**Date: November 11, 2021 12:27 pm – 1:11 p.m.**

**Present: Andrew Marvin, Melissa Neill, Kelly Molkenthin, Craig Guild, Ronda Charette, Wayne Boyko, Jr, Rhonda Spaziani, Soumyashree Sahoo, Cindy Arpin, James O’Shea, Dov Kugelmass, Will O’Hare, Kathleen Gray, Phyllis Brown, Erin Sullivan, Amanda Caffary, Matt Burbine, Vandana Basu,**

**Absent: Maria Krug, , Meghan La Casse, Lorenzo Enderle**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes | The meeting was called to order at 12:27pm. R. Spaziani made a motion to approve the minutes, second by W. Boyko Jr. The minutes from 10/13/21 were approved unanimously. |  |
| 1. Congress Officers Reports | * A. Marvin reports that R. Steinmetz attended the last cabinet meeting. President Chang visited TRCC on 10/19/21. His visit was well received. President Chang was not as positively received at other colleges. * Cabinet met 10/26/21 and 11/9/21. * R. Steinmetz reported at cabinet that the merger is moving forward. Substantive change report will go to NECHE in January 2022. Looking for approval in March 2022. He reports that he would like individual campus cultures to continue. * R. Steinmetz stated he will share Manchester Community College’s substantive change report once it is ready. * Updates from President Jukoski (via A. Marvin)  1. The end of semester all college meeting will be held virtually, during common hour, on 12/15/21. 2. Janet Hagen and Alycia Ziegler-working on Diversity, Equity and Inclusion. Will be implemented on campus. There will be a student success road map which will be in all blackboard shells. This will contain resources and links for students. They will also be located in the student handbook and in digital form. Work on a “We Care” page continues. There is ongoing professional development programs-certificate program in the spring in conjunction with ATD (Achieving the Dream). There will be a CFT workshop on how to include the information in a syllabus. 3. Student support is working on a Black/Latina population supports. There is a focus on males. There is a new intake survey. LAS-Land acknowledgement statement-connecting with Native American population in the community. 4. A new equity statement has been approved and will be placed on the college website.  * Updates from Dean Barfield (via A. Marvin)  1. Today is Jodi Osborn’s last day. Matt Liscum has taken over the role-student conduct. Will be hiring a new Associate Dean of Student Development. Leticia Orozco has taken over some of Jodi’s jobs. 2. Nursing pinning ceremony will be held on campus. 3. Enroll in a day will be held 11/13 from 9am-12pm. Looking for volunteers to help in this advising day. 4. The college is working on military friendly designation. 5. There is a Veteran meet and greet tomorrow, 11/11. 6. Covid update-Non-medical exemptions will need to reapply in the spring semester. Medical exemptions will carry through to the spring semester. 7. Dr. Manuel Gomez-discussion on classroom evals of faculty. Will be done this semester-Ronda Charette oversees. 8. There was a lot of discussion of program review processes. 9. The Emeritus program will be resumed in the spring. 10. FYE-revised-students that don’t take FYE in the first or second semesters will have an advising hold. The only exemption is if a student comes in with 30 credits or a more or and associates degree or higher. FYE should be taken in the first semester. 11. CFT will hold our professional development day on 1/20/22 from 9am-12pm. 12. Raven Dillon has moved into an admissions assistant position.  * Updates from Dean Goetchius (A. Marvin)  1. There was a covid coordinator meeting with the department of public health (DPH) on 11/8. DPH feels we are at a plateau, cases are decreasing. No changes to be made. Last week at TRCC-1 student and 1 employee tested positive. October-less than 10 students and less than 5 employees tested positive. 2. FEMA may be coming to use the childcare center for a disaster relief area. 3. Vending machines may be relocated from the cafeteria to closer proximity to the classrooms. 4. 2/18/22 through 2/21/22 is President’s weekend and the college is closed. 5. There is a search for an Associate Dean of Administrative Operations. Looking to interview 10 candidates.  * Updates from Skye Cohen (A. Marvin)   A. There is a system wide Wi-Fi upgrade happening. Will happen in 2 phases.  B. New student worker for evening tech support.  C. There was $320,000. $240,000 has been used. 150 additional laptops were purchased for the laptop loaner program. The library handles the laptop loans. 5 e-glass units were purchased. Allows instructors to write on board.  while facing students. $90,000 remains. Possible classroom upgrades for LRON.   1. E-mails labeled with red/yellow banners to label them from outside the system and prevent clicking on.  * Updates from Betty Baillargeon (A. Marvin)  1. Dr. Raul Fernandez-11/30/21 @5pm presenting to the Booker T. Washington series. 2. There is 100,000 for scholarships. Have processed 120 applications already. 40 applications from underrepresented populations. 3. The annual appeal is currently happening.  * Updates from A. Shelton (A. Marvin)  1. The following were promoted: Advising day, enroll in a day, timely care, spring semester and workforce program. There will be a winter semester web page.  * Updates from S. Carbone (A. Marvin)  1. Attestation of vaccination status of employees continues. 2. Robert is the new recruiter for our region. 3. One more HR generalist will be hired.  * No updates from C. Arpin or M. Neill |  |
| 1. Committee/Student Government Reports | * Student Government Association (SGA)- L. Enderle not present |  |
| 1. Unfinished Business | * N/A |  |
| 1. New Business | * System wide diversity, equity and inclusion statement sent out. Janet Hagen and President Jukoski would like feedback in the next 2 weeks (before Thanksgiving). |  |
| 1. Announcements | * Next meeting December 8, 2021 at 12:25pm, virtually in teams. |  |

**MEETING ADJOURNED AT 1:11pm. Motion to adjourn made by W. O’Hare and second by K. Molkenthin**

**Respectfully submitted,**

**Melissa Neill**