

# Approved

## President's Cabinet Meeting Minutes

**Date:** Tuesday, August 30, 2022 – 2:00 PM Virtual - TEAMS  
**Present:** Betty Baillargeon, Kem Barfield, Tom Bayley, Skye Cohen, Steve Goetchius, April Hodson, President Jukoski, Becca Kitchell, Andrew Marvin, Hyrum Merkley, Gayle O'Neill, Jasmine Rosado, Alexa Shelton, Sara Sonstroem  
**Guests:** Kevin Kelly

Topic	Discussion	Action
1. <b>Approval of Minutes: May 3 and July 19, 2022</b>	Dean Barfield motioned to approve minutes of May 3, 2022, and July 19, 2022 as presented. Dean Goetchius 2 <sup>nd</sup> the motion. Minutes approved with three new Cabinet members abstaining (Baker, Kitchell, and Sonstroem).	Approved
2. <b>Welcome by President Jukoski</b>	President Jukoski welcomed the following to Cabinet: Rebecca Kitchell, Associate Dean of Student Development and Title IX; Sara Sonstroem, President of Campus Senate; Tom Bayley, Associate Dean of Campus Operations, and Hyrum Merkel, SGA President. President Jukoski thanked Andrew Marvin for his contributions to Cabinet for the past 2 years and for his guidance during the transition to Sara Sonstroem as she joins Cabinet representing the TRCC Campus Senate.	
3. <b>CT State Community College President, John Maduko's Site Visit to TRCC on September 20, 2022</b>	President Jukoski advised that President Maduko will visit Three Rivers on Tuesday, September 20 for a full day of town hall meetings with various constituency groups to include faculty, staff, students, Cabinet, the Foundation, and external partners. The agenda was shared with Cabinet.	
4. <b>Behavioral Intervention Team</b>	We have been asked to identify 4-6 TRCC representatives to serve on the state-wide Behavioral Intervention Design Committee for CT State. The purpose of this committee will be to recommend to the CT State CC leadership team a structure and process to respond to behaviors that are concerning to the college community. In addition, we need to form a committee on each campus and the members of that team are the Campus Associate Dean of Students & Title 9, which Becca Kitchell a wellness counselor, a public safety representative, disability services representative, a guided pathways advisor representative, two faculty reps, and two student	

**Approved**

## President's Cabinet Meeting Minutes

Topic	Discussion	Action
	reps. President Jukoski asked Dean Barfield to ask faculty to identify 2 faculty members to serve on this committee. Becca, will coordinate with Student Programs and SGA for recommendations.	
<b>5. Enrollment Update</b>	<p><b><u>Enrollment Mgt: Kevin Kelly shared:</u></b></p> <p>In comparison to the second day of classes last fall 2021, we are 49 students behind where we were a year ago on the second day of classes. The second day classes last year we were at 1818 and today we are at 1820. Discussion followed regarding student drops for nonpayment. Betty Baillargeon, Director of Institutional Advancement, asked about connecting with students for possible scholarships related to the drop procedures and will meet with Kevin to discuss. Gayle O'Neill mentioned that there is work being done to begin documenting this information on students' accounts payment status but that each campus has unique scholarships in place so more to come on tracking student payments.</p>	
<b>6. Cabinet Meetings</b>	All agreed to a hybrid format – virtual and in-person (in-person will be 1 <sup>st</sup> meeting of every month).	
<b>7. Department Updates</b>	<p><b><u>Academic Affairs and Student Services-Kem Barfield reported:</u></b></p> <ul style="list-style-type: none"> <li>• Three Rivers participated in the STEPS Program, which brought in students from area high schools to the campus.</li> <li>• During the summer we worked to ensure we were fully staffed for the fall.</li> <li>• Welcome Week is going well. A suggestion from Michelle Mason in Admissions was to position a “welcome wagon” at the main entrance, staffed by admissions and academic staff, to help direct students to their destinations.</li> <li>• Provided an update on decision to cancellation of the APL class.</li> </ul> <p><b><u>Administrative Services-Steve Goetchius reported:</u></b></p> <ul style="list-style-type: none"> <li>• Parking lot resurfacing and striping is in progress.</li> </ul>	

**Approved**

## President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> <li>We are looking at replacement or an upgrade of the current ID card swiping system that will allow for additional services for the college.</li> </ul> <p><b><u>Campus Operations-Tom Bayley reported:</u></b></p> <ul style="list-style-type: none"> <li>Administrative Services will continue to publish the Weekly Updates Newsletter to ensure faculty and staff have information about all the changes related to new procedures, new systems, etc.</li> </ul> <p><b><u>Campus Senate – Sara Sonstroem and Andrew Marvin reported:</u></b></p> <ul style="list-style-type: none"> <li>Campus Senate will convene their first meeting on September 14, 2022 and will provide an update at a future Cabinet meeting. Andrew Marvin advised that he would be stepping aside from attending future Cabinet meetings after having transitioned the role to Sara Sonstroem, the new President of the Campus Senate. Andrew thanked Cabinet members for the congeniality during his tenure.</li> <li>Discussion followed regarding adding IT representation back on the Campus Senate to ensure communications flow to the campus. Sara agreed to bring Skye's request to the Campus Senate for discussion and possibly to amend the Charter.</li> </ul> <p><b><u>Finance – Gayle O'Neill reported:</u></b></p> <ul style="list-style-type: none"> <li>TRCC's budget is prepared along with all other colleges, but there are many moving parts. We will continue to update you during a year of transition.</li> <li>Recently completed the HEERF update; this is the last year of HEERF/the final year of the no-cost extension. These funds will expire on June 30, 2022. TRCC still has the largest balance left and now is the time to identify any projects, etc. that would be eligible under HEERF. There may be opportunities to fund areas such as guided pathways advisors or other areas at TRCC. Plans must be underway and completed and must be covid-related and new initiatives. Gayle suggested forming a small campus committee to make recommendations. President Jukoski asked Gayle to Chair this committee. Gayle agreed and would like to co-</li> </ul>	

**Approved**

## President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<p>chair the committee with Tom Bayley. Skye Cohen suggested using HERRF funds to expand the AV equipment/technology in the MPR as it is directly related to having the flexibility of scheduling classrooms in the MPR when social distancing is still important.</p> <p><b><u>Human Resources: Jasmine Rosado reported:</u></b></p> <ul style="list-style-type: none"> <li>• New RTF process will be published, and we need to hold off submitting any new RTFs at this time.</li> <li>• Working to onboard 35 new hires and working on issuing new contracts.</li> <li>• Student workers – The process to hire a student worker is: the student contacts financial aid department to review jobs available and contacts the supervisor for an interview. Supervisor interviews the student and if hired, supervisor contacts Chris Marceau to complete an authorization form and sends to HR to initiate next steps (possible background check and other onboarding components.) Process takes at the minimum of 2 weeks. Jasmine will email the written process. TRC Middle College students are not eligible to be hired as student workers.</li> </ul> <p><b><u>IT: Skye Cohen reports:</u></b></p> <ul style="list-style-type: none"> <li>• Projects for Rooms 125 and 127 are delayed until February 2023 due to supply chain disruptions.</li> <li>• 62 standard classroom upgrades are pending; waiting for one remaining component and then that project should be underway and completed within 18 months.</li> <li>• Room D230-Nursing classroom-AV upgrade equipment is ordered, and we are waiting on delivery and will begin installation.</li> <li>• The redesign of Room D107 should relaunch in spring semester.</li> <li>• Room B208 upgrade, science high-flex room, will allow us to upgrade with 3 sets of new hardware.</li> <li>• The wireless upgrade; we are still waiting on the access points.</li> </ul>	

**Approved**

## President's Cabinet Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> <li>Finalizing new IT new-hire onboarding process in conjunction with HR.</li> </ul> <p><b><u>Institutional Advancement-Betty Baillargeon reported:</u></b></p> <ul style="list-style-type: none"> <li>No new information from last All-College meeting</li> </ul> <p><b><u>Marketing-Alexa Shelton provided an update:</u></b></p> <ul style="list-style-type: none"> <li>CT State Banners are up at the main entrance and there are water bottles and lanyards available for faculty and staff in the Marketing Office</li> <li>Ann Harrison is now the Chief of Staff for President Maduko. Ann will retain her position and title of Director of Marketing and Public Relations. More changes are expected in the marketing area.</li> </ul> <p><b><u>SGA-Hyrum Merkley reported:</u></b></p> <ul style="list-style-type: none"> <li>SGA is actively preparing for next semester and meeting with students who are interested in starting new clubs.</li> </ul>	
<b>8. New Business</b>	<p><b><u>Applications to Telework:</u></b></p> <ul style="list-style-type: none"> <li>Dean Barfield highlighted the use of applications by BU employees to request approval to telework. Jasmine Rosado confirmed requests are to be reviewed and approved by the employee's supervisor and sent to HR for final approval. Applications and information is on the HR website.</li> <li>President Jukoski shared the CT State Cabinet is working on a student handbook and will have a draft out in the fall semester in digital format for review at the campus level.</li> </ul>	

**MEETING ADJOURNED AT: 3:10pm – Submitted by April Hodson**