

APPROVED

President’s Cabinet Meeting Minutes

Date: Tuesday, November 17, 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
Absent with Cause: Lorenzo Enderle

| Topic | Discussion | Action |
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| 1. Approval of Minutes: November 10, 2020 | | Deferred |
| 2. President’s Update | President Jukoski provided a summary of yesterday’s meeting of the CC Presidents/CEO Leadership Team: <ol style="list-style-type: none"> 1. Discussion focused on COVID. Alice Pritchard will send a template to all campuses to record the combined number of COVID cases on site this year. | |
| 3. College Congress Update | Andrew Marvin reported faculty are busy with end of semester work. Received positive feedback from faculty to the recent listening tours with President Jukoski and Dean Barfield. | |
| 4. Academic and Student Affairs Update | Kem Barfield discussed: <ol style="list-style-type: none"> 1. Pass/Fail grades and a related email from Provost Gates. Academic Deans Council discussed the dates for this fall and next spring and the impact to colleges. The Deans Council agreed to not do anything for summer but will do something for winter and leave it up to individual campuses to decided. 2. Thanksgiving Dinner distribution is scheduled for Nov 23-24 at the Clock Tower. 3. The AR mid-year request was sent out to faculty for their response due back to Dean Barfield by Dec. 1 and then Kem will submit a summary to SO. 4. Faculty / departments report was submitted to SO for the future departments in the One-College. 5. Cross-College course alignment for our Region was discussed and Steve Minkler is coordinating. This new endeavor is moving forward. | |



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| | <ul style="list-style-type: none"> 6. Ed Tech Directors met and discussed Iteach training: will run in the winter for faculty to sign up for. 7. Student Services will host open house events next week. 8. Super Saturdays are scheduled on December 5, December 8, and January 9. We will also schedule a super-Wednesday evening on December 9 for registrations, etc. 9. Kenneth Briggs and Rashita Parker in Financial Aid are scheduling a FAFSA virtual workshop as required 1x year. 10. Work is in progress to prepare our application for recognition as a Military Friendly Institution. | |
| <p>5. Administrative Services Update</p> | <p>Steve Goetchius reported:</p> <ul style="list-style-type: none"> 1. the cumulative stats for the semester for positive COVID cases on campus: 13 students, 2 staff; 2. Confirmed that if you received notification to complete two Harassment Trainings, supervisors are required to take only 1 3. The new HR Shared Services rep will begin on Friday and be on campus 1 day/week. 4. Beginning discussions re: administrative shared services (Purchasing and AP) and will advise with updates. | |
| <p>6. Finance</p> | <p>No report available.</p> | |
| <p>7. Information Technology</p> | <p>Skye Cohen reported:</p> <ul style="list-style-type: none"> 1. Still have phone system upgrades in progress which is a very lengthy process. There will be no disruption to the 9-1-1- system. 2. Scheduled migration date for the new service desk on February 1st. New web portal will be available instead of using emails for help. 3. Continues to deploy laptops to faculty and staff 4. Finalizing the HF installation. | |



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| <p>8. Institutional Advancement Update</p> | <p>Betty Baillargeon reported:</p> <ol style="list-style-type: none"> 1. A board meeting is scheduled later today 2. Finalized a new endowment of 15K from Kathy Brown; 3. Finalized a gift of 5K from Pfizer to support the Environmental Engineering Program 4. Working with Dean Barfield and Jodi Osborn on the winter-spring scholarships; 5. Continue to manage the funding for the laptop loaner program for students. | |
| <p>9. Marketing and Public Affairs Update</p> | <p>Alexa Shelton reported her office is preparing the radio advertising to run before Thanksgiving and the spring plan for Student Services Division review. We will advertise in the Education Guide in The Day newspaper with a focus on transferring to TRCC.</p> | |
| <p>10. Student Government</p> | <p>SGA – No report available</p> | |
| <p>11. New Business</p> | <p><u>Strategic Plan – The current plan ends this AY.</u></p> <ul style="list-style-type: none"> • President Jukoski would like to send something out to community with updates on metrics and we need information from: • Need Patrick to provide to metrics beginning in 17-18, 18-19, 19-20, • Career focus programs (articulation agreements?) from • Erin Sullivan and • ask Jenn Nally for program that CFT has been providing • Certi/ degree programs – Information on cert programs we have termed and add • Image – Patrick Keller • Jonathan Lamiotte – top 10 HS and applicant yield rate, graduate survey? • Betty – update on annual number and donations to the Foundation by areas businesses • Stewardship: to be determined – COVID has impacted this • Kem – collect data on fac / staff who attend prof development? | |

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| | <p>Discussion followed re: our plans to update the strategic plan especially for the upcoming NECHE Evaluation. Will our goals remain the same? Should we integrate the work of the ATD and Equity Teams? Should the new shared services model be integrated into this plan? Suggestion is to maintain the four areas and under Student Success we add ATD all of the ATD work going on at the College. Will review again in January. Would like to have a draft ready for return of faculty in January and then have a new strategic plan in place for the AY21-22.</p> <p>President Jukoski was selected for the search committee for the CSCU President position.</p> <p>PINS: agreed on quantity of 500. Alexa will send out another sample for review. President’s Discretionary fund with the Foundation will be used to pay for the pins.</p> <p>A concern from faculty that we may lose faculty engagement, discussion followed, and it was agreed the that Emeriti nomination process is approved this year for some type of recognition, even if a letter from the President to the recipients is sent. April Hodson will work with HR to confirm retirements for 2018 and 2019.</p> <p>Next week’s meeting is canceled due to Thanksgiving.</p> | |

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