Meeting Notes

In attendance: Kristie Proctor, Lu Costa, Dawn Buddington, Jenna Glazer, Liza Smith, Paula Ogden, Caitlin Laurie, Jason Kurland, Anita Griffin, Zack Carlson, Shauna Connelly, Mary Rodziewicz

1. Call to Order and Introductions
   a. Meeting called to order at 2:04pm
   b. Intros – students introduced themselves and told the group a bit about themselves. Then staff introduced themselves.

2. Review the minutes from 10-20-20 and approve
   a. The group reviewed the meeting notes and Zach moved to accept them. Jenna seconded and the group passed to accept notes unanimously.

3. Governance Steering Committee meeting update
   a. Shauna, Jason and Kristie attended the Governance Steering Committee meeting last week and provided a review of that meeting to the group. Selina is still the chair of the Steering Committee. The policy that is taking a lot of time right now is the telecommuting policy and then the social media policy. They are also working on Zoom etiquette and problem behaviors in the Zoom/BB classrooms. Jason said his department is not receiving complaints, though it has been discussed in multiple meetings. The group discussed. Dawn asked if there is a policy in place to address when a staff member feels threatened verbally. Jason said there is a policy in place and it should have been disseminated to staff. It is all about how to manage students who are upset or having behavior issues. He will work with Terry V. to make sure that gets out to all staff and faculty.

4. New Business: Communication with students - What do students want right now and what do students need right now from QCC?
   a. Students need to stay connected and have regular engagement. Mary suggested Zoom groups for students with commonalities. The group spent time discussing a single parent’s group and the value of something like that. Dawn suggested that a list be compiled of these types of groups that are already meeting. The list could live on the QCC website. Students need this info publicized. Jenna said that in Gateway to College they give students a little time before classes start and give them the opportunity to start their own groups. The students who are connected with each other are more successful. Zach suggested a one on one help line of sorts where students could go. Caitlin talked about the CARES Act money
and the process for applying. Zach suggested that SGA and Peer Mentors can help connect students and groups or supports that they need. Shauna found that Financial Aid did not cover all of her costs. Financial Aid was able to cover the cost of classes, but not books. She said that other students are likely having the same difficulties.

5. Meeting ended at 2:58pm

6. Next meeting is December 15th at 2 pm. No meeting in January. We will meet February through May.