**Date: February 10, 2021 12:26 pm – 1:06 p.m.**

**Present: Andrew Marvin, Richard Bennett, Melissa Neill, Maria Krug, Janet Hagen, Rhonda Spaziani, Vandana Basu, Kelly Molkenthin, Soumyashree Sahoo, Matt Burbine, Craig Guild, Valerie Smith, Ronda Charette, Wayne Boyko, Jr, Cheryl Salva, Daniel Ware, Meghan LaCasse, James O’Shea, Katherine Doiron**

**Absent: Cindy Arpin, Kevin Kelly**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes
 | The meeting was called to order at 12:26pm. K. Mokenthin made a motion to approve the minutes, second by W. Boyko, Jr. The minutes from 12/9/20 were approved unanimously. |  |
| 1. Congress Officers Reports
 | * Spring 2021 meetings second Wednesday of the month. 2/10, 3/10, 4/14 and 5/12 at 12:25pm.
* Shayla Carbone joined Cabinet. She is on campus on Fridays at TRCC.
* President Jukoski is discussing a legislative breakfast that would be held the first week of March.
* Commencement survey sent to students. 51 respondents. 5/28/21 was the date strongly preferred, afternoon or evening. Students would prefer in person, socially distanced ceremony. If in person, there would not be guests. Leaning toward a pre-recorded ceremony. The idea of students coming to campus beforehand to be prerecorded in their caps and gowns was discussed. President Jukoski would like to have a decision by next week.
* The NECHE self-study kick off meeting happened. Andrew is chair of the organization/governance group. This will be an 18–24-month process.
* Strategic plan-final tweaks being make to the draft of the plan. To be sent out before the all college meeting on 2/24.
* Rob Steinmetz attended the 1/26 cabinet meeting.
* Dean Barfield- Asking to prepare for both on ground and online for fall. It is unknown at this time which it will be.
* Labster is used for online science labs. Will continue to use this after the pandemic ends.
* As of 2/2 enrollment was 2,796. Goal was 2,850.
* Attendance reporting was due Monday, 2/8/21.
* Smarter measure is currently used to assess technological abilities of students. We will no longer have this after this spring semester.
* Dean Gotcheius-Covid vaccine. On ground staff not able to register in the system yet. VAMS system is open for 65 year olds and above at this time.
* It was asked why there was not delay on 2/2 and that the college needs to account for K-12 school closings.
* Finance-Gayle O’Neill says there are changes to purchasing coming. No increase. May consolidate our fees (we don’t have much in fees). Starting this summer-withholding fees of students who drop. Mid-year spending plan review-1.3 million dollars, decreased expenses by $405,000. Real budget is 2.2 million dollars in the negative.
* IT-Skye Cohen-purchasing 10 new wifi hot spots from Verizon.
* A phone upgrade happened 2/8.
* “Service Now” portal is up and running. ccsu.service-now.com/sp/
* Document was created with IT issues.
* We are asked to use our college email and not forward emails to personal email accounts.
* Foundation- Jodi's team awarded $30,000 to 41 students.
* A new grant for $60,000 was applied for.
* Alexa from marketing-the We Care Initiative web page is ready and will be up soon.
* Arnie- changes to the paper towels on campus.
* R. Bennett- Governance Charter Revision. There is a committee that met once, looked at documents and received some feedback. The existing documents will be modified and streamlined to allow us to be one college if that happens but also keep an independent presence if it does not go through. With one college we might not have a separate curriculum committee, but it will be designed anyway.
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| 1. Committee/Student Government Reports
 | * Student Government Association-Kathy- nothing to report.
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| 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
 | * College congress election committee needed to get ready for May elections. To be on the committee you must be full time faculty, full time staff and not in office. Will seek volunteers. N. Ricker has organized this in the past. Some members are concluding their terms and will need to be replaced. Will work off the matrix (L. Angel/N. Ricker should have). The election committee should be 4-5 people.
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| 1. Announcements
 | * Next meeting March 10, 2021 at 12:25pm.
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**MEETING ADJOURNED AT 1:06 p.m. (Motion by J. Hagen, second by K.Molkenthin)**

**Respectfully submitted,**

**Melissa Neill**