



Approved

President’s Cabinet Meeting Minutes

Date: Thursday, March 4, 2021 – 3:00 PM TEAMS
Present: President Jukoski, Betty Baillargeon, Kem Barfield, Shaylah Carbone, Skye Cohen, Steve Goetchius, April Hodson, Andrew Marvin, Alexa Shelton, Gayle O’Neill, Lorenzo Enderle
Guests: Nikki Gullickson, TRC Foundation Board, Joe Selvaggio

Topic	Discussion	Action
<p>1. Approval of Minutes: February 9 and 23, 2021</p>		<p>Approved via email.</p>
<p>2. Commencement 2021</p>	<p>Joe Selvaggio and Raven Rose joined Cabinet and provided updates as follows: Joe contacted TRCC key stakeholders to discuss on-campus options and shared that based on these discussions, on-campus commencement activities can be supported. Arnie DeLaRosa agreed that with maintaining our social distancing guidelines, in-person commencement is possible and will look into reserving tents/chairs, staging, etc. via a new vendor and get back to Joe with information. Kevin Kelly will be able to develop a tentative graduate list, including 2020 graduates, and support, along with Student Programs, to reach out to each graduate via phone call with information about commencement. Raven Rose spoke with Josten’s about cap/gown distribution and recommended a ship-to-home option. Students will need to sign up for commencement and cap/gown via the website. This recommendation will reduce the need for graduates to come to campus. Cost for mailing cap/gown is \$12.95 for each shipment. Cabinet agreed that the cost is prudent due to COVID and should be funding by the student activities fund. President Jukoski asked Cabinet to consider an in-person normal graduation as restrictions are loosening up and vaccine availability is expanding. Cabinet discussed that it is still too risky to schedule a normal in-person graduation and to maintain 3 commencement sessions on Friday, May 7th for recording and airing on Saturday, May 29 at 2:00pm. Joe will draft letter that will go to students with commencement information. Cabinet will continue to monitor changes in restrictions of in-person gatherings and revisit commencement format.</p>	

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<p>3. President's Update</p>	<p>President Jukoski discussed FA2021 Reopen during her summary of the CSCU President's meeting:</p> <ul style="list-style-type: none"> • The CSCU is recommending that all colleges and universities begin preparations to fully reopen (80% of classes running on-ground), with students on-ground and back to normal teaching activity and staff available to support all services. Future details will be communicated. Presidents shared that there may be staff who are concerned about returning to campus. System Office shared that these are the expectations and details will be provided from the SO. • Legislative Breakfast: we are still waiting for details to be shared with us by our Regional President including a date, format, and if TRCC and QVCC will combine their sessions. • Today our students will provide testimony at the Appropriations Committee. • The Strategic Plan is updated along with the Racism Plan. We will share this final document with the TRCC community asking for feedback and use as this updated Plan as the new Plan for 2021-26. • The Search process for the new CSCU President is progressing. The BOR have completed the interviews of the semi-finalists. 	
<p>4. College Congress Update</p>	<p>Andrew reported the College Congress:</p> <ul style="list-style-type: none"> • Elections are in progress – volunteers are needed to fill vacancies by March 14 for upcoming elections in May • Draft of the new Charter will be distributed for feedback for the April meeting – 2/3 vote needed to approve 	
<p>5. Academic and Student Affairs Update</p>	<p>Dean Barfield provided a summary of activities in both Academics and Student Services:</p> <p><u>Academics</u></p> <ul style="list-style-type: none"> • QA Commons Program re: soft skills for employability is. The Team and Ken Kluznick will confirm clarity on the scope of the agreement. 	

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	<ul style="list-style-type: none"> • Edie Ouellet will present 2 COVID information sessions for the TRCC community. • Best Practices for Online Pedagogy (BPOP) (component for iTeach) free for all faculty and instructors to sign up for session on March 27 • Deans meeting this week: Discussed varying instructional methods and how to set definitions for on-campus vs. on-line. More to come on this. • Andrew Marvin on behalf of CFT provided an informational session on “Text Shortcuts” for all faculty and staff to attend. • Meetings of Tutors regarding e-tutoring platform for the system and if it should be retired. We have not used in the past few years, but CSCU may look at similar platforms. • CCP is being reviewed now to eliminate general ed classes. There is a very high percentage of students who take the classes but do not apply to TRCC. Due to feedback from high schools, we will allow for a teach-out phase and take out in 2022. • NECHE – Jon Brammer and Janet Hagen have agreed to become editors for the Self Study. • Prisons classes will begin next week. <p>STUDENT SERVICES:</p> <ul style="list-style-type: none"> • Workforce is testing a new registration platform in Banner for online registration. • Discussing a date for an Admissions Open House • Advising Days are April 5 and 6 • Professional Day for Student Services on March 17th and will focus on basic services and IT will attend to provide information on new services. • Climate Survey is launched and is now much shorter and all staff, students and faculty are asked to complete. • Summer Scholarships are in process – Student Services is partnering with TRC Foundation. • SCOT (Strengths, Challenges, Opportunities and Threats) Analysis will be launched. 	

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	<ul style="list-style-type: none"> Admissions Director search is underway – We have received 43 applications and the committee will be charged this week. 	
6. Administrative Services Update	Dean Goetchius advised: <ul style="list-style-type: none"> We were able to have the Facility Staff approved for vaccinations as they are responsible for cleaning/disinfecting the Middle College 	
7. Finance	Gayle O’Neil: <ul style="list-style-type: none"> Working on Financial Aid refunds for students Preparing to distribute additional COVID funds to students - based on need Waiting for more info on changes for tuition and fees New refund policy is currently being reviewed. 	
8. Human Resources	Shaylah Carbone <ul style="list-style-type: none"> We are seeing an increase in retirements – Employees will see a 90-day window for information and online sessions will be available and there will be 3-4 HR representative processing for all the colleges. The new recruitment process is taking longer than in the past so this process is being revised again to improve start-to-finish process. Willis process is underway and due March 12th. 	
9. Information Technology	Skye Cohen updated Cabinet on the: <ul style="list-style-type: none"> Printer project – Uniflow – was rolled out last Friday college-wide. Also, a printer will be located in the Cyber Café for convenience for adjunct professors. Fax usage and locations will be reviewed. Hotspot loaners are now available 	
10. Institutional Advancement Update	Betty Baillargeon provided an update on recent Foundation activity: <ul style="list-style-type: none"> Preparations are underway for the Annual Golf Tournament on Monday, May 24th 	

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	<ul style="list-style-type: none"> • Reviewing data on student needs re: laptops for the summer and fall semesters • Finance and Investment committee meeting this week with Manning and Napier and determine if we can fund spring scholarships again • Sending out Outcomes reports • Continue to work on the regular scholarship program 	
11. Marketing and Public Affairs Update	Alexa Shelton reported her office is: <ul style="list-style-type: none"> • Continue to work on the We Care project and website • Work continues in many areas on the website for the Art Gallery, Workforce pages • The Student Success guide is also being dusted off and revised • Advertising for the Guide, etc. 	
12. Student Government	No report available.	
13. New Business	All-college meeting should be rescheduled due to Advising Days on April 5 and 6 – possible date of April 12 th .	

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