

Approved

President's Cabinet Meeting Minutes

Date: Tuesday, March 29, 2022 – 2:00 PM TEAMS
Present: Betty Baillargeon, Kem Barfield, Tom Bayley, Skye Cohen, Lorenzo Enderle, Steve Goetchius, President Jukoski, Andrew Marvin, Jasmine Rosado, Alexa Shelton
Absent with Cause: Betty Baillargeon, April Hodson

Topic	Discussion	Action
1. Approval of Minutes:		Deferred
2. Department Updates	<p><u>Academic Affairs and Student Services:</u> Kem Barfield reported:</p> <ol style="list-style-type: none"> 1. A retreat was held for staff in Student Services during the spring break. A guest speaker was invited to focus on intersectionality; race, gender, culture, and ethnicity. 2. The Nursing pinning is rescheduled to May 24 at 5:00 in the MPR. 3. Planning is in progress for Lavender Graduation. 4. We are reviewing merit award nominations and working through the college process. 5. We completed and submitted a Gen Ed survey. This was an assessment process for the One College. 6. Discussions are ongoing regarding the Common Calendar. <p><u>Administrative Services:</u> Steve Goetchius reported:</p> <ol style="list-style-type: none"> 1. We received proposals for A-Wing furniture for Guided Pathways Advisors that will be onsite 2. System office will send message that we will be moving from current COVID protocols and return to routine disease prevention mode that will begin next week. <p><u>Campus Operations:</u> Tom Bayley reported:</p> <ol style="list-style-type: none"> 1. Position searches are still in progress. 2. Reminded everyone to communicate event requirements to facilities to ensure adequate support is available. 	

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	<p><u>College Congress: Andrew Marvin reported:</u></p> <ol style="list-style-type: none"> 1. There were discussions about the on-going use of masks and the comfort level of faculty knowing there was a mask-optional message from System Office. 2. Elections are coming up next month; College Congress is transitioning to the new "Campus Senate." <p><u>Human Resources: Jasmine Rosado reported:</u></p> <ol style="list-style-type: none"> 1. Reminded all that as of Monday, April 4th, the mask mandate will be lifted, that masks will be optional, and COVID tracking/counting will be suspended. 2. Open positions have been sent to Talent and Recruitment (assistant professor-program coordinator for Mechanical Engineering, assistant professor-program coordinator of engineering science, building superintendent II, and biology instructor). <p><u>Finance: Gayle O'Neill reported:</u></p> <ol style="list-style-type: none"> 1. At the System Office level, they are performing print testing of the new finance system that will be in place on July 1, new org codes, new purchasing functions will be implemented. Budget work is ongoing. Most line items will be associated with CT State Community College. Colleges will still have a budget but will not include areas that have already been moved to CT State (EMSA staff). <p><u>Information Technology: Skye Cohen reported:</u></p> <ol style="list-style-type: none"> 1. Spending of system-wide technology funding is complete, and equipment will be delivered next month (100 monitors). 2. HEERF funding - 125/127 classroom upgrades still in progress, 62 classrooms upgrades will in mid-summer for about 1.5 year. 3. Wireless equipment is ordered and when available will be deployed. 4. We will deploy 60 new Chromebooks with two charging carts exclusively for the math department. 	

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	<p>5. Non-HEERF: IT will be replacing all network closet batteries.</p> <p>6. Middle College had requested to use 4 computer labs. We cannot support this so the outcome of discussions is that they will use their own equipment for delivering tests. If in the future they need an academic computer lab, they will work through the Academic Office first.</p> <p>7. Reminded everyone to communicate IT needs for on-campus events as soon as possible to avoid last minute requests and IT staff having to respond to emergencies.</p> <p>8. IT is still short-staffed.</p> <p>9. IT is working with HR Shared Services to try to meet the needs associated with the large number of retirees who need to be properly off boarded.</p> <p>10. Regarding electric monitoring of ID badges, Steve Goetchius confirmed we will maintain our current procedures until end of this semester and then reassess.</p> <p><u>Marketing: Alexa Shelton reported:</u></p> <p>1. Her office is busy supporting all the events (open house) with use of social media, newspaper ads, etc.</p> <p>2. A videographer from Middlesex was at TRCC to do video clips to be used eventually in commercials, for the new website, and to build the video library for CT State.</p> <p>3. Work is progressing on the catalog and should be published this week.</p> <p>4. Insert for WCE will be completed shortly.</p> <p>5. Support for Advising Days to include web events with the intent that students will have ownership of registering themselves without having to work through an advisor.</p> <p>6. Work on the summer webpage is in progress.</p> <p><u>Student Government Association: Lorenzo Enderle reported:</u></p> <p>1. SGA is preparing for the next election cycle</p>	



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	2. Preparing for new events (roadside cleanup, annual student leader banquet, and refresher course for new club advisors, digitize SGA documents, and reviewing requests submitted by new students for new clubs).	
3. New Business	No new business.	

MEETING ADJOURNED AT: 3:30pm – Submitted by Steve Goetchius