

Approved

President’s Cabinet Meeting Minutes

Date: Tuesday, April 27, 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
1. Approval of Minutes: - April 20, 2021		Deferred
2. Re-Open Plan Summary Document for All-College Meeting on April 30	President Jukoski reviewed the draft document summarizing the full Re-Open Plan for Summer/Fall 2021 asking for comments from Cabinet before we share with TRCC during the all-College meeting on Friday, April 30 at 9:00. Discussion followed and minor details were corrected, and additional information added. Continuing use of ID’s is pending based on procedures at other colleges. President Jukoski will confer with CEO’s and SO for more information. IDs will be used to August 2 nd or until we implement new practice.	
3. All-College Meeting Prep	President Jukoski reviewed the format for the All-College meeting and asked Cabinet to be available to answer questions.	
4. Commencement 2021 Update	Dean Goetchius reported the Commencement committee has contracted with a videographer to produce the virtual recording.	
5. Department Updates	<u>President’s Office:</u> 1. President Jukoski was advised that Griffin Hospital has a mobile vaccination unit that would assist colleges with offering vaccinations to students, faculty, and staff. Steve Goetchius will gather additional information. Location would be in the building for our TRCC community only, not the public. <u>Academic and Student Services:</u> Dean Barfield advised that: 1. Dean’s Council summary: Discussed will be losing 2 Deans from the system soon.	

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	<p>2. Academic Division Deans meeting: Discussed demos for Department Chairs – Learning Glass that will be in several rooms.</p> <p>3. WebEx changes – Amanda Caffary will provide an overview of the changes.</p> <p>4. Discuss plans for the fall reopening</p> <p>5. Working with HR re: multiple job openings still open in Academics and Student Services</p> <p>6. APRC - Susan Topping is our representative to review programs that will be in the One College that have been approved. Faculty will be teaching these classes. TRCC has chosen not to participate in this review.</p> <p>7. Veterans Advisory Committee meeting: the club is gearing up for summer and fall.</p> <p>8. Enrollment: Staff continue to work to increase our numbers. Many issues they are working through re: withdrawals and retro-withdrawals.</p> <p><u>Administrative Services</u>: Reminder that everyone should have received a brief survey from CSCU regarding personal vaccination status; all employees are asked to complete this as soon as possible.</p> <p><u>College Congress: Andrew Marvin advised:</u></p> <p>1. President Jukoski selected individuals for two unrepresented areas.</p> <p>2. The Governance Charter (new provisions) – the election committee is working with Amanda Caffary to build the survey to incorporate the new governance doc with the summary of changes into one new document on the website for voting.</p> <p><u>Finance</u>: No new business.</p> <p><u>Human Resources</u>: Shaylah Carbone reported that</p> <p>1. The D&I Team will reach out to all employees by the end of this week who are out under an ADA to discuss individual situation for summer and fall reopening of campuses. Supervisors should advise staff that new requests should be directed to Shaylah in HR.</p> <p><u>Information Technology</u>: Skye Cohen discussed:</p>	

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	<p>1. Banner upgrades will be implemented over the new few weeks: HR and Payroll modules currently and on May 1, Student and Financial Aid modules will be rolled out.</p> <p>2. IT Purchasing: Enterprise wide: space requests and technology. Funding of \$10 million for laptops. Additionally, local requests will be handled locally. Skye is working with Kem re: faculty studio space, upgrade to electrical engineering lab space, monitor upgrades, and MPR technology redesign.</p> <p>3. New system in MAC center proposal from Erin Sullivan/WCE: more information is needed.</p> <p><u>Institutional Advancement:</u> Betty Baillargeon reported hew office is working on:</p> <ol style="list-style-type: none"> 1. Reviewing scholarships, 2. Finalizing plans for the TRC annual golf tournament 3. Received about a dozen requests for superfan signs for Commencement 4. Nominations for Board <p><u>Marketing and Public Affairs:</u> Alexa Shelton reported her office is working on:</p> <ol style="list-style-type: none"> 1. Commencement program, graduate profiles, and the website, 2. Press release announcing TRCC has received Military Spouse designation 3. The catalog is published and, 4. Developing marketing plan for summer and fall. <p><u>Student Government Association:</u> Lorenzo Enderle reported: The SGA elections are still in progress. Skye advised that IT will be replacing workstations in the SGA office in the next few weeks.</p>	
6. New Business	No new business.	

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