**Date: March 10, 2021 12:28 pm – 1:05 p.m.**

**Present: Andrew Marvin, Melissa Neill, Maria Krug, Janet Hagen, Rhonda Spaziani, Vandana Basu, Kelly Molkenthin, Soumyashree Sahoo, Matt Burbine, Craig Guild, Ronda Charette, Cheryl Salva, Daniel Ware, Meghan LaCasse, Katherine Doiron**

**Absent: Cindy Arpin, Kevin Kelly, Richard Bennett, Valerie Smith, Wayne Boyko, Jr, James O’Shea**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes
 | The meeting was called to order at 12:28pm. R. Spaziani made a motion to approve the minutes, second by M. LaCasse. The minutes from 12/9/20 were approved unanimously. |  |
| 1. Congress Officers Reports
 | * Congress vacancies-an add hoc election committee has been established-Ronda Charette, Kevin Amenta and Janet Hagen.
* There are several candidates to fill vacancies. Candidates needed by 4/15. Elections will be in May. Still need these areas covered: Business, Humanities and Fine Arts, Mathematics, Faculty and Staff at large (2 each), Administrative services, HR and Institutional Advancement.
* R. Bennett and team members drafted a new governance charter (revised last one). A. Marvin sent out to Congress members. Congress needs a 2/3 majority vote if we want to submit to the entire college for a vote. Departmental votes are not required but feedback is welcomed.
* Commencement- 306 students have applied for graduation. There are 140 students from the December-January period. Cabinet is advising there be a hybrid ceremony. This would be pre-filmed and air on Saturday the 29th of May. It is suggested that students are filmed in shifts on Friday, May 7th. K. Doiron reports students are questioning as to why they were not informed of the date change. K. Molkenthin asked if faculty will be part of the pre-filming. A. Marvin to ask.
* All college meeting is scheduled for 4/12/21 at 12:20pm. David Levinson and Mike Rook are attending to field questions about consolidation.
* Alycia Ziegler will return to work at the end of March.
* Fall 2021 reopening-leaning toward mostly on ground. Previously had been asked to prepare for both on ground and LRON/on-line classes.
* Legislative breakfast to be held jointly with QVCC at the end of March.
* Strategic plan-will be distributed. Racism plan is incorporated.
* President Jukoski is on the search committee for President Ojakian’s replacement. There were 9 candidates with finalists chosen.
* President Jukoski reports that the Governor of New Hampshire is merging community college campuses. Becker College in MA may be closing due to financial concerns.
* Academic Student Affairs/Dean Barfield reports that the E. Ouellet presented last Friday to faculty/staff on the Covid vaccine.
* BPOP (Best Practices for Online Pedagogy) course is the new iTeach. It is 6 weeks long starting 3/27. It is free.
* Deans trying to reach consensus on a different instructional methods used and revote on definitions.
* College Career Pathways-designed for high school students. 80% of these students that participate do not come to TRCC. There is discussion of removing courses for 2022.
* NECHE-John Brammer and Janet Hagen have agreed to be editors for the self study.
* Advising Days-April 5th and 6th. In the fall there were many no shows for student appointments.
* Professional day for student services is 3/17/21.
* Climate survey-shorter per Dean Barfield. Please fill out the survey.
* J.Osborn is working on summer scholarships.
* SCOT-Strengths, Challenges, Opportunities and Threats survey to happen on 3/26 at 9:30 am.
* There is a search for a new director of admissions. There are 43 applicants.
* Dean Goetchius was able to arrange for facilities staff to be vaccinated sooner regardless of age.
* A. DeLaRosa- community colleges are getting 5 million dollars. Arnie has made recommendations for this money.
* Finance-Gayle O’Neill is leaving TRCC to be the director of accounting for the systems office. Financial aid refunds are going out. No tuition/fee increases is likely. There will be a penalty of 50%/course dropped after 7 days.
* IT-Per S. Cohen the new uniflow printing is up and running, going well. One of the canon devices will be move to the cyber café for easy access.
* IT consolidation-split into academic and enterprise IT-2 different categories. Most IT staff will be in the academic category.
* Foundation/Betty Williamson-Golf tournament is May 24th. Data is being collected on student needs. Nicki Gullickson-member of the board foundation presented to cabinet-bringing social support services to the college (211 type). A. Shelton, Dean Barfield and B. Williamson are on the task force. President Jukoski also asked for volunteers.
* Marketing-There is a We Care slider on the main web page. Workforce offerings are being updated on the website.
* HR Shayla Carbone-There is a big increase in the amount of retirements. 3-4 reps are processing for all the colleges. They work on this part time.
* Recruitment-Centers of Excellence-supposed to increase the efficiency of the recruitment process which is currently 75-90 days.
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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
 | * Governance Charter to be discussed by R. Bennett at April meeting.
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| 1. Announcements
 | * Next meeting April 14, 2021 at 12:25pm.
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**MEETING ADJOURNED AT 1:05 p.m. (Motion by J. Hagen, second by K.Molkenthin)**

**Respectfully submitted,**

**Melissa Neill**