

Approved



President’s Cabinet Meeting Minutes

Date: Tuesday, September 24, 2019
Present: President Jukoski, Betty Baillargeon, Rob Farinelli, Kathryn Gaffney, Steve Goetchius, Nicola Ricker, Louise Summa, Samantha Bartosiak, Judy Hardy
Absent with Cause: April Hodson

Topic	Discussion	Action
1. Approval of Minutes: - Sept. 10, 2019		Deferred
2. Review of Lockdown Procedures	The lockdown on Friday, September 13 th was discussed. Several issues were brought up including the need for a text update during the lockdown, cell phone reception in the building does not work everywhere, ensuring all windows in the building have blinds and all rooms have speakers to hear the messages. How the hearing impaired could receive the message was questioned.	The Lockdown Procedure policy will be put on the agenda. Dean Goetchius will have the Safety Committee review the lockdown procedure and bring recommendations to Cabinet. Nicola Ricker stated College Congress will be discussing the lockdown at their next meeting.
3. Building Update	The project is proceeding and may be ahead of schedule. Kacey McCarthy-Zaremba has done a great job moving classes to other rooms. The next phase will be installing ductwork between the first and second floor. This installation is scheduled to be completed on Fridays with work in the child care center being completed on Saturdays to avoid excessive noise.	
4. Review of Annual Report on Campus Safety and Security	There were some minor typographical errors on the report. It will be updated and put on the website.	
5. Review CSU Information Security Program	The Safety Committee will review the information. It was discussed that the national standards should be followed.	

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6. NARCAN Policy	The Health Committee will review the policy. It was suggested to look at other CSU institutions’ NARCAN policy and how it is handled.	
7. Public Safety Taskforce Report	The System Office is asking for three kinds of plans for public safety.	Dean Goetchius will set up a meeting with Norwich PD
8. Review Opioid Prevention Policy and Procedures for TRCC	It was suggested to talk to other presidents concerning their policy. It was stated there should be one policy for the colleges.	
9. Review procedures for notification and intervention in the event of the death of a student-TRCC Policy?	<p>The Student Death protocol should come from Angelo Simoni, Executive Director, Student Relations & Compliance at CSU. Several questions were discussed including the following:</p> <ul style="list-style-type: none"> • Who gets notified • In what order • Which departments need to be notified • Which department should take these students off mailing lists 	
10. Host an MMA (Mathematical Association of America) Conference at TRCC in 2020 (Friday and Saturday)	TRCC may host the MMA Conference on November 21 & 22, 2020 . Dean Farinelli stated the registration fee would cover the meal cost for the attendees. It was asked what the cost would be for the building to be open on a Saturday and if TRCC would cover the cost.	Dean Goetchius will come up with an estimate for the building to be open and bring the information to cabinet.
11. TRC Foundation Annual Golf Tournament	The Annual Golf Tournament held on September 16 th raised over \$43,000. Eighty-one golfers attended the event and enjoyed the gifts, lunch and dinner. Betty Baillargeon thanked President Jukoski, Alexa Shelton, April Hodson, Cindy Andeen, Dean Goetchius and Judy Hardy for volunteering at the event. A new location may be considered for the future and Betty is working on a date for the next tournament in September 2020.	
12. Wi-Fi Access	The Wi-Fi at TRCC does not work in all areas of the building which could be an issue during a lockdown situation when trying to access the internet for information. Kathryn Gaffney stated Gateway has their Wi-Fi access code posted where guests can see it rather than requiring them to go to IT to get the code.	

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13. All Other Business	<p><u>President's Office:</u></p> <ul style="list-style-type: none">• Frederick-Douglas Knowles II will be honored with the Virginia D. Christian Educator of the year award on October 3rd at the Spa at Norwich Inn.• One Million Jobs Network Corporate Campaign Reception will be held on October 7th at SCSU.• Jim Kelly presented Valerie Smith's proposal of a possible marketing idea to sell insulated zippered grocery bags with the TRCC logo. Several ideas were discussed including using them as a giveaway, having the bookstore stock and sell them or possibly using a less expensive version.• Arnie DeLaRosa's daughter will be honored as an MLK Scholar on October 17th at the Mystic Marriot. TRCC will be sponsoring a table at the event. <p><u>Foundation:</u></p> <ul style="list-style-type: none">• The 2018-2019 Annual Report is on the website.• Friday, September 27th Master Beekeeper, Bill Hesbach will offer a lecture from 4:30pm-6:00pm in C101.• Tuesday, October 15th the Dr. Booker T. DeVaughn Lecture Series will offer a lecture by Marcus Engel called "The Other End of the Stethoscope" inspiring and educating healthcare professionals.• The Foundation provided funding for the Electronic Health Records (HER) program for nursing students. This funding has made it possible for the nursing students to be able to use the "Computer on Wheels".	

MEETING ADJOURNED AT 3:20 p.m.

Submitted by Judy Hardy