

APPROVED

President’s Cabinet Meeting Minutes

Date: Tuesday, October 13, 2020 – 2:00 PM TEAMS
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Skye Cohen, Kathryn Gaffney, Steve Goetchius, April Hodson, Andrew Marvin, Gayle O’Neill, Lorenzo Enderle

Topic	Discussion	Action
1. Approval of Minutes:		Deferred
2. President’s Update	President Jukoski provided a summary of the recent Regional Presidents Meeting. There is no new information regarding COVID; all colleges are proceeding with current procedures in place. A Board meeting is scheduled for Thursday and public comments re: unions and “givebacks” is on the agenda.	
3. College Congress Update	<p>Andrew Marvin reported a College Congress meeting is scheduled for tomorrow. The agenda includes:</p> <ol style="list-style-type: none"> 1. Request to ask management to expand online classes that are eligible for LRON. Kem confirmed the platforms that are permissible are: Microsoft Teams, Webex, Collaborate and Zoom for the remainder of the fall; 2. Requests for the Testing Center to be open at least on a part-time basis. They are working to expand hours; 3. Survey of students to ask what mode of instruction they prefer, LRON or online specifically. Kem advised that the pandemic is currently a major factor in determining modes of instruction. Also, the System IR is working on this. 4. Racism Statement: The RACE Team is asking if the statement will be revised. President Ojakian has requested each college develop a plan by November 15 that the President/CEO is responsible to implement. President Jukoski asked Andrew to get actionable items and report back to Cabinet. 5. Need a 911 direct line for IT faculty assistance. Central BB wait times are very long. Skye Cohen indicated this support may not be possible due to staffing priorities. 	

APPROVED

President’s Cabinet Meeting Minutes

Topic	Discussion	Action
	<p>6. A suggestion was raised to have student workers or peer workers as a help line for students who need technical assistance. TRCC does not have the staff to support a program like this. Middlesex has a program where students will support students from other colleges. Outside contractor and SO BOR IT Service desk manage BB now.</p> <p>7. CSCU Search President (President Ojakian’s position) (not just One College): Representatives are needed and asks CC to discuss. Rob Steinmetz will choose from our suggestions.</p>	
<p>4. Academic and Student Affairs Update</p>	<p>Kem Barfield discussed:</p> <ol style="list-style-type: none"> 1. Software alignment is still in progress to connect with CORE, etc. for workload assignment; may be in place for spring and winter. TRCC needs to submit workload information to SO 3 weeks in advance. Timing may be an issue. Shared Services, as One College, may have full responsibility for this in 2023. Kacey McCarthy-Zaremba will manage this for TRCC. 2. Curriculum alignment information was emailed to all faculty to review the work that has been done by the system committee. 3. There was discussion about creating a cohort master’s degree program, particularly for those in the manufacturing and clinical areas who are teaching for us, to help them get a masters. Shirley Adams is interested in this and is looking for more information. 4. Proctorio worked well in testing. Training is in progress now for faculty to participate in and then they need to choose which classes they would like to use for proctoring software. Training is required. 5. Jennifer Mueller, who is replacing Ana Gonzales, joined TRCC this week to begin the transition. 6. The online COVID reporting form is in final revision and will be ready next week. Facilities will be included in the notification process. 7. Virtual Advising Days are scheduled for November 2-3, 2020. Training is in progress for advising staff. 	

APPROVED

President’s Cabinet Meeting Minutes

Topic	Discussion	Action
5. Administrative Services Update	Steve Goetchius was notified of two new student COVID positive cases; emails were sent to class instructor and attendees. Thanked Steve for sending clarifying language about notifications to what we are doing here at the college.	
6. Finance	Gayle O’Neill submitted the 1 st Qtr. COVID expenditures. We hope to get state funding for these expenditures as we hope to use federal funding for revenue loss from the summer and fall.	
7. Information Technology	IT is still focused on deployment of laptops; finishing up with Foundation laptops and then will move on to faculty and staff. Skye discussed the wireless issues we have at certain areas of the campus, including outside access, and is researching ways to improve our capability.	
8. Institutional Advancement Update	Betty Baillargeon reported there is a Board meeting next week. They will request to expand scholarship offerings, for winter and spring, in the amount of \$250K for technology. We received 10K from the Community Foundation for an environmental grant. Foundation will also submit two new requests for our workforce program and a new grant to support our technology request. Chris Jewell of the Foundation has agreed to join the CSCU Presidential Search Committee and Betty has submitted his name to President Jukoski to submit to the SO. Dean Barfield provided training to her office to develop online forms. Work on the annual appeal continues.	
9. Marketing and Public Affairs Update	President Jukoski welcomed Alexa Shelton to her first meeting of Cabinet. Alexa reported her office is currently working on promotion of the winter session, taking advantage of the new Norwich Times Weekly, which has a large coverage area, with a series of ads going out on October 22 nd for the winter session. Graphic Design Intern is working on ads for the upcoming virtual advising days.	
10. Student Government	SGA President Enderle reported that clubs are running well. Received allocations from an independent project and one from the Humanities class.	
11. New Business	Discussed the agenda for the All-College meeting.	

MEETING ADJOURNED AT: 2:50pm – Submitted by April Hodson