

Approved

President’s Cabinet Meeting Minutes

Date: Tuesday, September 17, 2021 – 2:00 PM TEAMS
Present: Betty Baillargeon, Kem Barfield, Shaylah Carbone, Skye Cohen, Lorenzo Enderle, Steve Goetchius, April Hodson, President Jukoski, Gayle O’Neill Andrew Marvin, Alexa Shelton

Topic	Discussion	Action
1. Approval of Minutes:	Minutes of August 17, 2021 will be presented for approval at the next regular Cabinet meeting.	
2. Department Updates	<p><u>Academic and Student Services:</u> Dean Barfield reported:</p> <ol style="list-style-type: none"> 1. Today is Constitution Day and there were several activities on campus for students. 2. As of today, we have 3,081 enrolled; 124 behind. We are contacting students who have not been engaged rather than dropping them. 3. The Deans of Academics will be working more with Dr. Rooke as they are developing the campus structure for academics and more will be coming 4. Good news was our WCE Dental program was the only one across the State that ran. <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. Congress had its first meeting on September 8, 2021. Andrew thanked us for our response to the questions and feedback from the Congress meeting on Sept. 8th. Andrew asked about information regarding the Laptop loaner program and the process/procedures were outlined along with the information that the program will now be coordinated through Library 	

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	<p>Services. 11 lost laptops will need to be charged to the operating fund as HEERF paid off student balances (of those who lost them). For Auditing purposes. Classroom related questions were discussed for faculty and adj if we need to pivot to LRON again. No plans at this time to pivot per Kem. Certification BPOP?</p> <p><u>Finance:</u> Gayle O’Neill reported:</p> <ol style="list-style-type: none"> 1. Currently revising the budget based on actual fall numbers, including retirements this fiscal year 2. Using HEERF \$ for lost revenue 3. HEERF \$ is still available for College initiatives and we should generate a list of suggestions 4. Reported that System Office Spring registration that we need to have earlier registration dates and SO wants common registration dates for all colleges on October 19. Discussion to follow to confirm this. Withdrawal and drop dates will also be common. <p><u>Human Resources:</u> Shaylah Carbone discussed:</p> <ol style="list-style-type: none"> 1. Working on processing for many new hires. 2. Notification went out to any employee who has not attested to being vaccinated that they are required to be vaccinated by the deadline and could face disciplinary proceedings if they fail to comply. <p><u>Information Technology:</u> Skye Cohen shared his Staff is:</p> <ol style="list-style-type: none"> 1. Ready to launch the VDI pilot project 2. Coordinating HEERF purchases 3. Wireless Upgrade project is in progress this semester. <p><u>Institutional Advancement:</u> Betty Baillargeon reported:</p> <ol style="list-style-type: none"> 1. Foundation auditors presented the audit report and TRC received no findings with the highest recommendation of an Unmodified Letter!!! Will submit the report to the SO. 	

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	<p>2. A new opportunity for nursing and WCE students who live in Norwich to receive \$ for COVID related challenges.</p> <p><u>Marketing and Public Affairs:</u> Alexa Shelton reported her office is working on:</p> <ol style="list-style-type: none"> 1. Advertising for accelerated classes including developing website landing pages, use of social media posts, etc. 2. Working with Admissions on various projects 3. Building a page on the website related to Charter Oak hoping to drive our students to continue their education through Charter Oak 4. Working to support upcoming advising days <p><u>Student Government Association:</u> Lorenzo Enderle reported:</p> <ol style="list-style-type: none"> 1. The SGA held their 1st meeting of the semester yesterday but did not reach a quorum. The discussion included the high interest in clubs, and the possibility of creating a survey for students to determine interest in scheduling in-person vs. virtual events. 	
3. New Business	None	

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