

**Approved**

## President’s Cabinet Meeting Minutes

**Date:** Tuesday, February 02, 2021 – 2:00 PM TEAMS - Combined Meeting of Cabinet and CRT  
**Present:** President Jukoski, Betty Baillargeon, Kem Barfield, Skye Cohen, Steve Goetchius, April Hodson, Andrew Marvin, Alexa Shelton, Gayle O’Neill, Lorenzo Enderle, Arnie DeLaRosa, Kevin Kelly, Raven Rose, Joe Selvaggio

Topic	Discussion	Action
1. <b>Approval of Minutes: January 26, 2021</b>		Unanimously approved.
2. <b>President’s Update</b>	<p>President Jukoski advised the CSCU President’s meeting was cancelled this week and did not have an update this week. Other discussion included:</p> <ul style="list-style-type: none"> <li>• Focus on college commencement dates and format. President Jukoski would like to confirm a date and format by next week. Asked everyone for feedback on May 28. Discussion on dates and format followed with agreement that we would revisit at next week’s Cabinet meeting so that we could review results of the student survey that Raven Rose will send out. Joe Selvaggio, Commencement Committee Chair, will discuss at Friday’s 1<sup>st</sup> meeting of the Commencement Committee.</li> </ul>	
3. <b>College Congress Update</b>	<p>Andrew Marvin advised that College Congress is meeting on Feb. 10<sup>th</sup>. Rick Bennett is chairing the ad hoc task force to review and update the 5-year old document. The committee is currently collecting feedback. Rick is comparing the document to the One College structure. Challenge is that there is a large difference between TRCC and One College organizational structure. Andrew will provide an update at a future Cabinet meeting.</p>	
4. <b>Academic and Student Affairs Update</b>	<p>Dean Barfield provided the following updates:</p> <p><u>Academics</u></p> <ul style="list-style-type: none"> <li>• In discussions with SO HR regarding the PTL contracts and how to improve the process.</li> <li>• Discussed the Fall semester at colleges and that it may look similar to our current format this Spring. May need to have plans to pivot quickly again. Banner is a concern.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Discussed licensing for programs (nursing, etc.) and that the Department of Education is requiring tracking students’ success and following the career path. If going to other states and be able to provide students with this information for certification processes.</li> <li>Smarter Measure: a platform we have used for years to assess students. SO is now looking at our model and is looking at Smarter Measure again for the entire system. before they begin and share this data with instructors. Possibly use throughout the CSCU system or as a pilot program.</li> </ul> <p><u>Student Services</u></p> <ul style="list-style-type: none"> <li>Enrollment: TRCCs numbers are 2,796.</li> <li>Admissions continues to offer virtual high school breakfasts; recently held with NFA and Montville.</li> <li>Discussed Workforce Continuing Education revenue currently at 750K gross / net at 246K— one of the best in our region. Dean Barfield will work with Gayle O’Neill to determine how that translates for TRCC.</li> <li>President Jukoski added that Regional President, Rob Steinmetz is seeking to develop a regional manufacturing team to discuss manufacturing in our region along with the possibility of adding a new position of a Regional Director of Manufacturing. He is seeking committee member recommendations from each college to sit on the committee.</li> </ul>	
<p><b>5. Administrative Services Update</b></p>	<p>Steve Goetchius:</p> <ul style="list-style-type: none"> <li>Discussed the manufacturing position we have open and using the new shared services process.</li> <li>Discussed 2021-2022 calendar and structuring the holidays to again observe Washington’s /President’s Day as another 4-day weekend which will mirror CSCU calendar. All agreed it would be a positive move to plan for next year.</li> </ul>	



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<p><b>6. Finance</b></p>	<p>Gayle O’Neil:</p> <ul style="list-style-type: none"> <li>• We submitted the Spend Plan for review. We had a reduction of 405K from the State. We currently have 1.3M deficit but COVID/CARES Act funding could change this.</li> <li>• Federal Annual COVID Report will be submitted this week.</li> <li>• Continue to coordinate our audit with external state auditors.</li> </ul>	
<p><b>7. Information Technology</b></p>	<p>Skye Cohen reported:</p> <ul style="list-style-type: none"> <li>• ServiceNow is the new service portal and is the first point of contact for employees—the IT Service Desk phone is an alternative. Students will continue to use the CTC online Helpdesk.</li> <li>• Uniflow Printer Project – managed print services project still in progress in Phase 3.</li> <li>• Information Technology announcement went out to all employees regarding recent technology issues.</li> <li>• Review of Electronic Policy and applies to everyone in the system—auto-forwarding emails to personal email account is no longer allowed. Only two exceptions are for student recruitment and 1<sup>st</sup> time employees without a CSCU email profile.</li> <li>• Reviewed TRCC’s Wi-Fi Hotspot Program which is nearing end of year one in March. Skye provided an overview of the challenges of supporting the program. IT will purchase an additional 10 units through Verizon using CARES Act funding.</li> </ul>	<p>Cabinet accept Skye’s recommendations and will send process to Dean Barfield and to order 10 additional Hotspots from Verizon and fund with CARES ACT first and then seek help from Foundation if needed.</p>
<p><b>8. Institutional Advancement Update</b></p>	<p>Betty Baillargeon provided an update on recent Foundation business:</p> <ul style="list-style-type: none"> <li>• Looking at Fall 20-21 scholarship programs. May separate merit from need-based programs.</li> <li>• Department Awards – reviewing the process with challenges with faculty and students not on campus.</li> <li>• 250K – 79 students will be advised they are receiving funding. All the funding will be distributed. Communication/website needs to be enhanced regarding the technology assistance available for students.</li> </ul>	

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<b>9. Marketing and Public Affairs Update</b>	Alexa Shelton reported her office is: <ul style="list-style-type: none"> <li>• Preparing an accelerated courses email to go out.</li> <li>• The We Care initiative and updating website information and developing a new WE CARE page. The President’s videos were recorded and are being edited.</li> <li>• The Dean’s List press release went out last week and the list is also on our website.</li> <li>• Currently working with Sandra Jeknavorian to update the Art Gallery pages on the website.</li> </ul>	
<b>10. Student Government</b>	SGA President Lorenzo Enderle reported they had their first SGA meeting last Thursday. The SGA will discuss expanding their club outreach. They continue to train new SGA Officers including a new treasurer.	
<b>11. New Business</b>	President Jukoski reviewed: <ul style="list-style-type: none"> <li>• The Strategic Plan draft document and asked everyone to add missing information in their areas so that the document can be finalized and shared at the February 24<sup>th</sup> All College Meeting.</li> <li>• NECHE – Pat O’Brien, Vice President of the New England Commission of Higher Education will be invited to attend and kick off our 2022 Reaccreditation Committee on February 9<sup>th</sup>, 2021.</li> <li>• David Levinson will be invited to attend a March All College to talk about the One College.</li> </ul>	

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