



APPROVED

President's Cabinet Meeting Minutes

Date: Wednesday, November 4, 2020 – 1:00 PM TEAMS Combined Meeting of Cabinet and CRT
Present: President Jukoski, Betty Baillargeon, Skye Cohen, Steve Goetchius, April Hodson, Andrew Marvin, Alexa Shelton
 Gayle O'Neill, Lorenzo Enderle
Absent with Cause: Kem Barfield

Topic	Discussion	Action
1. Approval of Minutes: October 27, 2020		Unanimously approved by Cabinet
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 Governor's modified Phase 2 Plan was discussed. Higher Ed is not impacted, and campuses should continue all current protocols. 2. At this time, the plan for the Spring semester will remain the same as current plan. 3. Commencement – President Ojakian indicated to soon to make any decisions and will wait for guidance from local department of public health. 4. Proposed Add/Drop Policy was reviewed. Key points are that there will be no charges to students who register and then need to withdraw, fees will be capped at \$200 per semester and student's financial aid will be used to cover the \$200. This will allow more student to register early. This policy will go to the Academic and Student Affairs Committee of the Board of Regents in December. 	
3. College Congress Update	<p>Andrew Marvin advised 1) the College Congress will meet on Wednesday, November 11th 2) Andrew sent the list of faculty nominations for the CSCU President Search committee to President Jukoski.</p>	
4. Academic and Student Affairs Update	<ul style="list-style-type: none"> • On behalf of Dean Barfield, President Jukoski advised that the Center for Teaching would like to schedule a professional development day on Tuesday, January 19 and another sometime in May 2021. Discussed that the January 19th meeting would be for faculty as it's a very busy time for staff, especially Student Services; an All-College meeting will be scheduled for everyone in February. 	



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	<ul style="list-style-type: none"> The Emeritus recognition ceremony was discussed. Thoughts were that we should move forward with the nomination process this year and that some type of virtual recognition ceremony or recognition by letter to the recipients from the President was discussed. April Hodson will contact Cheryl Salva and June Decker to discuss. With President Ojakian's concerns that a normal on-ground event may not be possible, it was agreed that we should develop plans that could include some type of on-ground ceremony and possibly another virtual ceremony. The 2019 virtual ceremony received high marks from Cabinet members. 	
5. Administrative Services Update	<p>Steve Goetchius discussed:</p> <ol style="list-style-type: none"> We are moving forward with the self-service payroll process to faculty. The new shared services payroll organization is in place. TRCC's new payroll representative is Anthony Majewski, located at Middlesex, and Anthony Mitta will continue to work with him during the transition. No new COVID cases on campus to report. 	
6.	<p>Arnie DeLaRosa reported building operations continue to run smoothly. President Jukoski commented that the new hands-free bottle filling water stations look great and thanked Amy Ziegler for her work on this project.</p>	
7. Finance	<p>Gayle O'Neil advised:</p> <ol style="list-style-type: none"> Cares Funding: We continue to distribute the 1.2M earmarked for students with about 500K remaining to be distributed. A major change or reversal recently conveyed to community colleges from Ben Barnes is that the 1.2M institutional CARES dollars cannot be used to offset the deficit from summer and fall 2020 and so we need to develop a plan to distribute this money. Cannot help with our deficit and can only be used for COVID-related expenses. Gayle will continue to work with the Academic division on this. Working on the revised spend plan. 	

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	3. Discussion followed regarding if we should open the cafeteria in Spring 2021 so that we can communicate a decision to cafeteria staff. Cabinet agreed that we would not be opening the cafeteria in Spring 2021 and that Gayle O'Neill could communicate this decision to staff.	
8. Information Technology	Skye Cohen reported: 1. His department are wrapping up laptop deployment to all faculty and staff. 2. Currently working on the project to upgrade phones along with the 9-1-1 emergency response system which will identify actual location of caller/phone. 3. They are seeing an increase in phishing emails and are reminding all to use the button in Outlook and no need to send to IT. 4. A few open projects for the end of the year.	
9. Institutional Advancement Update	Betty Baillargeon reported: 1. Received donations of 15K from LaMattina family for winter/spring scholarships, a donation from the Hargus family who established an endowment last year, 5K from Chelsea Groton Bank, and an individual gift of 5K to the ALL. 2. Foundation continues to support the Workforce program 3. Providing 10K for funding of maintenance of the Nursing simulator 4. Working on plans for distribution of the 250K donated by the Foundation. 5. Continue work on the laptop loaner program 6. Managing the incoming applications for scholarship program.	
10. Marketing and Public Affairs Update	Alexa Shelton reported her office is focusing on advertising in multiple areas for winter session, upcoming virtual open house events, and the PIN for all TRCC employees.	
11. Student Government	SGA President Lorenzo Enderle reported the SGA is currently managing student elections.	
12. New Business	President Jukoski asked Cabinet to send suggestions for the Racism Awareness Plan.	

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