

Approved

President's Cabinet Meeting Minutes

Date: Tuesday, November 30, 2021 – 2:00 PM TEAMS
Present: Betty Baillargeon, Lorenzo Enderle, Steve Goetchius, April Hodson, President Jukoski, Gayle O'Neill, Andrew Marvin
 Shaylah Carbone, Skye Cohen, Alexa Shelton
Absent w/Cause: Kem Barfield

Topic	Discussion	Action
1. Approval of Minutes: November 9, 2021		Unanimously Approved via email
2.	Dean Goetchius provided an update on COVID. A meeting is scheduled later today with the SO and all college COVID coordinators to discuss the procedures for testing students and employees during the upcoming holiday/semester break. Steve will provide an update after this meeting. In addition, Steve will send out an email tomorrow with TRCC's COVID stats.	
3.	All College Meeting scheduled on December 15: President Jukoski asked everyone to update the slide deck used for the August all-college by Friday afternoon, December 10 th so that we can review and prepare to share during the virtual meeting.	
4. Department Updates	<u>College Congress: Andrew Marvin advised:</u> <ol style="list-style-type: none"> During the last meeting of the College Congress, Professor Will O'Hare asked that Cabinet review the previous request to add flags representing CT Native Tribes to those displayed in the cafeteria. President Jukoski asked Andrew to present the request to TRCC's Community Involvement Committee for review. The CIC membership is Frederick Knowles, Kenneth Briggs, Rhonda Spaziani, and Vicky DiFilippo. President Jukoski suggested he start there if funding is needed to purchase flags and to provide Cabinet an update at a future meeting. The Foundation may be able to assist with funding needs. Andrew sent out a request to College Congress asking for volunteers to assist with coordination of the BOR Shared Governance Award call for nominations. 	

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	<p>3. Last meeting of the College Congress is on December 8.</p> <p><u>Finance: Gayle O'Neill reported:</u></p> <ol style="list-style-type: none"> 1. We are still working off the current budget (which had 3 iterations for known Fall enrollment numbers, which are down). On January 14, 2022 the mid-year budget review begins of current budget which should give us a good indication for Spring 2022, and we may be asked to reduce budget again. 2. HEERF funding: Good news that another check will be sent to students who are registered for FA22 and will represent a college specific amount. We still have institutional funding which we are spending down for campus needs and this should conclude by Feb/March 2022. We hope to receive approval for a no-cost extension. <p><u>HR: Shaylah Carbone provided updates as follows:</u></p> <ol style="list-style-type: none"> 1. Working on contract renewals for EA's, student workers, NCL's, etc. 2. On the final round of interviews for the campus HR Generalist position that Shaylah recently vacated due to her promotion to Regional HR Manager. 3. They are working with IT to resolve NetID account issues. <p><u>Information Technology: Skye Cohen reported:</u></p> <ol style="list-style-type: none"> 1. Completed the wireless upgrade, Phase I. Phase II start date is pending. Goal is also to have outdoor access in common areas and consistent usage throughout the bldg. 2. Using HEERF funding, 135 laptops have arrived and are being cataloged and tagged. 80 laptops will be assigned to the Library for the student laptop loan program, some will be for employees, and 25 will be identified for the laptop lab in B-Wing. 3. Work continues in High-flex classrooms <p><u>Institutional Advancement: Betty Baillargeon reported:</u></p> <ol style="list-style-type: none"> 1. The Foundation will host Dr. Raul Fernandez tonight, as part of the Booker DeVaughn Lecture Series, at 5pm. The lecture will be offered via WebEx. The focus is on social change 	

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	<p>and how our differences can bring us together instead of dividing us. Meghan La Casse will moderate this session.</p> <ol style="list-style-type: none"> 2. Launched the Foundation's Annual Appeal video, featuring Student Worker, Grace Carlos. 3. Wrapped up work on 3 promotional commercials/video for the nursing department for area high schools and targeting diverse populations. <p><u>Student Government Association:</u> Lorenzo Enderle reported:</p> <ol style="list-style-type: none"> 1. Working with SGA Board on various year-end activities, completing winter office cleaning, and finalizing special purchases for clubs. <p><u>Marketing:</u> Alexa Shelton provided an update on:</p> <ol style="list-style-type: none"> 1. Working with Foundation to update the new nursing videos on the website 2. Looking ahead to SP semester and new campaigns: email campaign to approx.. 50,000 people 3. Newspaper ads for Workforce to run in January and February. Radio ads are also currently running 4. Website cleanup and focusing on registration. 5. Working on a holiday greeting email to be sent from President's Office prior to December 23rd and an end-of-year video that Graphics Students are working on to go out on December 30th. 	
5. New Business	No new business.	

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