



APPROVED

President's Cabinet Meeting Minutes

Date: Tuesday, November 10, 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

Absent with Cause:

Topic	Discussion	Action
1. Approval of Minutes: November 4, 2020		Deferred
2. President's Update	<p>President Jukoski provided a summary of yesterday's meeting of the CC Presidents/CEO Leadership Team:</p> <ul style="list-style-type: none"> • The COVID rates have dramatically increased; campus staff are urged to adhere to social distancing protocols, and to follow the 50% of staff on campus schedules, • There was discussion to possibly bring students on ground for exams, but due to the increase in Covid cases, colleges are expected to maintain our current online class scheduling where possible and to maintain current practices, including exams to be online. We only have exceptions for clinical and hands-on classes only. • The SO is requesting all campuses complete a new reopen plan for Spring 2021 (using the same template used for the Fall 2020 Reopen Plan). At this time, it is expected that there will be no on-ground classes in Spring 2021. • All Faculty on all campuses have been asked/invited to serve on consolidation-related committees so that there is an opportunity for shared governance. System Office will soon be sending a report to NECHE in March/April demonstrating faculty participation on the committees; Presidents/CEOs are asked to ensure we encourage our faculty to participate. 	
3. College Congress Update	<p>Andrew Marvin asked to have it noted that faculty prefer using the Zoom application more than Teams and Blackboard and would like to note this for SO. Andrew also shared an observation that final grades are due the day after classes are done and that this is a very tight turnaround for faculty. Kem advised this date is set by SO and everyone is dealing with this. So noted.</p>	

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4. Academic and Student Affairs Update	<p>Dean Barfield advised:</p> <ul style="list-style-type: none"> • The CFT professional day is scheduled on Jan 19 and that Faculty will be invited to discuss things they have learned teaching virtually, Tobi Krutt, SO Instructional Technology, will be asked to join as Keynote Speaker and 2-3 faculty will be invited to share solutions to problems that may help everyone. Staff will not attend this event as there will be an All College meeting scheduled for all staff sometime in February 2021. Date to be determined. • Discussed planning an Emeriti reception or event this year. Cabinet agreed to defer an event to next year. • Gen Ed met last Friday. The committee will complete review from last May re: written communications, continued learning and information literacy. We have faculty who are working on this and should be done with this review by end of Nov and submit to SO and in the Spring complete one for 2020. • Still working on workforce analyses. Working on faculty placement in the new one college and what departments they will be in. • Midyear review of Additional Responsibilities report was sent to all faculty asking them to update their progress on this. • Virtual advising days went very well, with breakout rooms, using Zoom with good feedback for participants. • Super Saturday is scheduled on Jan 9 • A Virtual Super Wednesday night will be scheduled where all student services will be available for those who work during the day • Discussed “prebuilt schedules” for students with more information to come on this. • The current “Conduct Coordinator” database that we use to track student discipline issues is being retired and we have no replacement program identified at this time so we will need to 	

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	use something after December. Kem is investigating this and will update Cabinet at a future meeting.	
5. Administrative Services Update	<p>Steve Goetchius discussed:</p> <ul style="list-style-type: none"> • This week we had three new positive COVID cases and we notified DPH. • System Office has hired a new HR generalist, Shaylah Carbone, who will work with TRCC and QVCC and will be on TRCC campus one day/week. • HR shared services organization is moving forward, and our payroll rep is Antony Majewski who will be here soon. Tony Mitta will continue to help with the transition • Harassment Training – all employees are required to complete this training. Supervisors only need to complete one of the trainings. 	
6. Finance	<p>Gayle O'Neil:</p> <ul style="list-style-type: none"> • Summarized her work on revising the Spend Plan and changes in the budget due to changes in the \$ available under the CARES Act. • Reducing the student activity fees as there is a surplus in the activity budget. SGA President, Lorenzo Enderle will review this with SGA possibly eliminating the student activity fee in spring. Gayle confirmed this money can be used to support the 12 Days of Christmas and Thanksgiving baskets events scheduled by Student Activities. • Shared Services changes in Purchasing and AP is moving forward during the next two months including reassigning staff. On-ground location of positions will be determined at a later time. Will discuss how these changes will impact our on-campus purchases at a future Cabinet meeting. • Gayle recommends that all departments should evaluate their need for Purchasing cards now. 	
7. Information Technology	<p>Skye Cohen reported:</p> <ul style="list-style-type: none"> • IT is experiencing reduced staff on-ground due to COVID related issues. 	

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	<ul style="list-style-type: none"> IT continues to deploy laptops to students Printer project still in progress. IT continues to deploy hardware where needed and asked Cabinet to identify needs for spring. Skye noted that most of the IT staff serve on enterprise projects that take up a great deal of time. 	
8. Institutional Advancement Update	<p>Betty Baillargeon reported:</p> <ul style="list-style-type: none"> There will be a Foundation Board meeting next Tuesday The Foundation approved 250K to support students in winter and fall. Transferred 125K from endowment to operating account and approved 125K to be held in money market for distribution Had positive outcomes from the funding for summer scholarships. Thanked Judy Hardy her work on coordinating the laptop loaners program. 	
9. Marketing and Public Affairs Update	Alexa Shelton reported her office is supporting the advertising for the upcoming virtual open house events, Super Saturday events, advertising strategy for spring 2021, and radio scripts for November.	
10. Student Government	<p>SGA President Lorenzo Enderle reported:</p> <ul style="list-style-type: none"> The SGA is completing allocations for clubs Virtual events in student programs have been successful. Student Activities are coordinating virtual holiday events for students Coordination of food packages for distribution to students is being coordinated with Janet Hagen, Food Pantry. The food pantry website is being updated with new information about the food pantry so that students can learn more about how to request assistance. 	
11. New Business	<ul style="list-style-type: none"> Dean Barfield and President Jukoski will be conducting "listening tours" with faculty before Thanksgiving. The purpose of the tours will be to encourage faculty to share their concerns 	

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	<p>about this new learning environment and to open discussions about solutions that may benefit everyone</p> <ul style="list-style-type: none">• The draft Racism Awareness Plan was sent to faculty for review and feedback. We have received feedback from faculty that this subject is too important and should not be rushed. Asked Cabinet to review the plan and to send feedback and suggestions.	

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