for PACT money. Next year 6 million dollars.
* New covid alert app is available. Want 10,000 students to sign up.
* Dean Barfield reported at cabinet there will be a professional day on Tuesday, 1/19/20 with a focus on remote learning. There will be an all-college meeting in February.
* No emeritus ceremony this year
* Gen Ed met last Friday. Assessment is happening this month.
* Work force analysis is still being completed.
* New this year-midyear review for AR must be completed.
* Virtual advising days were 11/2 and 11/3. 60% of students that signed up attended.
* Super registration Wednesday will be 12/9/20 and super registration Saturday will be 1/9/21.
* Prebuilt schedules for students. The discussion for this continues. This would be for new students.
* Conduct coordinator database for discipline issues. This is being replaced with Simplicity Advocate.
* There is talk of photo rosters for students and faculty.
* Curriculum alignment-the system office wants 3 curriculum alignment managers. This would be a release from current job.
* Dean Goetchius reported at cabinet that 3 students tested positive this week for covid 19. No one tested positive last week. Health departments have been notified.
* The system has hired an HR generalist for TRCC and QVCC.
* Payroll-timecards now online. Tony Majewski oversees TRCC. He will be on campus on Mondays.
* Reminder to complete harassment training. An email was sent with this information. Everyone must complete this.
* IT update-Skye reported to cabinet there are 6 people in the department with only 3 on campus at once. Laptop loans continue.
* Printing project-printings to go to ID card and you can to any printer to print.
* Reminder to use the report button in Outlook to report phishing emails. Do not forward the email to IT.
* Gail reported to cabinet there is 1.2 million dollars in cares funding. Must spend this money by March. Please send ideas to Gail.
* Purchasing and accounts payable hope to have someone on campus.
* Foundation-$250,000 to student support. Laptop loaner program going well.
* Marketing-Alexa and Katherine-there will be a virtual open house.
 |  |
| 1. Committee/Student Government Reports
 | Allen Lyon reported the following:* Nothing new to report
 |  |
| 1. Unfinished Business
 | * Lock Down Items of Concern
	+ Security Shades for Classrooms
 | TABLED UNTIL FURTHER NOTICETopic name changed from Old Business to Unfinished Business |
| 1. New Business
 | * K. Molkenthin asked about follow up with using Zoom. Zoom will not be allowed after this semester.
 |  |
| 1. Announcements
 | * Next meeting December 9, 2020 at 12:25pm.
 |  |

**MEETING ADJOURNED AT 12:59 p.m. (Motion by J. Hagen, second by K.Molkenthin)**

**Respectfully submitted,**

**Melissa Neill**