

APPROVED

President's Cabinet Meeting Minutes

Date: Tuesday, September 15, 2020 – 2:00 PM WebEx
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Kathryn Gaffney, Steve Goetchius, April Hodson, Andrew Marvin, Lorenzo Enderle

Topic	Discussion	Action
1. Approval of Minutes: Sept. 8, 2020		Unanimously approved.
2. President's Update	<p>President Jukoski provided a summary of this morning's Regional Presidents Meeting:</p> <ol style="list-style-type: none"> 1. Tobi Krutt, IT CSCU System Office, discussed the Professional Development website for faculty which hosts all the technology training available for faculty skill development. A one-course template is in development for faculty outlines basic skills and identifies training for additional skill development. Also, during the hiring process, we need to emphasize that faculty need technology skills; faculty, and adjunct faculty, should consider themselves 21st Century educators and should build and maintain technological skills to stay current. 2. Eileen Peltier, Chief Workforce Development Officer, Northwest Region, and Founder of the Woman's Leadership Institute discussed the Leadership program for woman in community colleges and part of their mission is to participate in social action projects. This year they have focused on a system-wide declaration of racism as a public health crisis, and what can be done on college campuses to grow awareness. The System Office will develop a resolution for colleges to adopt and to communicate that we are committed to not having racism exist on our campus. Following is the proposed resolution that will be reviewed by campus constituencies: <i>As public educators, we are empowered every day to validate truth, promote inclusivity, and engage with students to make a positive difference in our communities. It's time we all recognize racism as the public health crisis it is. The senseless deaths and continuous violence against people of color at the hands of those who are the personification of justice, the impact of the COVID-19 pandemic, and the systemic equity gap in education have laid bare the historic, pervasive racism in our society. Declaring racism as a public health crisis creates a clear path for acknowledgment and sets expectations for our responsibility and action as forward-thinking educators.</i> 	

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	<ul style="list-style-type: none"> 3. Allison Buckley will host an Enrollment Retreat on September 25 for college administration and enrollment managers at each campus. 4. Alice Pritchard shared CSCU is receiving good guidance on COVID-19 from Public Health District coordinators in the state. 5. Title IV-Student Assistance – under the Voting Rights Act: The 1998 reauthorization of the Higher Education Act requires all postsecondary Institutions to make a good-faith effort to distribute voter registration forms to each degree- or certificate-seeking student who attends classes on their campus. Colleges are asked to raise awareness for students to vote. 	
3. College Congress Update	Andrew Marvin reported the first meeting of the AY20-21 College Congress was held on Wednesday, September 9. A current issue being addressed is replacing one of the faculty-at-large representatives as the current rep has a scheduling conflict and is unable to serve. Also, there is awareness re: students in LRON and TRAD having difficulty getting from one to the other in time. This will be addressed for future semesters. A suggestion is to identify spaces in the library for impacted students.	
4. Academic and Student Affairs Update	<p>Kem Barfield shared:</p> <ul style="list-style-type: none"> 1. Committees are getting underway that were that were delayed from the spring; GenEd, CFT and Advising have met and are starting to plan for the Fall. 2. NP – Faculty are identifying students who are not participating so we can do an outreach. All faculty have reported but one and Student Services is contacting these students (268) for retention purposes. 3. The nursing staff at Backus Hospital voted to strike for only two days next week which is a positive for TRCC—our students can make up the clinical here at TRCC. 4. At a recent Academic Deans' meeting the subject of possibly eliminating spring break in 2021 was discussed. Deans are not supportive. This was meant to be a university initiative and does not work impact community colleges. TRCC will maintain spring break in 2021. 5. Ed Tech experienced audio challenges last week. Resolution is pending. 	

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	<p>6. Digication performed updates over the weekend that include “notifications” to students when a document is uploaded in blackboard. This is working for students.</p> <p>7. Constitution Day (to commemorate the signing of the US Constitution on Sept. 17, 1787) was last celebrated here at TRCC on Monday. To mark the day, guides were available at the security desk and the library staff created a guide and a virtual trivia game. This is federal mandated every year.</p> <p>8. Our Title IX Sexual Violence report for 2019 was submitted yesterday. TRCC has been very proactive in our communications and to promote awareness throughout the year.</p> <p>9. Enrollment: 3,203. Tonight, we will drop over 200 students because of the SO mandate/census freeze date. The 15 12-week courses are doing well.</p>	
5. Administrative Services Update	Steve Goetchius met recently with Keith Epstein re: co-compliance funding. We are waiting for bond commission to fund our projects.	
6. Institutional Advancement Update	Betty Baillargeon reported there is a TRC Board meeting today at 4.00	
7. Marketing and Public Affairs Update	Kathryn Gaffney reported her office continues to promote fall late start classes and winter classes, PACT and advising days.	
8. Student Government	The SGA will meet later this week.	
9. New Business	President Jukoski reported a workforce analysis initiative is underway at all CT community colleges. TRCC must complete a report for 157 staff employees (no work study or faculty). The information is needed for a report due to NECHE in April 2021 for the New College. The template is very detailed, by department, and each supervisor will need to account for staff in their area and determine the % of time = to job responsibilities.	

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