

Approved

President's Cabinet Meeting Minutes

Date: Tuesday, July 19, 2022 – 2:00 PM TEAMS
Present: Betty Baillargeon, Kem Barfield, Tom Bayley, Skye Cohen, Steve Goetchius, April Hodson, President Jukoski, Jasmine Rosado, Alexa Shelton
Absent with Cause: Lorenzo Enderle, Andrew Marvin, Gayle O'Neill
Guests: Kevin Kelly, Pamela Williams

Topic	Discussion	Action
1. Approval of Minutes:		Deferred
2. Enrollment Update	<p>Kevin Kelly shared:</p> <ul style="list-style-type: none"> • Our current registration is at 2021 students (1,275 FTEs). These numbers are comparable to the past two years, but we are slightly lower in terms of actual registrations. • PACT is extended to August 15 • Attendance at recent Super Saturday was low. • Discussed with Leticia Orozco, Campus Advising Lead, the strategy of “closing the deal” when students are meeting with their Advisor to discuss their schedule, to ensure Advisors get students to register before leaving campus. 	
3. Digital Accessibility Compliance Committee	<p>Pam is the Chair of the TRCC Committee, and both her and Tom Bayley, committee member, joined the CSCU Digital Accessibility Council. CSCU is developing a CT State website, so the decision at TRCC is not to update our website at this time. Pam shared a draft of the report (Year 1) developed by the TRCC committee which is due for submission annually to the SO by September 1 on the progress made at campus in implementing and maintaining the standards of the CSCU Accessibility Policy for Electronic Information and Technology (for students with low vision, hearing challenges, and other challenges in using technology). The TRCC committee met in the spring to develop TRCC's report. Pam noted that the committee plans to address ways to</p>	

Approved

President's Cabinet Meeting Minutes

Topic	Discussion	Action
	increase awareness of best practices for digital accessibility, and possibly include information about the process a student would go about requesting accommodations. Pam confirmed this will be a standing campus committee. The CSCU Council meets again in September so more information is expected including the progress on the CT State website on this topic.	
4. Department Updates	<p><u>Academic Affairs and Student Services-Kem Barfield reported:</u></p> <ul style="list-style-type: none"> The Academic Dean's selection of 8 additional faculty workdays at TRCC (days faculty are expected to be on campus and available to attend meetings) are listed below. Specific events TBD: <ul style="list-style-type: none"> August 25, 2022 (dept meetings, all-college meeting, semester prep, etc. August 26, 2022 (CT State semester kick-off) December 16, 2022 (all-college meeting / professional dev day) December – TBD, 2022 January 17, 2023 January 18, 2023 (17, 18, 19 for spring all-college, CFT prof day, faculty other) January 19, 2023 May 17, 2023 (end-of-year, all college meeting, other) The new Campus Associate Dean of Student Development, Rebecca Kitchell begins on August 12, 2022, supervising Student Programs, Title IX, and student conduct, etc.). <p><u>Administrative Services-Steve Goetchius reported:</u></p> <ul style="list-style-type: none"> Reviewed the AY22-23 Building Closure dates <p><u>College Congress-Andrew Marvin:</u> No Report</p> <p><u>Campus Operations-Tom Bayley reported:</u></p> <ul style="list-style-type: none"> The EA-Cashier fulltime position, assistant to Phyliss Brown is filled by Jackie Castillejo The Associate Director of Finance search is still in progress 	

Approved

President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> Advised the contract for cafeteria services is being reviewed. Discussion followed about options for food/vending services. No decisions at this time. <p><u>Human Resources-Jasmine Rosado:</u></p> <ul style="list-style-type: none"> HR is revamping the employee onboarding process HR continues to review telework requests Requests that all new-hire paperwork is submitted as quickly as possible to ensure new hires are onboarded appropriately. We need to ensure folks have contracts in place before they begin working. <p><u>Institutional Advancement-Betty Baillargeon reported:</u></p> <p>Golf Classic was held on May 23 at Great Neck CC with 92 golfers (2021-60 golfers)</p> <ul style="list-style-type: none"> Raised \$42,850 (up from \$37,000 last year). Honored Chris Jewell who retired from the board as Vice President after 10 years of service, and brought opportunities to the Board and the College, particularly in the field of manufacturing. In addition, Senator Cathy Osten bestowed an official Citation from the General Assembly honoring his exemplary service to the board. <p>• Save the Date: Monday, May 22, 2023</p> <p>Annual Meeting</p> <ul style="list-style-type: none"> The Foundation held its annual meeting last month. The operating budget in general, will remain flat (approx.) \$33K with a few adjustments for a rise in some expenses, particularly the audit and software. A Request for Proposal will be developed in the upcoming year for auditors; the last RFP was in 2016. At the annual meeting, Chris Gauthier was nominated to join the Executive Committee as Vice-President. He joins Dr. Mark Tramontozzi of Hartford Healthcare, Jen DeLucia as Secretary of Chelsea Groton Bank, and Tessa Jordan as Treasurer of Lotus Accounting. Nick Fortson, CEO of CorePlus, was voted in as the new board director. 	

Approved

President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> • Preparing for an audit that will begin next week and is in addition to preparing for the system office audit that is due at the end of September. • Preparing the Foundation's Annual Report that will be distributed in September. • This past year, the Foundation invested \$542,000 to support our students and college community. <p>Endowment</p> <ul style="list-style-type: none"> • In May, we formalized an endowment of \$15,000 for Drs. Booker T. and Elena L. DeVaughn Scholarship. Dr. Booker DeVaughn is the former president of Three Rivers Community College from 1992-2000. During his tenure, Dr. Booker DeVaughn oversaw the successful merger of Mohegan Community College and Thames Valley Technical College into Three Rivers Community College. <p><u>Information Technology-Skye Cohen provided updates on:</u></p> <ul style="list-style-type: none"> • In classroom technology, the B125/127 classroom upgrades are delayed indefinitely-waiting for equipment (Jan. 2023) • AV upgrades in 62 classrooms is also delayed to AY23-24 • Nursing classrooms- Add V-functionality to D230-pending approval of design by Nursing Director • D107-relaunch - will install high-flex equipment. • Wireless upgrades – delays of equipment • Network course upgrade-begin soon (SO owns all the in/out networking). • Employee onboarding project is still in progress • EMSA employee's request for equipment: decisions are still being refined on who will and how to support budgeting for equipment. We supply standard setup. Additional requests need to go through their supervisors for a funding source. 	

Approved

President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> IT is preparing a 5-year assessment list of campus technology and will give to Finance as the items will become assets of CT State eventually. Currently conducting a printer fleet refresh-will begin a new 5-year lease agreement with Ryan Business Services for all Cannon devices. A new centralized uniflow printer will be installed on the 2nd floor of the A-wing to replace several stand-alone printers. Adventures in Lifelong Learning – IT user / support person for the group needs to be resolved so that we adhere to CSCU policies. IT needs a fulltime employee – working now to develop the RTF. Discussion followed about where help is needed the most and student password resets are top of the list. There was discussion that the Tutoring Center could offer some assistance to help students. <p><u>Marketing-Alexa Shelton provided an update:</u></p> <ul style="list-style-type: none"> Alexa recently attended a kick-off meeting, hosted by Ann Harrison, <i>Director of Communications & Strategic Marketing</i>, with members of the newly formed CT State Marketing statewide department. Members met and reviewed project roles and responsibilities for each of the functional teams. All employees in marketing and public affairs departments at all 12 campuses have transitioned from the college budget to the CT State Community College budget but will remain physically located on campus at this time. The entire Marketing team will be “go-to’s” for CEOs and others on the campus communities. As a department, we are embracing a “Yes, And” philosophy. That means when someone makes a request, our reply is “Yes” followed by “And let me put you in touch with the team who supports that going forward...” As communications professionals, we want to be the model for collaboration and for moving our college forward as one. 	

Approved

President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> In the coming weeks, Marketing will bring to scale service request and work- flow scheduling tools that will allow us to efficiently manage tasks. These are already in practice in some locations, so this will truly be best practices brought to scale. Stay tuned! <p><u>SGA-Lorenzo Enderle:</u> No Report</p>	
5. 2023 Commencement Committee	President Jukoski requested that the Academic Dean identify the 2023 Chair and that they begin meetings in September 2022.	Academic Dean to appoint 2023 Commencement Committee Chair and request regular committee meetings begin in Sept. 2022.
6. 2023 Emeriti Celebration	President Jukoski requested that the Academic Dean identify the Chair of the 2023 Emeriti Celebration and that they begin meetings in September 2022. April Hodson will work with the Academic Office to begin documenting the process so that plans for next year's campaign can begin in September.	Academic Dean to appoint 2023 Emeriti Celebration Chair and request regular committee meetings begin in Sept. 2022.
7. New Business	<p><u>Implementation of fees to students to replace lost ID's:</u></p> <ul style="list-style-type: none"> Steve Goetchius brought a request from Student Services to request Cabinet consider approving students be charged a fee of \$10.00 each time a student requests to have a lost ID badge replaced. Cabinet unanimously approved the request. 	Student Services will begin charging students a fee of \$10.00 per request to replace badge.

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



Approved

President's Cabinet Meeting Minutes
