

APPROVED

President's Cabinet Meeting Minutes

Date: Tuesday, October 20, 2020 – 2:00 PM TEAMS
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Skye Cohen, Steve Goetchius, April Hodson, Andrew Marvin, Alexa Shelton
 Gayle O'Neill, Lorenzo Enderle
Guests: Kathryn Gaffney

Topic	Discussion	Action
1. Approval of Minutes: October 13, 2020		Unanimously Approved.
2. President's Update	<p>President Jukoski provided a summary of yesterday's meeting of the CC Presidents/CEO Leadership Team:</p> <ol style="list-style-type: none"> 1. The System is in a dire financial crisis and as a result, the SO is looking at every area to reduce expenses. Currently, the SO is requesting from each campus a list of all faculty additional responsibilities to ensure these agreements meet the three areas of Students First, are mission critical to campus services, or support for student engagement—tutoring or advising. 2. The Consolidation is going forward. 3. SO is requesting all colleges identify faculty to serve on consolidation committees and Presidents are asked to work with their Academic Dean to identify faculty representatives so they are part of shared governance. 4. SO is looking at service level agreements especially about registration and retention, financial aid back office processing, GPS, and administration. They need metrics from all colleges that will identify the wrap around services that are needed to support students. 5. There is no funding for professional development including the Schwab Institute and the Barnes Institutes is pending. 6. They are working on the governance structure and this will be shared with us, and they need faculty to serve on curriculum committee. 7. It's business as usual in a very difficult time. 	
3. College Congress Update	Andrew Marvin reported the College Congress met last Wednesday and discussed the following topics and needed additional information regarding:	

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	<ol style="list-style-type: none"> 1. Faculty prefer using ZOOM to meet with students and asked if they will have approval to continue using this platform. Dean Barfield shared that the use of ZOOM will not be approved or supported by CSCU and is currently being phased out. 2. Is the System Office asking students about their preferences for LRON, Hybrid modalities, etc? Dean Barfield advised that the SO will be surveying students to determine preferences. 3. Can we use PELL grant funding to hire student workers to staff the helpline for faculty? Is the Foundation a source of funding? IT cannot offer this additional staffing due to very limited resources. 4. Will the interviews be in person or virtual for the CSCU presidential search? President Jukoski will look into this. 	
4. Academic and Student Affairs Update	<p>Kem Barfield discussed:</p> <ol style="list-style-type: none"> 1. We recently completed one part of the workforce analysis requested by the SO. However, there will be additional phases to this analysis. Department Chairs and one for faculty that will be coming soon. 2. Work continues enabling "Waitlists" in Banner and may be ready in the spring with a small pilot testing phase. 3. The Legislature has provided no additional information on PACT. 4. Discussed with Department Chairs moving the withdrawal date to November 26 as many students are still adapting to LRON. All agreed. 5. Discussion with Department Chairs about our procedures if someone tests positive in class for COVID. Currently, if class attendees maintain social distancing protocols, the class would continue to meet in-person. There was some concern with this procedure and so we are now allowing an impacted class to move to online modality for one week, if requested, and then revert to in-person classes. 6. Will meet next week with Student Services and Patrick Keller to review data to patterns to improve for the spring. 	

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5. Administrative Services Update	Steve Goetchius reported there were no new COVID reports on campus.	
6. Finance	Gayle O'Neil reported the finance office continues to monitor our COVID expenses. We hope to use to recapture last spring and fall revenue which could be well over \$350-400K in expenses. Also, accounts payable and purchasing shared services should be implemented by the end of this year. We now must use the new Request to Fill forms.	
7. Information Technology	<p>Skye Cohen reported:</p> <ol style="list-style-type: none"> 1. The uniFLOW managed print services project is a 3- phase system-wide initiative (1 -Inventory and Assessment, 2 - Design and Recommendations, 3 – Implementation) designed to reduce printing costs and right-size the number of printers on campus. We are nearing the end of phase 1. 2. Skye does not recommend TRCC participate in the CEN Public Wi-Fi program due to the additional risk of bringing the public on to campus during a pandemic, the one year term limits our network flexibility, and the technical limitations required by CEN would only allow the equipment to be installed in an area adjacent to the day care or areas that lack public parking. 	
8. Institutional Advancement Update	Betty Baillargeon reported her office is preparing for a Foundation Board meeting later today.	
9. Marketing and Public Affairs Update	Alexa Shelton reported her department is working on Student Services marketing/advertising plans for the winter, reviewing the press and social media marketing strategy based on past student registration behaviors and beginning earlier in late October, early November. Workforce will be included in this early strategy.	
10. Student Government	SGA President Lorenzo Enderle shared that he was nominated for the CSCU Presidential Search Committee as the student representative.	
11. New Business	<ul style="list-style-type: none"> • Discussed the agenda for the All-College meeting. 	

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	<ul style="list-style-type: none"> • Discussed the possibility of closing TRCC on the Friday after Thanksgiving. Dean Goetchius will poll faculty and staff and advise at the next Cabinet meeting. • Discussed disinfecting the TRCC building/campus in January prior to all returning for the Spring semester. Dean Goetchius will update Cabinet at a future meeting. • Discussed the possibility of closing the TRCC building during Christmas week (December 21-25). All agreed. Kem will check with faculty and the Nursing Division to ensure there is no impact to their classes. Faculty and Staff will be allowed to work remotely. However, folks may use their vacation so they do not lose it and cannot carry it over. IT is approved to work remotely and/or to use vacation the following week. 	

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