

Approved

President's Cabinet Meeting Minutes

Date: Tuesday, November 9, 2021 – 2:00 PM TEAMS
Present: Betty Baillargeon, Kem Barfield, Lorenzo Enderle, Steve Goetchius, April Hodson, President Jukoski, Gayle O'Neill, Andrew Marvin
 Shaylah Carbone, Skye Cohen, Alexa Shelton
Guests: Janet Hagen, Rob Steinmetz, Alycia Ziegler

Topic	Discussion	Action
1. Approval of Minutes: October 26, 2021		Unanimously Approved
2. Rob Steinmetz	CSCU Capital-East Regional President Rob Steinmetz joined Cabinet today. President Steinmetz thanked everyone for participation in recent campus listening tour meetings with CSCS President Cheng. Updated Cabinet that the merger is moving forward, and the substantive change document will be submitted to NECHE in January 2022. MCC accreditation document will also be submitted soon. Assured all that we will not lose our individual cultures and they are working to ensure that it works well for faculty, staff, and students. President Steinmetz will share the MCC self-study with TRCC to help as we prepare our self-study.	
3. DEI Update at TRCC	Alycia and Janet shared a slide deck and provided a summary of TRCC's DEI plan. They are leading the equity work on campus and will focus on increasing awareness of accessibility to services, a roadmap for students, updating the TRCC website and other social media outlets; professional development for faculty to ensure engagement is ongoing, creating a DEI certificate program, and will organize a workshop for CFT; develop a student mentoring program, implement a comprehensive intake survey to collect data on students during the registration process to identify needed services; other projects include developing a Land Acknowledgement Statement for TRCC to begin research to connect the Native Americans in the community with TRCC and to eventually bring the Statement to SO/BOR for acknowledgement and approval. The Statement recognizes and honors both tribes. The DEI statement will be updated on the college	

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	website. President Jukoski referenced the work of the CSCU DEI committee and the proposed statement. Janet and Alycia will share with college constituency groups and will provide President Jukoski with feedback. Discussion included if workshops would be open to staff to attend; needs of both groups are different but we could develop a “bridge workshop” that benefits both faculty and staff. Include EMSA staff in student services.	
4.	Dean Goetchius provided an update on COVID. The College COVID Coordinators from CT Higher Educational institutions met with the DPH to discuss COVID in CT. The reps of DPH expressed that we are at a plateau in the state with a decrease in cases. No changes in masking requirements. TRCC is still seeing a small number of positive cases. This week TRCC is putting holds on those students' accounts who are non-compliant and barring them from campus although we are giving them every opportunity to access the testing site on campus.	
5. Department Updates	<p><u>President's Update:</u></p> <ol style="list-style-type: none"> 1. Summarized a recent President's meeting noting that the budget was the major agenda item; focus is to stabilize enrollment. <p><u>Administrative Services:</u></p> <ol style="list-style-type: none"> 1. Campus will be closed to the public the day after thanksgiving; completed the solicitation of faculty and staff with no one requesting to work that day. 2. FEMA has signed a contract with TRCC to use the now empty childcare center as the disaster relief center for several months. <p><u>Academic and Student Services:</u> Dean Barfield reported:</p> <ol style="list-style-type: none"> 1. Jodi Calvert's last day is tomorrow. 2. Matt Liscum will transition to the student conduct and disabilities area. 3. TRCC is in the process of hiring an associate dean of student development. 	

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	<ol style="list-style-type: none"> 4. Nursing pinning is Dec. 17 on campus. 5. Super Saturday/Enroll in a Day is November 13. 6. We are working on the application process to be recognized as a Military Friendly School. 7. COVID enforcement has initiated many questions from students concerned about not being able to access campus and "holds" on their accounts. 8. Reviewing the classroom evaluations 9. Discussion on our Program review process 10. President Jukoski approved the Academic Office to move forward with the Emeriti celebration this year. <p><u>College Congress: Andrew Marvin advised:</u></p> <ol style="list-style-type: none"> 1. Forwarded the DEI statement to College Congress for feedback. <p><u>Finance: Gayle O'Neill reported:</u></p> <ol style="list-style-type: none"> 1. Shared the Business office is working with limited staff at this time. 2. We need to finalize the reports due to the SO including additional pay spreadsheet, the budget, and increasing shared services on campus to provide relief to folks on campus. <p><u>HR: Shaylah Carbone provided updates as follows:</u></p> <ol style="list-style-type: none"> 1. Working to finalize employee vaccine reports 2. New recruiter in our region is Robert Sizer (on Talent and Recruitment Team). 3. We are hiring 1 HR generalist. Hosting interviews this week. <p><u>Information Technology: Skye Cohen reported:</u></p> <ol style="list-style-type: none"> 1. IT Projects still in progress 2. Announced a new student worker to provide evening coverage. 3. HEERF funding included: new laptops, lecture boards, and academic software. 4. Provided updates on multiple projects. 	

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	<p><u>Institutional Advancement: Betty Baillargeon reported:</u></p> <ol style="list-style-type: none"> 1. The Foundation scheduled Dr. Raul Fernandez through the Booker DeVaughn Lecture Series on November 30 at 5pm for their first lecture series since the pandemic began. The lecture will be offered via WebEx. The focus is on social change and how our differences can bring us together instead of dividing us. 2. As of 11/8/2021, the Advancement Office has processed 120 scholarship applications awarding just over \$81K to 81 students for SP22. <p><u>Student Government Association: Lorenzo Enderle reported:</u></p> <ol style="list-style-type: none"> 1. Working with clubs and provided training. <p><u>Marketing: Alexa Shelton provided an update on:</u></p> <ol style="list-style-type: none"> 1. Advertising campaigns for: Advising days, Enroll-in a-Day, Postcard for admission events, preview session at Enroll in a Day, Winter webpage for winter classes, ads in times weekly, holiday messaging. Supporting TimelyCare on the website, Channel 3 interview with WCE re: Cannibus and the upcoming open house. 	
6. New Business	Reminder: All College virtual meeting scheduled on December 15, 2021 at 12:30. This is also a faculty day.	

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