

Approved

President's Cabinet Meeting Minutes

Date: Tuesday, January 12, 2021 – 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: December 15, 2020		Unanimously approved.
2. President's Update	<p>President Jukoski provided a summary of the recent CC Presidents/CEO Leadership Team meeting:</p> <ul style="list-style-type: none"> • COVID discussion related to opening for the spring semester, vaccine rollout, and upcoming legislative session. Alice Pritchard continues to work with DPH to determine what groups will be included next vaccine phase. Colleges are authorized to upload/register our clinical nursing rosters and on-ground faculty/staff into the VAMS website. • A newly created legislative manual by the SO will be circulated to colleges that will outline guidelines and procedures that all employees are expected to follow related to communicating with legislative representatives. The expectation is that only those authorized to communicate on behalf of any college/university will do so. • Discussions are underway to determine how to use the additional stimulus \$ now available. • SO is requesting that colleges identify students to attend the annual legislative hearings to share their experiences and thoughts on education. Alice Pritchard will invite stakeholders at each college to attend a legislative update. Marketing staff will be invited to attend. 	
3. College Congress Update	<p>Andrew Marvin advised that the TRCC Governance Charter is 5 years old and due for revisions. Rick Bennett is going to be setting up an ad hoc governance charter review taskforce to review and propose changes if needed.</p>	

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4. Academic and Student Affairs Update	<p>Dean Barfield provided the following updates:</p> <p><u>Academics</u></p> <ul style="list-style-type: none"> • A large number of grade changes and requests for incompletes were submitted by students. Dean Barfield commended faculty for their assistance to students during this time. • During the winter session, a new contracting process was implemented by SO HR. A similar process will be used for the spring semester. • Discussions ongoing about moving winter session into spring session but there are financial aid issues. More to come. • A reminder of the upcoming Professional Development Day on Tuesday, Jan. 19 hosted by the CFT. • Proctorio training is available for all faculty. • The OER grant is available and the grant provides funding for faculty who weave OER materials into their classes. • Webex license was extended to 2024. New Adrienne Dunham is the Interim Director of Educational Technology and Curricular Innovation stepping in for Tobi Krutt. • There is a new platform for all training needs: Dude Solutions. • My CommNet has a new look and is updated. <p><u>Student Services</u></p> <ul style="list-style-type: none"> • There was a low turnout of attendees for Super Saturday, but they were able to identify several contacts to follow up with. Super Wednesday attendance was better. • A FAFSA Workshop was held. • A virtual HS breakfast is scheduled in January and February with counselors. • Held 1st student orientation for Spring and another is scheduled later in January. 	

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	<ul style="list-style-type: none"> Registration for spring was 2,077. Goal was 2,850. Will be looking at low enrolled classes for possible cancellations. Dean of Students are discussing wraparound services for student health. SO is building the org chart. Deans would like to see staff on campus for these positions. Potential to delay on campus courses at start of semester discussion pending state guidelines. We need to be ready to pivot if needed. 	
5. Administrative Services Update	<p>Steve Goetchius discussed:</p> <ul style="list-style-type: none"> Diane Jewett and Jim Fonner are officially retired are staying on at TRCC with reduced schedules to help us out for a short time. Training for Sexual Harassment is wrapping up in the old system and a new system will be available. Will assess who needs to complete training to ensure TRCC meets requirements. 	
6. Finance	<p>Gayle O'Neil:</p> <ul style="list-style-type: none"> Continue working on mid-year spend plan due on Friday. New funding that is available with \$5.3M allocated to TRCC; waiting for guidance on how colleges can spend. TRCC CARES \$1.2M: We still need to spend but will hold until SO provides guidance. Discussion re: drop for those students who have not paid bills. This is pending. 	
7. Information Technology	<p>Skye Cohen reported:</p> <ul style="list-style-type: none"> Ongoing project phone system upgrade due to complete sometime end of January. Alert System update is complete. E911 is ongoing. New service desk is now ServiceNow – go live date will go live before start of classes. Managed print services project is wrapping up soon. Print jobs will need to be retrieved by using an ID badge. 	

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8. Institutional Advancement Update	<p>Betty Baillargeon provided an update on recent Foundation business:</p> <ul style="list-style-type: none"> The nomination for Dr. Oliver Mayorga, Chief Medical Officer at L+M/Westerly Hospitals, Yale New Haven to join the board will be voted on at today's Foundation Board meeting. Dr. Mayorga will replace William Stanley who retired last month as the TRC Foundation Board President. The TRC Foundation portfolio finished the year with assets over \$6M. Betty thanked Dean Barfield's staff who are working on distributing the \$250K the Foundation awarded in scholarships and awards for the 2021 Spring semester to assist current TRCC students with tuition, fees, books and or technology support during the Pandemic. The family of Michael B. Brown is establishing a new scholarship endowment in his memory. Michael developed and championed a science program when it was then known as Thames Valley Technical College. The Foundation Golf Tournament is scheduled on May 24th at Great Neck Country Club in New London. 	
9. Marketing and Public Affairs Update	Alexa Shelton reported her office is working on advertising in radio, using post cards, social media, digital retargeting program emails, along with press releases.	
10. Student Government	SGA President Lorenzo Enderle reported they are training officers for the upcoming semester.	
11. New Business	<ul style="list-style-type: none"> Strategic Plan: President Jukoski asked everyone to review and edit (tell the story in a few sentences rather than adding charts/graphs) and resend information by Monday, January 25th. Also, College Presidents are reviewing their strategic plans for commonality and how they align to the SO plan (of 5 goals: Successful First Year; Student Success; Affordability and Sustainability; Innovation and Economic Growth; Equity). Add the Pablo.com website (?) 	

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	<p>metrics at the end of the document Pablo. We can add a link to the other site. (See Patrick's list)</p> <ul style="list-style-type: none">• Upcoming OCR Virtual Site Review in February. We are working on the schedule and will communicate to everyone.	

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