



Approved

President’s Cabinet Meeting Minutes

Date: Tuesday, January 26, 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
Guests: Rob Steinmetz, Capitol East Regional President

Topic	Discussion	Action
1. Approval of Minutes: January 12, 2021		Unanimously approved.
2. President’s Update	President Jukoski provided a summary of the recent CC Presidents/CEO Leadership Team meeting: <ul style="list-style-type: none"> • System Office has asked Colleges to develop a roster of faculty and staff deemed eligible to receive the COVID vaccine and submit to the Dept. Public Health for inclusion in the next phase. • Commencement – College’s discussed plans and dates for 2021 Commencement. 	
3. College Congress Update	Andrew Marvin advised that College Congress is meeting on Feb. 10 th . Rick Bennett is chairing an ad hoc task force to review and update the 5-year old document. Andrew will provide an update at next week’s meeting.	
4. Academic and Student Affairs Update	Dean Barfield provided the following updates: <u>Academics</u> <ul style="list-style-type: none"> • With the start of the semester, there were a number of technology-related issues reported by faculty, staff, and students. The issues were widespread throughout all colleges. The issues were discussed at the Academic Deans Council noting that the timing of the challenges were exacerbated during the system upgrade. Also noted was a poor communications plan for users along with a lack of accountability. Further discussions regarding the technology challenges are scheduled. 	

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	<ul style="list-style-type: none"> The System Office is asking for colleges to submit recommendations of faculty to join an assessment team. The original assessment committee was disbanded and now they are looking to establish a new team which will have greater oversight. <p><u>Student Services</u></p> <ul style="list-style-type: none"> Enrollment: TRCCs numbers are 2,742 with some late start classes pending. Cancellations: Pending as faculty are contacting students to possibly run a class rather than having to cancel it. There have been multiple reports of callers not being able to reach anyone in student services. Dean Barfield is addressing these concerns and noted that SS staff are doing their best to follow up on calls. Our advising numbers are over 500 students contacted compared to 2019 with only 300. Use of C101 is approved for use as needed by Environmental Technology classes. President Jukoski commended the Student Services Division for the work they continue to do to improve enrollment. All colleges are beginning planning for commencement. 	
<p>5. Administrative Services Update</p>	<p>Steve Goetchius advised:</p> <ul style="list-style-type: none"> Per guidance from the System Office, he is delaying the submission of TRCC staff and faculty to receive the vaccine pending vaccine availability The Office of Civil Rights virtual site visit is scheduled on February 2, 5 and 11. 	
<p>6. Finance</p>	<p>Gayle O'Neil:</p> <ul style="list-style-type: none"> The Business Office is working with the Foundation to distribute scholarship funding to students and establishing a process to use going forward. COVID – we were approved for all the expenses we submitted of \$449K. We continue to manage the monies appropriated to the college from the CARES ACT. Completed the Spend Plan – Mid-year Review. 	

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	<ul style="list-style-type: none"> We were not awarded the manufacturing grant we applied for and will use this as a learning opportunity and try again next year. Casher’ office working on setting up payment plans for students with balances. Gayle is a member of the committee working on the financial charting process for the One College. 	
7. Information Technology	<p>Skye Cohen reported:</p> <ul style="list-style-type: none"> ServiceNow is the new service portal and now live. Uniflow – managed print services project still in progress. Will implement in phases to reduce impact to faculty, students, and staff. The use of a separate badge is required at this time to release print jobs. E911 project at TRCC is close to completion. The technology issues experienced by everyone at the start of the semester are resolved. Communication issues are being discussed. 	
8. Institutional Advancement Update	<p>Betty Baillargeon provided an update on recent Foundation business:</p> <ul style="list-style-type: none"> Betty Baillargeon thanked Judy Hardy for coordinating the loaner laptop program. 72% of the students who received loaners are registered for Spring 2021. The first round of award announcements went out to 190 students totaling \$130K for Spring 2021 Foundation Funding. The next cohort of student applications are being reviewed now. The Fall scholarship program will be communicated along with the annual golf tournament. The scholarship celebration will be a virtual celebration. The Foundation received Dominion funding of \$109K for the nuclear scholarships. The Foundation is working with Dominion Nuclear and NFA’s College and Career Center to promote the Nuclear Engineering Technology scholarship program. 	

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	<ul style="list-style-type: none"> The Foundation received \$15,000 from Si Brown, establishing the Michael B. Brown endowment scholarship. At the Foundation’s January board meeting, Dr. Oliver Mayorga, Chief Medical Officer of L&M was unanimously voted in as a board member. 	
9. Marketing and Public Affairs Update	<p>Alexa Shelton reported her</p> <ul style="list-style-type: none"> Heavy marketing focus on spring enrollment with a focus on the workforce programs, spring classes advertising in newspapers, wrapped up email campaign, ads for accelerated classes/late start classes, and drafted script for the We Care campaign (student mental health focus) is another new focus that will include a number of tapings by the President to students. 	
10. Student Government	<p>SGA President Lorenzo Enderle reported they are preparing for their first student government meeting and preparing for clubs to meet.</p>	
11. New Business	<p>President Jukoski reviewed:</p> <ul style="list-style-type: none"> The status of the Strategic Plan and asked Cabinet to review the plan and to provide feedback on adding the new goal of Diversity, Inclusion, and Equity. All College Meeting on February 24th – add Institutional Advancement updates NECHE Self-Study: Kick-off is scheduled in February and Pat O’Brien will be invited to join the meeting. Nicola Ricker is the Chair. An Editing Team will be added to the Team. Junior members of the community will join our seasoned faculty as a development opportunity. <p>Rob Steinmetz commented on:</p> <ul style="list-style-type: none"> The importance of the diversity, inclusion, and equity work at TRCC as this is very important work in the region and a key component is ATD and best practices that inform our decision making. 	

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	<ul style="list-style-type: none"> • In the matter of finances, we will be looking at our receivables and hope to receive approval to use funding from the CARES ACT to offset the outstanding student balances. • We are moving forward with the one college integration and change can be complicated and confusing; his hope is that everyone can support the work in progress. 	

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