

**Approved**

## President's Cabinet Meeting Minutes

**Date:** March 23, 2021

**Present:** President Jukoski, Betty Baillargeon, Kem Barfield, Kaylah Carbone, Skye Cohen, Lorenzo Enderle, Steve Goetchius, Andrew Marvin, Gayle O'Neill, Alexa Shelton, Judy Hardy, recorder

**Absent with Cause:** April Hodson

Topic	Discussion	Action
1. <b>Approval of Minutes:</b> March 4 and March 9, 2021		Approved
2. <b>Commencement 2021 Update</b>	The Commencement committee will be moving forward with a hybrid ceremony. The ceremony will be in the MPR using social distancing and done in waves-possibly by discipline. The committee will be meeting this Thursday at 1:00.	
3. <b>Re-Open TRCC Building Preparations-June 1, 2021</b>	Later this week the System Office will send communication regarding the transition back to campus which will start on 6/1/21 and be fully operating by 8/25/21. More information will be coming out soon and managers need to let staff know about the reopening dates. The fall reopening template is asking for more information than previous templates.	
4. <b>On-Ground Classes- Preparations</b>	Kem is working with Arnie Delarosa regarding the three-foot social distancing for classrooms. There will be approximately 40% of classes on campus with some online and LRON classes. The department chairs will have the information sent to them today.	
5. <b>Cafeteria Re-Open-Dates</b>	The cafeteria will be opening in the fall. Kathy Shea is interested in coming back to run the cafeteria and will be checking on how many of her former staff will be available. There may not be a salad bar but more likely a salad and sandwich grab and go option. The social distancing still needs to be looked and a traffic pattern will need to be established. The restrictions on gyms has been lifted so we should be able to open it.	
6. <b>Legislative Breakfast Update March 30, 2021 9:00-10:00</b>	The Legislative Breakfast will be virtual and combined with QVCC on Tuesday, March 30 <sup>th</sup> from 9:00-10:00. Jane Gates and Rob Steinmetz along with a recorded student	

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	video will be the focus. The student video still needs to be completed. Rose Ellis, President of QVCC, President Jukoski and Sean Bradbury will also be speaking.	
<b>7. All College Meeting Update Monday, April 12, 2021 12:20-1:15</b>	At the All College Meeting David Levinson and Michael Rooke will give an update on what is happening with the One College. They have asked to send questions to them prior to the meeting. President Jukoski asked to spread the word among faculty and staff for those questions. At the meeting there needs to be a vote on the Strategic Plan as the goal of diversity, equity, and inclusion has been added and needs to be approved.	
<b>President's Update</b>	<ul style="list-style-type: none"> <li>Ben Barnes formed committees regarding Covid funds available to use for student financial assistance, summer and fall lost revenue and new initiatives. Committees formed will be for Guided Pathways advising, noncredit Workforce, Professional Development, Mental Health and Student Support.</li> <li>Banner needs a major upgrade which could be costly.</li> <li>There are concerns about mental health wrap around services for students. Should we have partnerships in the communities and bring those people to campus so the services will be available to students.</li> <li>Wednesday the finalists will be interviewed for the system president position.</li> </ul>	
<b>Academic and Student Affairs</b>	<ul style="list-style-type: none"> <li>At the deans meeting they are discussing how to transition to One College and terminating programs that need a 2 year teach out. All teach outs will have to end in 2023. They need to talk about students who are currently in these programs who will not be done at that time. A lot of work still needs to be done.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• In regard to coming back to campus the deans are concerned if faculty office hours will still be on campus and how that will be addressed.</li> <li>• TRCC is offering a 6-week BPOP class to faculty. It is an online course people take as a precursor to Iteach certification and is being paid by the Perkins grant. There will be another class offered in June.</li> <li>• There are teams working on the specialized accreditations across the 12 community colleges and will be working with accreditation agencies.</li> <li>• Student Services held a Professional day last Wednesday. Skye Cohen presented regarding IT updates. There was also Excel basic and advance workshops along with a relaxation technique presenter.</li> <li>• Climate survey is still available with 223 people who took the survey so far.</li> <li>• Guided Pathways summer scholarships have just launched and advising days will be April 5<sup>th</sup> and 6<sup>th</sup>.</li> </ul>	
<b>Administrative Services</b>	Nothing to report currently.	
<b>College Congress</b>	<ul style="list-style-type: none"> <li>• College Congress met on March 10<sup>th</sup>. Proposed revisions to the Governance charter have been distributed to all congress members and are waiting for feedback. Will discuss feedback at April meeting. Need 2/3 vote from congress to put the new charter to a college wide vote.</li> </ul>	

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	<ul style="list-style-type: none"> <li>College Congress still has vacancies and needs candidates to be identified between 3/15 and 4/15. Candidates are needed from Humanities and Fine Arts, Mathematics, Administrative Services, Human Resource, and Institutional Advancement.</li> <li>Congress SGA representative Cathy Doran asked if the three commencement groups could be organized by discipline and have relevant faculty attend.</li> <li>What role will faculty play in the hybrid commencement?</li> <li>It was asked when commencement committee will send the information out to students.</li> <li>Andrew will contact Joe with these questions.</li> </ul>	
<b>Finance</b>	<ul style="list-style-type: none"> <li>Purchasing and Accounts Payable became shared services as of 3/15/21. There are approximately 14-15 P-cards assigned to TRCC employees at this time which will make purchasing items easier now that it is a shared service.</li> <li>Cares Funding has approximately \$5 million available for TRCC. It is imperative the funds are spent appropriately.</li> <li>Gayle will be staying at TRCC through June to transition the college before she starts at the System Office.</li> </ul>	
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>There will be a retirement session this Friday for those who would like to attend.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Anyone who needs help or has concerns regarding returning to campus on June 1<sup>st</sup> should contact HR.</li> </ul>	
<b>Institutional Advancement</b>	<ul style="list-style-type: none"> <li>• Betty is co-chairing a task force with Nikki Gullickson and have had their first meeting. The task force will examine ways to partner with local social service agencies to make resources available to students.</li> <li>• They now have an updated listing of resources from Norwich Human Services and other organizations. The TRCC website can be updated with this information.</li> <li>• The first meeting with the vice president of United Way, Dina Sears-Graves has been scheduled.</li> <li>• The Golf tournament is scheduled for 5/24/21. The foundation is working on securing donations for the tournament.</li> <li>• Summer scholarship letters went out to 436 students who have been identified and invited to receive the scholarship. The students will be notified 5/5/21.</li> <li>• The fall scholarship deadline is 4/23/21. The scholarship committee will convene the following Monday and will award recipients on 5/10/21.</li> <li>• A video to announce the fall scholarship awards will air 5/24/21.</li> <li>• The Foundation will offer graduation guest lawn signs but that will depend on the timeline. The letter needs to go to students by the end of the week or they will not have enough time to order the signs.</li> <li>• On 4/1/21 Betty will be presenting at the CSCU Showcase. This event targets new students regarding scholarship and awards. It also talks about the foundation and</li> </ul>	

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	advancement offices in general and how they help and guide students that need help with funding.	
<b>Information Technology</b>	<p>Skye and Kem went over the needs for necessary campus upgrades specifically focusing if they are Covid related. The directive is to document any upgrade of technology that is requested or needed on campus. Some of the IT upgrades may include the following:</p> <ul style="list-style-type: none"> <li>• Wireless refresh and/or expansion to double the access points in building along with outside wireless upgrade</li> <li>• Upgrade switch equipment in closets</li> <li>• Some computer lab monitors need to be upgraded</li> <li>• Some labs have older computers that may need to be upgraded</li> <li>• Possibly upgrade Uniflow printers on the academic side</li> <li>• Upgrade campus video surveillance systems</li> <li>• Staff should let IT know if there are technology needs that are not met</li> <li>• Newer software is needed for course evaluation software-online and on ground paper evaluations</li> <li>• We are in good shape for the re-opening in the fall</li> </ul>	
<b>Marketing</b>	<p>Information regarding Advising days is in on the TRCC website banners on the extranet. Text messages and emails have been sent to students for Advising Days with another email being sent next week.</p> <p>The Workforce inserts for the summer non-credit course schedule will go out on 5/6/21.</p> <p>Ads for TRCC summer course will be in the UCONN and ECSU campus newspapers.</p>	

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<b>Student Government Association</b>	SGA is working on Human Services group funding for community service aid with many focused on different shelters locally. SGA is working on getting purchase requisitions in for the funding. SGA will be editing the constitution.	

**MEETING ADJOURNED AT: 2:53**