

**APPROVED**

## President's Cabinet Meeting Minutes

**Date:** Tuesday, December 15, 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. <b>Approval of Minutes: November 4, 10, 17, 2020</b>		Unanimously approved.
2. <b>President's Update</b>	President Jukoski provided a summary of yesterday's meeting of the CC Presidents/CEO Leadership Team: <ul style="list-style-type: none"> <li>• President Ojakian provided outgoing remarks and thanked the Presidents prior to his retirement.</li> <li>• COVID updates were discussed including guidance on cleaning procedures during break and frequency of COVID-specific meetings in 2021 based on vaccine distribution.</li> <li>• Discussed approved language for colleges to use if weather-related events occur.</li> </ul>	
3. <b>College Congress Update</b>	Andrew Marvin confirmed that College Congress will continue to meet monthly on the 2 <sup>nd</sup> Wednesday in the Spring. Dean Barfield confirmed that 7- and 12-week classes can complete evaluations online.	
4. <b>Academic and Student Affairs Update</b>	Dean Barfield provided the following updates: <ul style="list-style-type: none"> <li>• Discussions are ongoing with faculty regarding additional responsibilities and changes due to COVID impact on events. TRCC's final report will be submitted this week.</li> <li>• Proctorio pilot is complete from Fall 2020 with the nursing department. Training will be available in the Spring for all faculty.</li> <li>• Discussions on grading and credit policies are on-going and waiting for finalization from Dr. Gates' Office.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• A new CSCC Assessment Committee will be formed for the Spring; System Office is asking for volunteers from colleges to review “assessment” at colleges for the consolidated college.</li> <li>• The PTK Induction national ceremony was held last week virtually.</li> <li>• The first virtual TRCC Nursing Pinning was held last Friday and was very successful.</li> <li>• Final grades are due on Friday, December 18<sup>th</sup> by 9:00am</li> <li>• Discussions are ongoing regarding withdrawal/refund policy and waiting for final approval.</li> </ul> <p><u>Student Affairs:</u></p> <ul style="list-style-type: none"> <li>• Super Saturday was held last week along with a Super Wednesday evening—the Wednesday evening event was well attended.</li> <li>• Virtual Open House / Advising Events are scheduled for: Admissions, Advising, WCE, FAFSA (workshop).</li> <li>• Veterans Advisory Committee is now renamed to a Taskforce and is will be under the Academic and Student Affairs Office</li> <li>• The NECHE Annual Meeting was also held virtually last week.</li> <li>• Discussed a new tool called QuillBot which is an automatic paraphraser and use by students. Discuss followed regarding the potential use by students.</li> </ul>	
<p><b>5. Administrative Services Update</b></p>	<p>Steve Goetchius discussed:</p> <ul style="list-style-type: none"> <li>• System Office has hired a new HR generalist, Shaylah Carbone, who will support both TRCC and QVCC. Shaylah will be on TRCC campus one day/week.</li> <li>• Two additional students reported testing positive for COVID.</li> </ul>	
<p><b>6. Finance</b></p>	<p>Gayle O’Neil:</p> <ul style="list-style-type: none"> <li>• Confirmed that Purchasing and Accounts Payable will transition to Shared Services in January. Impact to campus to be determined and communicated to everyone.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Gayle recommends that all departments should evaluate their need for Purchasing cards now and submit requests to her office.</li> <li>• CARES ACT distribution will go out on Monday to students.</li> <li>• Discussed developing a list of needs under the CARES Act.</li> </ul>	
<b>7. Information Technology</b>	<p>Skye Cohen reported:</p> <ul style="list-style-type: none"> <li>• Asked Cabinet to submit IT purchasing needs that would fall under CARES Act funding as soon as possible. We may want to consider purchasing DocuSign and LiveChat licenses.</li> <li>• Voice Gateway is being installed next week at TRCC.</li> <li>• Printer project still in progress – Report is ready for review by President Jukoski and Dean Barfield.</li> <li>• SolarWinds experienced a breach and we are taking proactive steps needed here.</li> <li>• IT continues to deploy hardware where needed and asked Cabinet to identify needs for spring.</li> <li>• TRCC's phone upgrade was completed last week with pre-recorded messages.</li> <li>• The 911 System upgrade will begin in 2021.</li> <li>• The port identification project at TRCC is underway.</li> </ul>	
<b>8. Institutional Advancement Update</b>	<p>Betty Baillargeon reported:</p> <ul style="list-style-type: none"> <li>• A virtual Board Meeting is scheduled today which is President Bill Stanley's last meeting.</li> <li>• Foundation will provide a full tuition scholarship in honor of Bill Stanley for Spring 2021. Student selected is Britney Legette in pre-Nursing, a TRCC healthcare hero.</li> <li>• Jodi Osborn and team will form committee to review guidelines to distribute 250K Foundation funding for Spring 2021 for current TRCC students.</li> <li>• Foundation is working with Dominion to review their scholarship program to ensure diversity throughout the process.</li> </ul>	

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<b>9. Marketing and Public Affairs Update</b>	Alexa Shelton reported her office is working with Student Services regarding increasing enrollments and the types of advertising they will do to support enrollment. Will continue with emailing campaign. WE CARE campaign is ongoing for students.	
<b>10. Student Government</b>	SGA President Lorenzo Enderle reported: <ul style="list-style-type: none"> <li>• Completed student government elections.</li> <li>• Reported several recent successful student events</li> <li>• SGA submitted their allocation for the Spring semester.</li> </ul>	
<b>11. New Business</b>	President Jukoski asked everyone to evaluate the current strategic plan and provide feedback in respective areas so that Cabinet can review updated document and send out to TRCC Community in January.	

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