

**Approved**

## President’s Cabinet Meeting Minutes

**Date:** Tuesday, April 6, 2021 – 2:00 PM TEAMS  
**Present:** Betty Baillargeon, Kem Barfield, Shaylah Carbone, Skye Cohen, Lorenzo Enderle, Steve Goetchius, April Hodson, President Jukoski, Andrew Marvin, Alexa Shelton, Valerie Smith

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - March 23, 2021		Vote carried. 1 Abstention
<b>2. Ad-hoc College-wide Committee in Memory of Mark Vesligaj</b>	President Jukoski commissioned an ad-hoc committee, in memory of Mark Vesligaj, to coordinate Three Rivers memorial plans, announcements, GoFundMe, and scholarships. Mark Comeau will chair the committee with membership from key constituency groups across the college (J. Hardy, C. Salva, B. Baillargeon, E. Sullivan, B. Jacobson, A. Shelton, Y. Rutovytsky, and additional faculty representation tbd). The Foundation has received 2K to date and combined with half of the donations received through the GoFundMe account, they should have funding to establish an endowed scholarship in Mark’s memory.	
<b>3. Commencement 2021 Update</b>	Dean Goetchius reported the Commencement committee meets weekly and plans are underway for an on-ground event on May 7 along with the airing of the virtual pre-recorded event on Saturday, May 29 at 2:00.	
<b>4. Legislative Form with QVCC</b>	The legislative forum is rescheduled to April 20 <sup>th</sup> .	
<b>5. All-College Meeting on Monday, April 12 at 12:30</b>	David Levinson and Michael Rooke are scheduled to attend the next TRCC All-College meeting to provide an update on progress of the One College and to answer questions. Faculty and staff are asked to submit questions prior to the meeting for discussion at the meeting.	

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<p><b>6. Department Updates</b></p>	<p><u>President’s Office:</u></p> <ol style="list-style-type: none"> <li>1. Summarizing a recent Presidents/CEO meeting, all colleges are to begin plans to reopen for staff and student services on June 1, at 50% or continuing current practices. President/CEOs will have discretion to determine how the campus will repopulate, with 3’ social distancing in place. President Jukoski asked all supervisors during the next week to work with their staff to develop a plan. Plans should include reopening to the public.</li> <li>2. Additionally, all campuses need to be fully operational on August 1 with all staff back fulltime. Employees with concerns about working on campus need to work through the HR department for a determination of eligibility to work remotely.</li> </ol> <p><u>Academic and Student Services:</u> Dean Barfield advised that:</p> <ol style="list-style-type: none"> <li>1. Dean’s Council summary: Program Assessment discussion. Team is working on One College program review and multiple policies. Discussion included concern of faculty involvement in this process.</li> <li>2. Joe Selvaggio, Vicky DiFilippo, and Dean Barfield met with Naugatuck Valley CC ESL team to discuss their program and changes we can make at TRCC to improve our enrollment numbers?</li> <li>3. Pfizer mentorship application has been live for the past few weeks and we are ready to begin review of mentors who will participate with students in the program.</li> <li>4. Student Services engaged in advising days on April 5-6.</li> <li>5. President Jukoski extended thanks to staff in the A-Wing for their dedication as enrollment numbers for Spring are good in comparison to other colleges.</li> </ol> <p><u>Administrative Services:</u> Dean Goetchius:</p> <ol style="list-style-type: none"> <li>1. Advised that he met last week with Dr. Wood as a follow-up to the OCR Site review. There will be an on-site visit in May focused on our handicapped accessibility compliance.</li> </ol>	

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	<p><u>College Congress:</u> Andrew Marvin advised:</p> <ol style="list-style-type: none"> <li>1. The College Congress is reviewing the revised Governance Charter.</li> <li>2. Congress elections -still need volunteers in some areas.</li> </ol> <p><u>Finance:</u> Valerie Smith attending first time as new Interim Director of Finance. Valerie is getting settled in new role and highlighted specific area her office is currently focused on including:</p> <ol style="list-style-type: none"> <li>1. Changes and upgrades in Banner for the One College</li> </ol> <p><u>Human Resources:</u> Shaylah Carbone reported that</p> <ol style="list-style-type: none"> <li>1. There is an HR meeting tomorrow for all Shared Services and HR will get clarification for employees who have questions/concerns about returning to the building.</li> </ol> <p><u>Information Technology:</u> Skye Cohen discussed:</p> <ol style="list-style-type: none"> <li>1. Gathering IT needs to share with SO and what qualifies under the CARES Act.</li> <li>2. The role IT plays in NECHE Self-Study development at TRCC and many of the CCs currently involved in writing reports. IT plays a significant role in the many of the 9 Standards so they are developing consistent standard responses that can be used by all.</li> <li>3. Enterprise Community Infrastructure-Virtual Desktop Initiative (ECI-VDI) Project: Virtual vs. off-campus use of desktops/programs for students.</li> <li>4. Joe T will meet with our IT staff on April 21 to provide an overview of departmental reporting structure changes /IT transition.</li> </ol> <p><u>Institutional Advancement:</u> Betty Baillargeon reported:</p> <ol style="list-style-type: none"> <li>1. We are moving forward with a grant partnership with United Way and will fund an onsite case manager. This grant partnership also includes NFA and will also have an on-site case manager. Once the details are completed, responsibility to manage will pass to Student Services.</li> </ol>	

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	<p>2. The deadline for scholarship applications is April 23 for FA2021 awards. A professional videographer, ReeMedia, New London, is hired to produce a virtual event this year to air on May 25<sup>th</sup>.</p> <p>3. The annual TRC Golf Tournament is scheduled on Monday, May 24 at Great Neck County Club.</p> <p>4. We submitted a grant application and received a donation of 30K from the Lord Foundation.</p> <p>5. TRC Foundation Board will convene the nominating committee to review board composition as two members are leaving the Board. Gina St. Jean resigned from Backus Hospital and our Board and Dina Lopes from People’s United Bank also resigned.</p> <p><u>Marketing and Public Affairs:</u> Alexa Shelton reported: Her office supported advising days, developed the Workforce insert for delivery to 68K people, and is actively reviewing and revising website pages.</p> <p><u>Student Government Association:</u> Lorenzo Enderle reported: The SGA is currently working on purchase requests and initiated a survey of students re: clubs.</p>	
<p><b>7. New Business</b></p>	<p>A discussion followed regarding employees returning to the building in June and to return to pre-Covid operations. Enrollment as always, will be the focus. Goal is for 50% of classes to be on-ground.</p>	

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