**Date: December 9, 2020, 12:27 pm – 12:49 p.m.**

**Present: Andrew Marvin, Melissa Neill, Maria Krug, Janet Hagen, Rhonda Spaziani, Vandana Basu, Kelly Molkenthin, Soumyashree Sahoo, Matt Burbine, Craig Guild, Valerie Smith**

**Absent: Richard Bennett, Cindy Arpin, Ronda Charette, Wayne Boyko, Jr, Cheryl Salva, , Daniel Ware, James O’Shea, Kevin Kelly, Allen Lyon, Meghan LaCasse**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes | The meeting was called to order at 12:27pm. M. Burbine made a motion to approve the minutes, second by R. Spaziani. The minutes from 11/11/20 were approved unanimously. |  |
| 1. Executive Board Reports | * BOR faculty awards. There is a shortened timeline for nominations. 2 components. Applications must go to April H. by 1/6/21. There will be a selection committee. C. Salva sent an email regarding the committee. There are some volunteers. If anyone wishes to be on the selection committee, they need to let A. Marvin know by 12/15/20. * Emeritus nominations-will move forward with list of eligible individuals. J. Decker will head this. * For anyone seeking promotion and/or tenure-it is imperitive the person contacts A. Hodson or J. Hardy prior to starting the application process. It will all be done online. If applying for promotion-intent to apply date is 12/15/20. Application is due by 1/22/21. * Professional day is scheduled for 1/19/21. * There will be an all college meeting scheduled in February. * NECHE self-study-there will be a charge meeting in February. * The TRCC building will be closed from 12/21/20 through 1/3/21. It will reopen on the 4th of January. If you would like to request to enter you must request this to President Jukoski or Dean Goetchius. * Meeting for the Spring 2021 semester will stay the second Wednesday of the month at 12:25pm. Spring College Congress meeting dates are 2/10, 3/10, 4/14 and 5/12. * R. Bennett brought to the attention of A. Marvin and M. Neill that College Congress is supposed to put together an ad hoc governance charter review task force. Needs to be looked at updated. President Jukoski said to move forward with this. Rick will send out a college wide request for volunteers.   The following are from the November 17th, 2020 cabinet meeting updates.   * For the spring 2021 semester President Jukoski states we will stay with our current strategic plan and update it. * From President Jukoski per Rob Steinmetz-Three Rivers will have its own strategic plan. Draft of the plan will be circulated at the beginning of the spring 2021 semester. Will need to get committees up and running for NECHE. * President Jukoski is on the committee to find a replacement for President Mark Ojakian. Everyone on the committee signs a confidentiality agreement. * Final grades due Thursday, December 17th at noon. * Per Dean Barfield there will be an iTeach session over the winter break that will be 5 weeks long. Must pay out of pocket. There may be another session in the spring which might be paid for. * Super Saturday was 12/5/20 with another to be held on 1/8/21. * Super Wednesday evening to be held 12/9/20 from 5-8pm. * From Dean Goetchius-Covid update-17 positive students and 4 positive employee cases to date. * New HR generalist Shayla Carbone will be supporting both TRCC and QVCC. She will be in C247 1 day/week. She will work under the direction of Kim Carolina. * Per S. Cohen-the phone system is being updated. There is also a migration process to the new service desk system called “Service Now”. Will go live 2/1/21. * Betty from the foundation and Meghan met with Dean Barfield and J. Calvert to discuss scholarship programs and the laptop loner program. |  |
| 1. Committee/Student Government Reports | * Not present to report |  |
| 1. Unfinished Business | * Lock Down Items of Concern   + Security Shades for Classrooms | TABLED UNTIL FURTHER NOTICE  Topic name changed from Old Business to Unfinished Business |
| 1. New Business |  |  |
| 1. Announcements | * Next meeting February 10, 2021 at 12:25pm. |  |

**MEETING ADJOURNED AT 12:49p.m. (Motion by J. Hagen, second by K.Molkenthin)**

**Respectfully submitted,**

**Melissa Neill**