

Approved

President's Cabinet Meeting Minutes

Date: Tuesday, July 13, 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
Guests: Kevin Kelly, Joseph Selvaggio, Valerie Smith, Alycia Ziegler

Topic	Discussion	Action
1. Approval of Minutes: - April 20, April 27, and May 19, 2021		Unanimously approved.
2. Commencement 2022 - Date - Location	Kevin Kelly, Joe Selvaggio, Valerie Smith, and Alycia Ziegler attended Cabinet to join in the discussion regarding setting a date and if we should look at an off-site location. Due to challenges caused by Covid, local and previous suppliers of items such as tents, chairs, staging, etc. have closed. Our Purchasing Area is searching for new vendors to meet our needs. Due to sourcing and pricing, we will also look at off-site locations (Dodd Stadium, local schools with large auditoriums, and other local facilities) as possible sites for Commencement 2022. Valerie Smith will manage the sourcing/pricing and advise Cabinet via email with information for us to reach consensus as soon as possible to either reserve the location or initiate the purchase req and deposits needed for equipment for on-campus commencement. The dates of May 24, 25, or 26 were approved by all with the final date selected based on the outcomes of location availability and equipment sourcing.	
3. Student Request for a December Commencement	President Jukoski shared the request that was sent to Alycia Ziegler by a student asking if we would consider holding a Winter Commencement in December for those who will be working and cannot attend the regular May Commencement (including Nursing graduates). Discussion included limited staff and equipment resources, budget concerns, campus indoor space availability in December, and the fact that it would impact attendance at our regular May Commencement, Cabinet declined the request. However, it was suggested that our Marketing	Request Unanimously Declined. Alycia Ziegler will advise the student of Cabinet's decision.

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	Staff could work with the Registrar’s office and possibly publish a December Graduate page on the Three Rivers website along with a press release and use of social media. Cabinet declined the request. Alycia Ziegler will advise the student of Cabinet’s decision.	
4. TRCC’s Fall Re-Open	President Jukoski advised we are still moving forward with an August 2 reopen date for all staff to return at 100% capacity. Discussion included continued use of ID badges and resources to staff all entrances/exits. The use of one entrance is problematic. Kevin Kelly would like to have the South Lobby at the Clock Tower open for students’ use and moving the Welcome Center staff to the lobby to triage from that area. How to confirm those students who are vaccinated...as it is now required will need to be addressed. Wearing masks is the answer to this issue at this time through at the least the Fall. There will be students on campus who have medical and non-medical exemptions. Prospective students are not required to be vaccinated so this presents issues to monitor. IT will install an ID badge reader at the South Lobby at the Clock Tower desk by 1 st week in August. Staff will not be able to look up all students arriving on campus. We are waiting for additional guidance from System Office. We will send out a communication to all staff with updates prior to August 2.	
5. All-College Meeting	President Jukoski confirmed our next all-college meeting is scheduled on Aug 25 at 10:00. A Draft agenda will be developed and shared with Cabinet by mid-August. We will offer a combination of in-person and WebEx meeting options for all faculty and staff.	
6. Faculty Additional/Workdays for AY21-22	Dean Barfield shared dates he is proposing for additional faculty / college workdays for AY21-22. The Faculty contract allows the Dean to schedule up to 8 days for various college/work-administration functions with Faculty. Kem proposed: Aug 25, Dec. 17, Jan 18, 19, 20 for all college, professional development, etc. and May 19 for an end of year in person all college. Asked Cabinet for agreement. There are 6 days scheduled now with two that can be scheduled. May 19 grades are due so this date may be adjusted or scheduled to later in the day.	

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7. Campus Leadership Equity Audit	Dean Barfield advised Cabinet of the request we received from System Office to complete the “Campus Leadership Equity Audit for Connecticut’s Community Colleges” Part Two: The Campus Demographic Summary which is a collection of demographic indicators (i.e., race, gender) that may affect equity on our campuses. Kem shared that TRCC has several spreadsheets and formats developed that capture and breakdown this information which is intended to help us be more aware of our equity on campus regarding our student makeup. The audit also ties in with our recent Office of Civil Rights visit and a “finding” in that we needed to improve faculty’s awareness of our student profile and where to locate this information. To improve awareness and maintain this as a college-wide priority, we will add this information as a regular agenda item at future all-college meetings. Our IR Director improved the Fact Book on the website and can generate this information each semester for discussion when needed.	
8. Super Saturday Update	The recent event on Saturday, June 19 produced 15 students / 9 FTEs. Unfortunately, results of these events held on Saturdays are not productive considering the time and staff we devote to staffing these events. We are making changes that will include changing the name to “Enroll-In-A-Day” and adding more late-night registration events and scheduling the Department of Health Van on campus to offer vaccines.	
9. Strategic Plan	President Jukoski submitted our Strategic Plan to Regional President, Rob Steinmetz. He would like to develop a regional plan and will provide more information.	
10. Cabinet Meetings	Cabinet agreed to continue to meet weekly at 2:00 on Tuesdays through the fall semester.	
11. Office of Civil Rights (OCR) Outcome	President Jukoski thanked everyone for their participation during the development of the documentation, online interviews, and the building tour conducted by Steve Goetchius and Arnie DeLaRosa for Dept of Education Reviewers. We are pleased with the final report.	

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<p>12. Welcome for CSCU President, Terrence Cheng</p> <ul style="list-style-type: none"> - Date Pending - Welcome Committee 	<p>President Cheng will spend a few days at each campus engaging with all constituencies. Dates to be announced.</p>	
<p>13. Department Updates</p>	<p><u>Academic and Student Services:</u></p> <ol style="list-style-type: none"> 1. Dean Barfield reported the Dean’s Council is working on the new academic structure and hiring timeline for changes that begin in 2022. The NECHE report could be impacted by these changes. <p><u>Administrative Services:</u></p> <ol style="list-style-type: none"> 1. Dean Goetchius asked everyone to review the Covid information on the website and to send along updates, if any. 2. Processing of medical waiver requests for students who cannot get the vaccine. SO provided a form that will posted on the website along with instructions for students to use with documentation. Dean of Students will have access to a spreadsheet identifying students. <p><u>College Congress: Andrew Marvin advised:</u></p> <ol style="list-style-type: none"> 1. College Congress will meet monthly on the 2nd Wednesday, 12:25-1:25, virtually during the 21-22 AY. <p><u>Finance: Gayle O’Neill provided an update on:</u></p> <ol style="list-style-type: none"> 1. HEERF funding: we are beginning to spend for global projects. Each college was allocated a sum of money and TRCC’s pot was \$825K to spend and we have spent only a small amount with 708K left for college initiatives. We need to put our projects forward soon. We can draw the \$ down at TRCC. 2. Legislature approved additional fringes again this year. 3. Centralization of the budget is pending. Gayle is on this team. There are global projects that need to be identified so that Colleges do not overlap in these spending areas. 	

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	<p><u>Information Technology:</u> Skye Cohen discussed:</p> <ol style="list-style-type: none"> 1. Discussed plan to purchase 100+ additional laptops and is currently confirming the funding source. 2. BOR approved a resolution to remove Net IDs from public directory information. Determining the impact is pending. 3. Discussed printer / server issues and fix/upgrades in progress. 4. Updated Cabinet on wireless upgrade project which is still in progress. 5. Supervisors can approve department work schedules. How to report in payroll if the telework option is no longer possible. <p><u>Institutional Advancement:</u> Betty Baillargeon reported</p> <ol style="list-style-type: none"> 1. Foundation is in good shape financially; their fiscal year just ended, and completion of the audit and annual report is in progress. 2. Foundation exceeded \$7M (16% increase from last year). 3. At the annual meeting, the Foundation Board voted in 4 new members: <ul style="list-style-type: none"> - Laura Currie, Regional VP at Backus and Windham Hospitals - Eileen Duggan, Suisman Shapiro - Pending – New: Jodi Hope, Senior Manager of Pharmaceutical Sciences Training & Learning within Worldwide Research, Development and Medical at Pfizer - Stefani Jones, House Principal, Norwich Free Academy - Dale Merrill, Mashantucket Pequot Tribal Nation/Foxwoods 4. TRC Foundation funded \$5200 for the Library for a dedicated space for a DEI gallery 5. Provided \$2,500 for a research mentorship program that Jim O’Shea is overseeing 6. Received \$20K from Paul Jones which funds our nursing program 	

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	<p>7. Meeting soon with the Community Foundation to discuss how better to direct their significant sponsorship for students.</p> <p>8. Reviewing the PACT program and how the \$ can be used without impacting the student FA.</p> <p><u>Marketing and Public Affairs:</u> Alexa Shelton reported her office is working on:</p> <ol style="list-style-type: none"> 1. Received 5K from the CT Office of Rural Health to market our health and exercise programs. 2. Working on Workforce insert 3. Ads in the Education Guide 4. FB ads 5. Billboard and radio ads <p><u>Student Government Association:</u> Lorenzo Enderle reported they are looking to fill open positions, planning for membership in clubs, sending out polls to students for general information</p>	
14. New Business	Library humidity issues – Facilities is monitoring, and we expect there is some loss of materials.	

MEETING ADJOURNED AT: 3:00pm – Submitted by April Hodson