



Office of the President

APPROVED

President’s Cabinet Meeting Minutes

Date: Tuesday, September 1, 2020 – 2:00 PM WebEx
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Kathryn Gaffney, Steve Goetchius, April Hodson, Andrew Marvin
Absent w/Cause: Lorenzo Enderle

Topic	Discussion	Action
1. Approval of Minutes: March 10, 2020		Deferred
2. President’s Update	President Jukoski provided a summary from a recent Regional Presidents Meeting to focused on enrollment and that colleges are encouraged to begin enrollment in October rather than waiting to Nov/Dec. Discussion followed regarding the challenges of early registration for students e.g., students prefer to wait to register later to avoid losing \$ if they need to withdraw.	
3. College Congress Update	Andrew Marvin is working on the schedule for College Congress and will update Cabinet at a future meeting.	
4. Academic and Student Affairs Update	<p>Kem Barfield reported a smooth start of the semester. His office is currently involved in the following areas:</p> <ul style="list-style-type: none"> • Finalizing the Faculty Handbook. • Deans discussions on planning for the spring semester: <ul style="list-style-type: none"> ○ Some challenges are surfacing with labs on campus and the ability to maintain proper social distancing protocols. Preference is to keep labs running on campus, so these challenges will be remediated quickly. ○ There are some challenges due to ADA/FMLA requests, but Academic Office is working through these issues. ○ LRON scheduling may be adjusted to allow students time to transition from one class to another. • Peer training will continue through October. • A few retirements are anticipated in Ed Tech at the System Office level. 	



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	<ul style="list-style-type: none"> • Minor challenges are being fixed with the new Collaborate platform. • The use of ZOOM is being extended through the Fall semester to allow for a smooth transition to new platforms. • Adobe software will be offered to all students in Graphic Design classes. • The deployment of laptops to faculty is in progress. • Registration for late-start classes is still in progress. • Student Programs office is running Welcome Week with events planned all week. • Patrick Keller is set up for IPEDS. 	
<p>5. Administrative Services Update</p>	<p>Steve Goetchius reported all is running smoothly.</p>	
<p>6. Institutional Advancement Update</p>	<p>Betty Baillargeon reported the Foundation's audit firm, Whittlesey & Hadley presented the Audit Review to the College and Foundation leadership. The firm has issued an unqualified opinion which is the highest level of approval. The auditing firm found no matters to comment or address. Also, the Foundation will host the Annual Golf Tournament on Monday, May 24, 2021 at Great Neck Country Club in Waterford.</p>	
<p>7. Marketing and Public Affairs Update</p>	<p>Kathryn Gaffney reported her office is wrapping up fall programs, working on Late Start advertising, and planning for the winter and spring ad campaigns.</p>	
<p>8. New Business</p>	<p>President Jukoski advised that the Regional Presidents are discussing college strategic plans. TRCC's Plan ends this year, 2020. Since several colleges have NECHE Self-Evaluations coming up, clarity is needed on meeting STANDARD NINE, Planning (within the new plans to consolidate the community colleges). TRCC's current Strategic Plan is on the website at: https://www.threerivers.edu/about/institution-administration/strategic-plan/</p>	

MEETING ADJOURNED AT: 2:30pm – Submitted by April Hodson