



Approved

President's Cabinet Meeting Minutes

Date: Tuesday, August 17, 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
Absent with Cause: Gayle O'Neill

Topic	Discussion	Action
1. Approval of Minutes: - July 13, 2021		Unanimously approved.
2. TRCC's Fall Re-Open Updates	President Jukoski advised that System Office is developing a plan for campuses to implement for weekly testing, by an outside vendor, of non-vaccinated students, faculty, and staff.	
3. All-College Meeting	The All-College meeting is confirmed for Wednesday, August 25 at 10:00 and will be virtual only. Cabinet will present for their area. Also, the BBQ on August 26 will be rescheduled to sometime after add/drop if we find interest in attending by faculty and staff as there may be concerns about large gatherings.	
4. Department Updates	<u>Academic and Student Services:</u> Dean Barfield reported: <ol style="list-style-type: none"> 1. Reviewing contract with schools. 2. Still working on staffing courses. 3. There are 7 faculty positions posted and we are in the process of setting up search committees. 4. Library mold issues and a vendor has been identified to provide guidance on removing and impact to space. 5. There was a system diversity outcomes workgroup that met to determine how we incorporate diversity into classes in the one-college. They will use TRCC's model for our GenEd to improve cultural self-awareness into classes in the One-College. 6. Our headcount is 2,60, FTE is 1,584. We are down about 2.8% from last year. 	

Approved

President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<p><u>Administrative Services:</u> Dean Goetchius reported:</p> <ol style="list-style-type: none"> 1. DPH met with CT higher education institutions and reported that most of the Covid cases are from the delta variant. 2. Bond Commission: Three Rivers was awarded \$4.7M for construction, renovation other projects. We are working with Keith Epstein and Yolanda Hacia to determine the order of projects implementation. The humidity system in the E-Wing will most likely occur first as this project began prior to Covid and needs to be completed. <p><u>College Congress:</u> Andrew Marvin advised:</p> <ol style="list-style-type: none"> 1. College Congress was not in session during the summer. No report. <p><u>Finance:</u> Gayle O'Neill was not able to attend.</p> <ol style="list-style-type: none"> 1. President Jukoski advised that we are initiating a search for an Associate Dean of Campus Operations. <p><u>Human Resources:</u> Shaylah Carbone discussed:</p> <ol style="list-style-type: none"> 1. Telework requests reminder: If an employee has Covid symptoms and needs to be home and able to telework, Supervisors should notify HR of the request prior to approving to ensure consistency in telework approvals. 2. Talent and Recruitment is beginning to use the employment opportunities page differently and are now developing applicant pools for all colleges to draw from when looking to fill adjunct positions. More to come on this new procedure. <p><u>Information Technology:</u> Skye Cohen shared his Staff is:</p> <ol style="list-style-type: none"> 1. Checking all classrooms to ensure technology is fully functional 2. Distribution of new monitors, purchased through Cares Fund, for updating lab spaces with these new 24" monitors; moving other equipment throughout the building where needed. 3. Wireless upgrade project is still open and will be implemented during the fall semester. 4. Discussed the new IT purchasing procedures. 	

Approved

President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<p>5. Discussed the new IT On-boarding process.</p> <p><u>Institutional Advancement: Betty Baillargeon reported:</u></p> <ol style="list-style-type: none"> 1. Her office will begin the Annual Appeal next week 2. Finalized audit. 3. System Report Audit due end of September for SO 4. Jodi Hope was voted in and will join the 4 new members at the September meeting. 5. Working on improving scholarship process 6. Developing grants with Community Foundation and Norwich Services 7. Developing pilot program with Norwich Human Services to support Norwich students in nursing and workforce programs. 8. <u>Marketing and Public Affairs:</u> Alexa Shelton reported her office is working on: <ol style="list-style-type: none"> 1. Digital retargeting campaign – 55,000 emails 2. Billboard at Dodd Stadium and radio for health programs – credit and non-credit 3. Radio campaign for general enrollment 4. Updating webpages <p><u>Student Government Association:</u> Lorenzo Enderle reported:</p> <ol style="list-style-type: none"> 1. Coordinating training sessions for student leaders 	
5. New Business	None	

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