

**APPROVED**

## President's Cabinet Meeting Minutes

**Date:** Tuesday, September 8, 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: Sept. 1, 2020		Unanimously approved.
2. President's Update	<p>President Jukoski provided a summary from a recent Regional Presidents Meeting. The current charge for all colleges is to protect our enrollment. Other matters discussed were:</p> <ol style="list-style-type: none"> <li>1. We need to ensure that faculty participate by Sept. 11<sup>th</sup> by taking class attendance so that a student can be contacted and supported if needed to remain in class.</li> <li>2. A virtual retreat regarding enrollment will be set up for all community college enrollment teams to plan for the spring semester.</li> <li>3. Flu shots should be coordinated on campus for all employees this fall.</li> <li>4. Students will have 45 days to make payments after the close of census before they are withdrawn.</li> </ol>	
3. College Congress Update	Andrew Marvin reported the meeting schedule is set with meetings scheduled on the 2 <sup>nd</sup> Wednesday monthly.	
4. Academic and Student Affairs Update	Kem Barfield shared that the program modality for on ground and on-line courses were reviewed as OAD is requesting this information from us. Also discussed the curriculum alignment meetings that happened over the summer and there is some frustration that in 2 years there is no progress. Discussion followed about moving this along with faculty participation. At the BOR meeting last Friday, our Technology Studies Data Science AS was approved. Late start classes will begin on Sept. 15. For Education Technology, the Proctorio platform is still pending. Enrollment is at 3,204	

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	and the numbers continue to shift as we have had 292 students drop all classes and Student Services staff is working to determine the cause.	
<b>5. Administrative Services Update</b>	Steve Goetchius no updates at this time.	
<b>6. Institutional Advancement Update</b>	Betty Baillargeon reported the 1 <sup>st</sup> Foundation Board meeting of the AY20-21 is scheduled next Tuesday. They have a new golf chair – Chris Gauthier, of Dime Bank for Tournament on May 24, 2021. The Foundation purchased a Birthing Simulator for \$2100.00 for the Nursing Department; funding for this came from the Paul Jones Trust.	
<b>7. Marketing and Public Affairs Update</b>	Kathryn Gaffney reported her office is currently posting ads for Workforce, scheduling a virtual Art Gallery for 4 seniors to display their work, advertising reservations for spring, the budget, and updating the Title IX pages on the website.	
<b>8. Student Government</b>		Report deferred
<b>9. New Business</b>	President Jukoski proposed the following dates for two All-College meetings: Wednesday, Oct. 14 and Wednesday, December 16 during the Common Hour.	

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