

**Approved**

**President’s Cabinet Meeting Minutes**

**Date:** Tuesday, February 22, 2022 – 2:00 PM TEAMS  
**Present:** Betty Baillargeon, Kem Barfield, Tom Bayley, Skye Cohen, Lorenzo Enderle, Steve Goetchius, April Hodson, President Jukoski, Andrew Marvin, Alexa Shelton  
**Absent with Cause:** Shaylah Carbone, Jasmine Rosado April Hodson, Gayle O’Neill

Topic	Discussion	Action
1. <b>Approval of Minutes:</b> - February 1, 2022	Minutes are posted online in the Cabinet Team space for review and approval.	Deferred
2. <b>Feedback from February 11, 2022, All-College Meeting</b>	Very little feedback was received. A question was received asking if there would be nursing directors on campus. Dean Barfield contacted Mike Rooke and verified that there would be nursing directors on respective campus. Dean Barfield will initiate the RTF for TRCC to begin steps fill this position.	
3. <b>Date and Agenda for Next All-College Meeting</b>	President Jukoski would like to plan the next all-college meeting with presentations provided by the Guided Pathways Campus Lead, Leticia Orozco, Enrollment Management by Kevin Kelly, and Gayle O’Neill to provide an update for us on financial matters. A date will be determined. This next all-college meeting should be followed by another all-college meeting to review the new college structure once the NECHE Substantive Change report is approved for the organization beginning on July 1, 2023. The Substantive Change will be voted on by the NECHE Commission on March 3, 2022.	
4. <b>2022 Commencement</b>	Commencement is scheduled on Wednesday, May 25, 2022, on ground, on the College Green. Joe Selvaggio, Chair, will bring the committee together soon.	
5. <b>Department Updates</b>	<u>President’s Office:</u> Colleges’ have the discretion to wear masks for the remainder of the spring semester. Andrew Marvin shared that the College Congress voted to keep the mask mandate on TRCC campus for spring semester, so we will maintain this protocol at TRCC.	

**Approved**

**President’s Cabinet Meeting Minutes**

Topic	Discussion	Action
	<p><u>Administrative Services: Dean Goetchius provided updates on:</u></p> <ol style="list-style-type: none"> <li>1. A schedule will be sent out to TRCC for July 1, 2022, to June 30, 2023, and will include planning for the same long weekend to combine Washington and Lincoln’s Birthdays.</li> <li>2. A message will go out from SO regarding masking to continue though this spring semester to acknowledge the intent of students who registered. But for the summer, the mask mandate may be lifted.</li> </ol> <p><u>Tom Bayley shared:</u></p> <ol style="list-style-type: none"> <li>1. The posting for the Assistant Director, Finance position closed. There were 7 applicants; a review of qualifications is in progress.</li> </ol> <p><u>Academic and Student Affairs: Dean Barfield provided updates on the following:</u></p> <ol style="list-style-type: none"> <li>1. Dean Barfield summarized a recent Dean’s Council meeting he attended where Theresa Eisenbach, Director of Recruitment and Talent Acquisition, discussed searches and the new steps involved. One important note is that search committees will no longer have access to an applicant’s transcripts due to CT law to prevent the possibility of age discrimination. A candidate search procedural manual is now available.</li> <li>2. We are looking at activity just before classes start to determine whether to cancel classes, how cancelations impact students including data on retention, etc. We used the 2019 cohort, including financial data.</li> <li>3. Cross-walking of programs which refers to how to move students from a college program to the CT State College when that time comes.</li> <li>4. BPOP/iTeach completion for fulltime faculty, hired before 2017, who have to have this done by the fall semester.</li> <li>5. Masking and specifically, exemptions were discussed, and it was shared that TRCC’s Covid Coordinator is reviewing the non-medical exemptions.</li> </ol>	

**Approved**

**President’s Cabinet Meeting Minutes**

Topic	Discussion	Action
	<p><u>College Congress: Andrew Marvin advised:</u></p> <ol style="list-style-type: none"> <li>1. College Congress unanimously recommended that we uphold the current mask mandate.</li> <li>2. We have a new charter—the old one expired after 5 years. A new charter was drafted last year to improve the old one and adhere to the One College changes that are coming. Most of the changes are name based, e.g., College Congress will become Campus Senate and Faculty and Staff Senates will become Faculty and Staff Councils respectively. Functions will remain the same.</li> <li>3. There will be elections in May to fill vacancies on both the Senate and Councils.</li> </ol> <p><u>Finance: Gayle O’Neill reported:</u>            No report available</p> <p><u>HR: Jasmine Rosado provided updates as follows:</u>            No report available</p> <p><u>Information Technology: Skye Cohen provided updates as follows:</u></p> <ol style="list-style-type: none"> <li>1. A reminder will be sent to college community to use the services portal for all IT requests.</li> <li>2. A summary of funding sources for upcoming technology purchases</li> <li>3. A summary of technology needs of the Guided Pathways Advising group</li> <li>4. Progress on upgrades to B125 and B127</li> <li>5. Upgrades to classrooms</li> <li>6. Support for the Middle College</li> <li>7. Updates on several projects: multi-factor authentication for all employees, active account clean-up, and IT staff training on the remote support tool.</li> </ol>	

**Approved**

## President’s Cabinet Meeting Minutes

Topic	Discussion	Action
	<p><u>Institutional Advancement: Betty Baillargeon reported:</u></p> <ol style="list-style-type: none"> <li>1. President Emeritus Dr. Booker DeVaughn is interested in establishing an endowment.</li> <li>2. Preparing for summer scholarships</li> <li>3. Preparations are underway for the 2022 Annual Golf Tournament scheduled on May 23.</li> </ol> <p><u>Student Government Association: Lorenzo Enderle reported:</u></p> <ol style="list-style-type: none"> <li>1. He is supporting the orientation for new SGA officers</li> <li>2. He is a member of the search advisory committee for the CT State President</li> <li>3. He is currently revising the funding guidelines document and special circumstances document for allocations and purchases requests</li> </ol> <p><u>Marketing: Alexa Shelton provided an update on:</u></p> <ol style="list-style-type: none"> <li>1. Office is busy supporting advertising (physical mailings and insert) for WCE</li> <li>2. Support for Admissions</li> <li>3. Webpages for the Diversity 365 exhibits so that all artwork is online.</li> <li>4. Advertising for summer classes</li> <li>5. Continue to update the website</li> <li>6. Use of social media to advertise TRCC’s services (tutoring, bus pass, etc.)</li> </ol>	
<p><b>6. New Business</b></p>	<p>No new business.</p>	

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