



# Approved

## President's Cabinet Meeting Minutes

**Date:** Tuesday, September 13, 2022 – 2:00 PM Virtual - TEAMS  
**Present:** Kem Barfield, Tom Bayley, Skye Cohen, Steve Goetchius, April Hodson, President Jukoski, Becca Kitchell, Hyrum Merkley, Gayle O'Neill, Jasmine Rosado, Alexa Shelton, Sara Sonstroem  
**Absent with Cause:** Betty Baillargeon  
**Guests:** Michelle Mason

Topic	Discussion	Action
1. <b>Approval of Minutes: August 30, 2022</b>		Deferred
2. <b>Welcome by President Jukoski</b>	President Jukoski welcomed Dyann Baker, new Associate Dean of Finance and Administrative Services to Three Rivers and to Cabinet.	
3. <b>CT State Student Success Summit</b>	Michelle Mason shared that her role has changed and was recently promoted to Regional Director of Admissions of not only TRCC and QVCC but now will include Middlesex CC and Gateway CC. As part of this new role one of the first activities will be to coordinate events on October 7 and November 14. The events will be statewide events to promote the CT State Community College. Attendees will include partners in the college community—counselors, principals, superintendents, corporate and community partners that many of the colleges have. The event will run both days from 8:00 to 2:00. President Maduko will kick-off the event and is developing the list of sessions that attendees can attend. Marketing and Communications Department is developing advertising for the events. The MAC will also be highlighted in advertising and during the events. Watch for more information on this.  Michelle, along with Alexa Shelton, shared that new branding / logo for CCs is not finalized.	

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4. CT State Community College President, John Maduko's Site Visit to TRCC on Sept. 20, 2022	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.	
5. Closing Procedures at TRCC	Steve Goetchius reviewed the closing procedures draft doc that was sent out for Cabinet review. The doc will be finalized and shared with the community after all details are finalized regarding information about shifting to virtual operations.	
6. Department Updates	<p><b><u>Academic Affairs and Student Services-Kem Barfield reported:</u></b></p> <ul style="list-style-type: none"> <li>The CT State catalog was discussed at a recent Dean's Council meeting. The catalog is in final revision stage and a draft will be available and sent to campus deans who will forward to faculty for review and feedback by October 3, 2022.</li> <li>Additional topics discussed at the Dean's Council include the delivery of payments for iTeach and extensions, the system for faculty alerts and connecting with Guided Pathways Advisors for holistic advising and outreach to retain the students.</li> <li>Upcoming events include: <ul style="list-style-type: none"> <li>DEI meeting here at TRCC with Dr. John-Paul Chaisson-Cardenas, Vice-President of Diversity, Equity, and Inclusion for CT State Community College and TRCC DEI Team to discuss DEI activities at TRCC;</li> <li>Andy Fenton with Timely Care is visiting CT colleges to discuss mental health support that we make available to students</li> <li>On September 30 we have a CFT sponsored professional day event for faculty and staff focused on mental health.</li> </ul> </li> <li>Based on positive late start numbers, we will not cancel any classes.</li> </ul> <p><b><u>Administrative Services-Steve Goetchius reported:</u></b></p> <ul style="list-style-type: none"> <li>See update regarding closing procedures above.</li> </ul>	

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	<p><b><u>Campus Senate: Sara Sonstroem reported:</u></b></p> <ul style="list-style-type: none"> <li>• Tomorrow is the first meeting of the Campus Senate.</li> </ul> <p><b><u>Campus Operations-Tom Bayley reported:</u></b></p> <ul style="list-style-type: none"> <li>• Information will be shared regarding new online requisition process and training opportunities available to help with use of the new system.</li> <li>• Tom mentioned that departments are trying to manage work with reduced staffing and ideas are welcome to help departments prioritize work.</li> </ul> <p><b><u>Finance:</u></b></p> <ul style="list-style-type: none"> <li>• The HEERF taskforce has developed a list of possible projects and is now validating to ensure the projects meet the HEERF criteria. The list will be shared with Cabinet once estimates are in. President Jukoski asked about the library renovation project.</li> </ul> <p><b><u>Human Resources-Jasmine Rosado reported:</u></b></p> <ul style="list-style-type: none"> <li>• HR will issue a list of classified employees that need to have performance evaluations completed</li> <li>• Faculty consulting forms for outside employment will be sent to all faculty. These forms need to be maintained in HR.</li> </ul> <p><b><u>Information Technology: Skye Cohen reported:</u></b></p> <ul style="list-style-type: none"> <li>• In Academic Technology: continue to receive equipment to fulfill ongoing projects, the wireless upgrade is still in progress with about 60 additional access points pending.</li> <li>• Outstanding items: the active directory cleanup project is in progress for migration to a new domain to one single CT state domain; The multi-factor authentication project for all CSCU accounts in in progress</li> <li>• Phishing is still a serious issue that all employees need to be aware of and to be aware of the procedure to report phishing emails.</li> <li>• IT has a new Director of Student Success Technology, Michael Gillmans.</li> </ul>	

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	<p><b><u>Institutional Advancement-Betty Baillargeon reported:</u></b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p><b><u>Marketing-Alexa Shelton provided an update:</u></b></p> <ul style="list-style-type: none"> <li>• Alexa asked for feedback on divisional webinars (HR, IT, etc.) developed by CT State that are for informational purposes. Alexa will forward the information again to the TRCC community so that folks can continue to sign up to attend.</li> </ul> <p><b><u>Student Development/Title IX:</u></b></p> <ul style="list-style-type: none"> <li>• Becca Kitchell shared additional information about the upcoming Professional Development Day on September 30. The guest speaker is Paige Bartels, Director of Counseling at University of New Haven whose background and specialty is trauma, and this presentation will focus on teaching techniques for students who have past trauma along with general information on care and customer service techniques for staff and administration in dealing students.</li> </ul> <p><b><u>SGA: Hyrum Merkley reported:</u></b></p> <ul style="list-style-type: none"> <li>• SGA held their first meeting last week. There is a great deal of interest from clubs looking to restart or to be recognized as a new club at TRCC. The Golf Club is looking to begin again. They would also like to add people to their board as they have only three people managing SGA.</li> </ul>	
<b>7. New Business</b>	No new business.	

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