

NHTI College Council Minutes
March 6, 2020 9 am
Capital Commons Conference Room

Dr. Laura Pantano, Co-Chair Vice President for Student Affairs	Melanie Martel, Co-Chair President, Faculty Council
Dr. Rebecca Dean Interim Vice President for Academic Affairs	Laura Morgan Vice President, Faculty Council
Stephanie Milender Business Operations Officer	Kelly Luedtke Secretary, Faculty Council
Susan Makee Sr. Human Resources Officer	Kate Sawal Past President, Faculty Council
Laura Scott Director of Alumni & Development	Sue Diener Co-Chair, Student Success
Sheri Gonthier Director of Financial Aid	Deb Remillard Co-Chair, Curriculum Committee
Rob Bowen Procurement Officer	Dr. Kelly Dunn Co-Chair, Institutional Research, Effectiveness and Sustainability
Sarah Hebert Sr. Reference Librarian	Ken Gitlitz Co-Chair, Assessment of Student Learning and Inclusion
Todd Bedell Director of Information Technology	Barbara Stowers At Large Member
Eynas Jarrar President, Student Senate	Dr. Stu Wallace At Large Member

Absent: Ken Gitlitz, Kelly Luedtke

The 6th meeting of the College Council was called to order at 9:00 am by Laura Pantano. Deb Remillard was in attendance as Chair of the Curriculum Committee. Cynthia Lucero was in attendance in Kelly Luedtke's place.

The first order of business was approving the minutes of the February 7th meeting. A motion was made by Sue Diener to approve the minutes with the following edit: change the name of who made the motion to approve proposal 2020-37 from Kelly Luedtke to Sheri Gonthier. The motion was seconded and unanimously approved.

Melanie Martel explained a redundancy in committees. The Workforce Development/Curriculum Committee and the original Curriculum Committee overlapped. The Curriculum Committee will continue and become the Council's subcommittee, eliminating "Workforce Development" from the title per President Mullin-Sawicki.

The following Curriculum Committee proposals were presented by Deb Remillard:

2020-47 Radiation Therapy – course sequence change - A motion to approve was made by Sue Diener, it was seconded and unanimously approved.

2020-48 Child and Family Studies – change in course title - A motion to approve was made by Rob Bowen, seconded and approved with one abstaining from the vote. The motion carried.

2020-50 Advanced Manufacturing Processes Certificate – reinstate certificate - A motion to approve was made by Rob Bowen, seconded and unanimously approved.

2020-51 Advanced Manufacturing Processes – course replacement - A motion to approve was made by Rob Bowen, seconded and unanimously approved.

2020-52 Advanced Manufacturing Processes – course replacement - A motion to approve was made by Rob Bowen, seconded and unanimously approved.

2020-33 English – Associate of Arts in Communications - A motion to approve was made by Eynas Jarrar, seconded and approved with one abstention. The motion carried.

The following four proposals were handled in one vote:

2020-34 English – Interpersonal Communication – new course

2020-35 English – Advanced Public Speaking – new course

2020-36 English – Intercultural Communication – new course

2020-49 English – Communications Capstone – new course

A motion to approve the proposals was made by Sheri Gonthier, seconded and was approved with one abstention. The motion carried.

Jay Wovkanech provided up-to-date information and prevention protocols related to the COVID-19 (Coronavirus). First recommendation was to not panic. Second recommendation was to improve hand-washing technique and to continue frequent hand-washing. He is working closely with the Centers for Disease Control (CDC), the World Health Organization (WHO) and the NH Department of Health & Human Services (NHHHS). The Critical Incident Response Team (CIRT) is meeting weekly or as needed and he will continue to communicate updates to the campus.

He noted a 14-day isolation is required for anyone suspected of virus contact and/or for anyone exhibiting symptoms. NHTI will handle things on a case-by-case basis. He also advised all to rely on the above organizations (CDC, WHO, NHHHS) for information as there tends to be much misinformation and panic in the media. Critical areas on campus have been identified and include Financial Aid and the Registrar's Office due to potential class or clinical times missed from isolation requirements. Sheri Gonthier will keep the campus informed with regard to the federal DOE announcements.

Melanie Martel stated she has received many questions from students about the virus and that she, too, had many questions related to cleaning of facilities and surfaces, students' technology, remote teaching plan, and additional campus communication. She requested a campus-wide meeting so that everyone is informed about what the campus is doing in preparation for the coronavirus.

With regard to wider communication, a suggestion was made to utilize the CCSNH website for updates related to the Coronavirus with links to each College separately so as to be able to address the issue differently by each campus as needed. Jay will look into this.

Laura Pantano announced the time and the need to close the meeting. Rob Bowen made a motion to conclude the meeting, it was seconded and unanimously approved.

The meeting adjourned at 9:55 am.

Respectfully Submitted,

Amy Proctor,
Assistant to the President