

**Approved**

## President’s Cabinet Meeting Minutes

**Date:** Tuesday, February 09, 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:** Arnie DeLaRosa, Raven Rose, Joe Selvaggio attended for Commencement Discussion

Topic	Discussion	Action
<b>1. Approval of Minutes: February 2, 2021</b>		Unanimously approved.
<b>2.</b>	President Jukoski welcomed Shaylah Carbone to Cabinet. Shaylah is the new HR Generalist reporting into Shared Services to support both TRCC and QVCC. Shaylah will be on the TRCC campus every Friday located in the HR Suite.	
<b>3. Commencement 2021</b>	Raven Rose shared survey results from potential graduates regarding their commencement preferences. In summary, overwhelmingly graduates prefer an in-person, socially distanced event on campus. A Friday evening ceremony is preferred. Raven will reach out again to students to ask about an in-person event without having family/friends attending and update Cabinet and about caps/gowns. Joe Selvaggio is waiting for information from external venues. President Jukoski will reach out to Steve Minkler to ask if Middlesex can help us with technology needs.	
<b>4. President’s Update</b>	<p>President Jukoski provided a summary of 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>• Legislative Breakfast: deferred pending new information about format and information from Regional President Steinmetz. May feature a program with students included.</li> <li>• Strategic Plan: President Jukoski asked everyone to review and submit area information so that we can finalize the document.</li> </ul>	
<b>5. College Congress Update</b>	The first meeting of the College Congress is tomorrow. The Governance Charter revision task force is formed. Feedback is being collected now and shared with the community. Congress will need an ad hoc election committee to oversee elections for next year.	

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<p><b>6. Academic and Student Affairs Update</b></p>	<p>Dean Barfield provided the following updates:</p> <p><u>Academics</u></p> <ul style="list-style-type: none"> <li>• Academic Council discussions included fall planning. SO would like to advise on a combined schedule. More to come on this.</li> <li>• Discussed Hi flex instructional method. We are not currently offering this format.</li> <li>• New process for academic software purchasing. David Ferreira is drafting a multi-disciplinary academic advisory team to help develop the process.</li> <li>• Discussed Labster software product TRCC currently uses in our science labs. Initially used CARES funding to purchase this last year and will investigate funding to support continued use so that we can continue to offer labs online.</li> <li>• Advised that he and Nicola Ricker met with Pfizer representatives to discuss several free programs available for our students in mentorship, internship, and comparative medicine group to attract more diversity at Pfizer. Waiting for an agreement from Pfizer to review.</li> <li>• Non-Participating (NP) students: Will communicate this information to faculty. There was an issue with notification to students as the information was sent to the wrong population. Process needs to be refined going forward.</li> <li>• There is an immunizations compliance issue and looking for this to be corrected for the fall.</li> <li>• Pat O’Brien of NECHE provided a workshop today for the 2022 NECHE Self-Study Team.</li> </ul>	
<p><b>7. Administrative Services Update</b></p>	<p>Steve Goetchius:</p> <ul style="list-style-type: none"> <li>• We are still not able to enter our staff into the VAMS system yet. This may open in March. Currently only 65+ can register.</li> </ul>	
<p><b>8. Finance</b></p>	<p>Gayle O’Neil:</p> <ul style="list-style-type: none"> <li>• Submitted the CARES Federal Report.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Shared Services is moving forward with Purchasing and Accounts Payable changes by April 1<sup>st</sup>. We will see changes on campuses.</li> <li>Student tuition and fees will be addressed at the March Board meeting. May impact our revenue.</li> </ul>	
<b>9. Human Resources</b>	Shaylah Carbone provided her day/time on TRCC campus and welcomed the community to stop by her office and will send out an email with this information.	
<b>10. Information Technology</b>	Skye Cohen reported: <ul style="list-style-type: none"> <li>Purchased hotspots from Verizon</li> <li>There was a phone system upgrade over the weekend.</li> <li>Working on Jabber issues.</li> <li>A vendor will be onsite this week to replace equipment.</li> </ul>	
<b>11. Institutional Advancement Update</b>	Betty Baillargeon provided an update on recent Foundation business: <ul style="list-style-type: none"> <li>Jodi Osborn's team continues to distribute scholarships and recently awarded approximately 30K to 41 students</li> <li>The Foundation applied for a new grant from the Foundation Board (from 30k to 60K) to help with the new funding for students</li> <li>Updating the website with new scholarship information for students.</li> </ul>	
<b>12. Marketing and Public Affairs Update</b>	Alexa Shelton reported her office is: <ul style="list-style-type: none"> <li>Continue to support the WE CARE initiative. Review and revision of resource pages is complete, and the video is in editing.</li> <li>Beginning work on the college catalog.</li> </ul>	
<b>13. Student Government</b>	SGA President Lorenzo Enderle reported they identified their College Congress representative, Kathy Doran.	



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Topic	Discussion	Action
14. New Business	No new business.	

**MEETING ADJOURNED AT: 3:15pm – Submitted by April Hodson**