

APPROVED

President's Cabinet Meeting Minutes

Date: Tuesday, October 27, 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

Topic	Discussion	Action
1. Approval of Minutes: October 20, 2020		Send approval electronically.
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 legislature is funding PACT and appropriated \$3 million for the Spring semester and \$6 million for the 21-22 AY. College financial aid directors and enrollment management directors will receive a communication with details and are asked to track PACT recipients as a cohort. 2. Ernestine Weaver, CSCU General Counsel, issued guidelines for lawful and peaceful gatherings of students on campuses and confirmed that our buildings are not open to the public, and if general gatherings are conducted outside of the building, attendees must maintain college social distancing protocols. 3. A new state initiative for independent colleges and universities to have a COVID alert APP on mobile phones. Will identify who tests positive for COVID. 10K students are needed to sign up for the APP before it's released by November 13, 2020. Leigh Appleby will provide additional information. 4. We are asked to ensure that our COVID Coordinator reaches out to our DPH representative to ensure weekend coverage is available and if not, to advise Alice Pritchard so that she can work with the DPH to identify someone to be available on weekends to assist our COVID Coordinator, students, faculty, and staff if needed. 5. We are also asked to ensure our COVID Coordinators work with on-ground cohorts, e.g. facilities staff, to stagger their working hours/days to minimize the number of people in the buildings and to adhere to the 50% staffing protocols. 	

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	<p>6. Colleges are asked to discuss and work towards administering on-ground exams rather than online based on student preference.</p> <p>7. President Jukoski referenced a recent email from President Ojakian on racism and asked if Cabinet members could discuss with their staff and identify institutional barriers to equity and to address racism. Please respond by next week with ideas that we should consider at TRCC so that we can forward our plan to SO by Nov. 15. President Jukoski recently met with the TRCC Committee on Racism about racism heard their concerns. These will be included in our plan. President Jukoski will draft the plan for Cabinet to review and then send to SO. Work of the equity and diversity committees of Achieving the Dream will be included.</p>	
3. College Congress Update	Andrew Marvin shared that Diba Khan-Bureau is the new Chair of the Faculty Senate. President Jukoski clarified the process for communicating nominations for the President Ojakian's replacement. Nominations should be sent to President Jukoski who will forward to the Regional President, Rob Steinmetz.	
4. Academic and Student Affairs Update	<p>Kem Barfield discussed:</p> <ol style="list-style-type: none"> 1. There were multiple components of the Workforce Analysis; we completed the portion that focused on department chairs assignment and the department chairs (ECM? For BOR), and we will be reviewing how the faculty will fit into the one college portion soon. 2. We are working now System Office HR Shared Services regarding generating contracts and HR is reviewing software. More information to come. 3. Photo-Roster: Software for faculty and students' pictures in Banner for Blackboard use. Now used by Housatonic CC. Purpose is to validate students' identity for classes. 4. Curriculum Alignment – System Office is proposing to hire 3 curriculum alignment managers. Asking colleges to nominate representatives to guide the process. Will reimburse the campuses. Will this be aligned with the Governance process? 	

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	<ol style="list-style-type: none"> 5. Discussed the Educational Technology replacement for Tobi Krutt. A new job description is drafted and will be posted to lead the Ed Tech Directors. Two-year interim position and then a search will be conducted. 6. Regarding new programs and timelines with one college moving forward; by next Fall any new programs we put forward must align with the new Gen Ed guidelines. 7. Proctorial update is now open for faculty to sign up. Training will begin next week for the pilot. 8. We have concerns about Allied Health and hospitals are not accepting clinical programs. We are brainstorming this process and possibly use CARES funding for additional clinical nurses for smaller groups. 	
5. Administrative Services Update	<p>Steve Goetchius discussed:</p> <ol style="list-style-type: none"> 1. The new weather guidelines from the SO. The Policy now states that in the event of a campus closing due to weather, staff is expected to telework and be accessible and responsive to supervisors as needed during their regularly scheduled work hours. Online classes will continue as usual regardless of the weather closing. Courses that were scheduled to be on-ground should be conducted remotely. Additionally, re-designated as essential staff, IT and Facilities, would come only as needed. 2. All full-time and part-time CSCU employees (excluding student workers) have been assigned the Harassment Prevention for CT Employees training module. This is the course that current CSCU/CT state employees are all required to take as a refresher or initially as a new hire prior to 12/31/20 in accordance with the Time's Up Act. Steve will send out to All-TRCC, so everyone receives the same message. 3. System Office HR Shared Services will now also perform background process for new hires. 	
6. Finance	<p>Gayle O'Neil advised:</p> <ol style="list-style-type: none"> 1. Federal funds through the CARES Act are depleted and earmarked to recover lost tuition revenue from spring and fall. However, there may be state funding available through the 	



Office of the President

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	<p>CARES Act for TRCC's nursing division to possibly expand our on-ground clinical learning programs that were recently closed at area hospitals due to COVID.</p> <ol style="list-style-type: none"> 2. We are now using the RTFs and new process established at SO HR Shared Services. 3. We will be completing a mid-year budget review requested by SO. 	
7. Information Technology	<p>Skye Cohen reported:</p> <ol style="list-style-type: none"> 1. We have completed the PeopleTrack ID creation system and migrated our local database into the cloud database and we are now aligned with all state colleges. A benefit for students is to be able to swipe their current ID badge at any CT college rather than having to print a new one if registering at each college. 2. Laptop deployment is at 60%. 3. We finally have the equipment in-house and will begin set up for our high-flex classrooms. 4. Met with April Hodson and Kem Barfield to discuss the solution to enable applicants to utilize remote viewing of their professional files without putting any sensitive data at risk. This process will include use of the existing software and will eliminate the need for applicants to physically come into the building or President's Office. 5. We are nearing the end of the Uniflow managed print service project. We have provided Ryan's Business Systems with the information they need to develop recommendations for TRCC to review. 	
8. Institutional Advancement Update	<p>Betty Baillargeon reported at the recent Board meeting the Foundation approved to 250K to support students for winter and spring semesters which will compliment our current summer and fall program. The criteria to award funding will be flexible due to the varying needs of students during the pandemic. The ATD team has a system in place and will oversee the program and collaborate with student services and IT guidance to support each student's needs. Laptop distribution will continue to be a major component of this support.</p>	
9. Marketing and Public Affairs Update	<p>Alexa Shelton reported her department is working on winter advertising and advising days, including updates to the landing pages. They will be looking ahead for WCE needs for the spring.</p>	

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	A major change (and significant cost savings) is in the WCE advertising area by eliminating the 20-page printed insert that was previously added in area newspapers to a double-sided one-page insert focusing on each program along with redirecting readers to our website.	
10. Student Government	SGA President Lorenzo Enderle reported the SGA is currently managing student elections.	
11. New Business	<ul style="list-style-type: none"> President Jukoski discussed possibilities to express appreciation to the TRCC community for their work during the pandemic. Asked everyone to send along ideas for discussion at our next meeting. Charitable donations, pins, and letters were proposed and will be evaluated. There was one positive COVID case reported last week in the same class as the previous week. Faculty and students were notified. Dean Goetchius confirmed the building would be closed on Thanksgiving Day and the day after (November 26-27. If someone wants to work, they are asked to telework. Also, President Jukoski confirmed the building will be closed the weeks of December 21 and December 28, 2020. Vacation or teleworking will be required during these weeks. Facilities staff will be asked to maintain current cleaning schedule and/or Facilities staff may work with their supervisor to use vacation. Steve Goetchius will confirm this with Arnie DeLaRosa. Faculty and staff who need access to the building for business need only, must request approval from Dean Goetchius and schedule access with Facilities. There are no on-ground classes during winter session that would be impacted by the two-week closure. 	

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