

# Approved

## President's Cabinet Meeting Minutes

**Date:** Tuesday, October 26, 2021 – 2:00 PM TEAMS  
**Present:** Betty Baillargeon, Kem Barfield, Lorenzo Enderle, Steve Goetchius, April Hodson, President Jukoski, Gayle O'Neill, Andrew Marvin  
**Absent with Cause:** Shaylah Carbone, Skye Cohen, Alexa Shelton

Topic	Discussion	Action
1. <b>Approval of Minutes: August 17 and Sept. 17, 2021</b>		Unanimously Approved
2. <b>Feedback from President Cheng Listening Tour</b>	Discussed President Cheng's recent visit to TRCC. Feedback was there was good dialogue with those who attended a session with President Cheng and that there was a sense of cooperative "messaging" along with he seems to be a good listener and his offer and openness to receive emails from faculty with ideas or concerns was noted. It was understood that the consolidation was moving forward but that perhaps, based on his comments, there may be room for flexibility. It was very civil. Lorenzo Enderle, representing the SGA Board, viewed the session through an optimistic lens but would have liked more clarity on issues such as guided pathways, LGBTQ, and people of color. Cabinet noted that the summary email from President Jukoski was timely and well received. The session with the TRC Foundation Board was fine but the technology in the PCR was limiting.	
3. <b>Department Updates</b>	<p><u>President's Update:</u></p> <ol style="list-style-type: none"> <li>Summarized the recent President's meeting noting that the budget was the major agenda item; focus is to stabilize enrollment.</li> </ol> <p><u>Academic and Student Services:</u> Dean Barfield reported:  Nursing pinning is on Dec. 17th at 5:00. Requested to be off campus but the location is undetermined. Covid social distancing protocols will be a factor. May need multiple rooms if on campus with broadcasting arrangements. May limit the number of guests.</p>	

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	<ol style="list-style-type: none"> <li>2. Kem and Rhonda Spaziani met re: FYE to establish new guidelines and to set the criteria needed for waivers. If it is determined that a student fails to attend the required FYE course, there will be a hold placed on the new student's account starting in SP22 to ensure we have them attend.</li> <li>3. Professional Development day is on Thursday, Jan. 20 – 9:00-12:00. Dr. Amer Ahmed is invited back to continue his discussion from the FA21 professional development day. The session will be available virtually or in-person. The hybrid format will help to ensure more faculty attend.</li> <li>4. Reminder that TimelyCare is available. Numbers are low at this time but may grow with time.</li> <li>5. Jodi Osborn has accepted a new position and her last day is Nov. 10<sup>th</sup>; currently transitioning her student conduct role to Matt Liscum.</li> <li>6. Nov. 13 Super Saturday, 9-12:00.</li> <li>7. Raven Dillon has been hired as the new Admissions Assistant and will be leaving her role in Student Activities. We will fill her vacant position in Student Activities along with possibly an additional parttime position.</li> </ol> <p><u>Administrative Services:</u> Dean Goetchius:</p> <ol style="list-style-type: none"> <li>1. Provided a summary of the procedures TRCC will implement for students who are unvaccinated and who are not showing up for testing.</li> <li>2. Shared that the vending machines are not working well in the Cyber Café since being replaced last year during due to the intermittent cellular service in certain locations throughout the building and will be relocated closer to Wi-Fi. Vending machines in the cafeteria will also be moved to a more convenient location.</li> </ol>	

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	<p>3. Reminded all of upcoming important dates: Day after Thanksgiving the college is closed to the public and an email will be sent out to All-TRCC with this info. The same procedures will apply for February 18-21<sup>st</sup>.</p> <p><u>College Congress: Andrew Marvin advised:</u></p> <ol style="list-style-type: none"> <li>1. That CC members appreciated knowing that students would be held more accountable for attesting to their vaccine status and/or showing up for testing. However, it was noted that there was some frustration that it took this long to implement new procedures to hold students accountable. Also, it was noted that if a student didn't have their ID with them upon arrival that they were simply signing in and not being stopped by security. A new procedure was implemented to prevent this with Security now handing a "notice" to any student who signs in.</li> <li>2. The College Congress recommended that information on COVID testing for students and the entire college community be enhanced on the college website.</li> </ol> <p><u>Finance: Gayle O'Neill reported:</u></p> <ol style="list-style-type: none"> <li>1. Finances are very tight. Each college was tasked with submitting a revised budget based on updated realistic enrollment.</li> <li>2. Testing for students (without medical insurance) is currently covered by funding from DAS and OPM only to December 31<sup>st</sup>. There are additional funds that were earmarked for testing after December 31<sup>st</sup> for students and employees who are not vaccinated so we are hoping an additional resource will be available so that this expense does not hit our operating budget.</li> <li>3. HERRF funds will expire in February. We need to be very cautious as we are using a major portion of those funds for lost revenue.</li> <li>4. Update on the Search for the ADCO. The committee met today with EEOC regarding the candidates. Will be moving the process forward for second interview of candidates virtually</li> </ol>	

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	<p>and then will bring candidates to meet with President Jukoski, Dean Goetchius, and Dean Barfield.</p> <p>5. Generating checks for students 600 or 300 to all other students tomorrow to 3000 students.</p> <p><u>Institutional Advancement: Betty Baillargeon reported:</u></p> <ol style="list-style-type: none"> <li>1. The Foundation's Finance &amp; Investment Committee met on September 13<sup>th</sup> with Dime Investments and Manning &amp; Napier to discuss our portfolio performance. As anticipated given the current market, the portfolio is performing extremely well. The Foundation portfolio increased by 11% through high quality investments, predominantly in the domestic market.</li> <li>2. The F&amp;I Committee discussed the next 12 months of endowment spending and recommended to the board last month which was voted on and approved to make \$295K available from the scholarship endowment which will off-set temporarily restricted dollars used for traditional scholarship cycle. This amount would cover, \$100K Spring, \$45K Summer, and \$150K Fall 2022. The \$100K for Spring 2022 would be used as additional scholarship support in conjunction with temporarily restricted funds from the Foundation and HERF (federal/state issued COVID relief funding) to support students on track to graduation.</li> <li>3. The summer scholarship program has proven to be extremely successful, year after year, and will continue to fund \$45K for next summer. There were 38 students this past summer taking 61 courses with 52 passing grades. (85% pass rate) 30 of those students registered for Fall 2021 and 8 applied for graduation. We met with Leticia Orozco who will coordinate the program.</li> <li>4. \$150K was allocated for fall 2022, which is up from \$100K that is generally allocated for the traditional scholarship cycle.</li> </ol>	

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	<p>5. As a result of the annual appeal, annual report and endowment family updates, there is high momentum of gifts coming in this month. John and Mary LaMattina's donation of \$15,000 is being processed to support Spring scholarships. Chelsea Groton Bank's grant for \$5,000 to support Workforce and Community Education along with Acme Wire pledge of \$1,000 are also being processed.</p> <p>6. Progress is strong on the pilot program and partnership with Norwich Human Services and their efforts to provide health and human service support specifically for students living in Norwich enrolled in TRCC Nursing and Workforce programs. To date – just over 30 students completed their intake all requesting health and human service support and two requested educational support. For as long as the support and funding is made available, this office will provide the college with the communication to send out and maintain that connection with NHS.</p> <p>7. The Foundations Annual Report has been distributed via print and electronically.</p> <p>8. The systems audit report was submitted to the Board of Regents.</p> <p>9. The Foundation, through the LaMattina Family Professional Development endowment fund provided funding to host Dr. Amer Ahmed, a national speaker for the TRCC Professional Development Day on Friday, September 24<sup>th</sup>.</p> <p><u>Student Government Association:</u> Lorenzo Enderle reported:</p> <p>1. The SGA is busy focusing on revitalizing student life on campus. We are advertising for TimelyCare to ensure students have access and are aware of this resource. The addition of new officers will help with many of the tasks to support students. We are providing guidance and training to club officers including usage of the database TRC Connect; providing financial and administrative assistance to clubs when needed; advertising the COVID websites to students so they are fully aware of the resources (internally and in the community) and expectations at TRCC; and working to improve awareness of our TRCC food pantry to ensure</p>	



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	students know where it is and how to access the resource. The SAG may close some inactive clubs.	
4. New Business	None	

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