

Approved



Office of the President

## President's Cabinet Meeting Minutes

**Date:** Tuesday, January 9, 2018 9:30 AM - PCR  
**Present:** Betty Baillargeon, Kem Barfield, Steve Finton, Kathryn Gaffney, Steve Goetchius, April Hodson, Jerry Ice, Mary Ellen Jukoski, Will O'Hare, Louise Summa

Topic	Discussion	Action
<b>1. Approval of Minutes:</b> - Tue., Dec, 12, 2017		Unanimously approved.
<b>2. Enrollment Update</b>	Dean Finton reported that the Super Saturday held on January 6, 2018 was good, but due to weather-related conditions, it was a slow turnout with 60 students serviced. Headcount and FTE increased by 44 and 24 respectively, putting us slightly behind our enrollment trend. Plans are to send 1300 emails to continuing students who have not registered this week. Texts will also be sent to 685 students with approved financial aid packages who have not yet registered. 171 students were deleted for non-payment in accordance with the revised System Office Policy. This group may reregister online. A second deletion is scheduled for the end of January (1/31). Dean Finton emphasized that we communicate frequently with students. We have another Super Saturday scheduled next week, January 13 <sup>th</sup> but also have a holiday on Monday that impacts registration. Our marketing is extraordinary—we are implementing all available means to raise our registration numbers. Discussion followed and included suggestions to increase registration.	
<b>3. Foundation – Scholarships</b>	Betty Baillargeon summarized the re-designed Department Award process that her office will now oversee at the direction of the President. An application has been developed in alignment with the current Foundation scholarship process to achieve equitability and efficiency. The Advancement Office will also attend the Faculty Senate and Curriculum Committee to inform faculty of the changes.	
<b>4. New Business</b>	<b>Academics:</b> Dean Ice reported he will attend the CSCU Academic Council Meeting on January 10, 2018 and will be recommending 8 certificates for termination at TRCC. Jerry will attend the BOR	

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	<p>Academic and Student Affairs meeting on January 12, and is anticipating the approval of the Early Childhood Certificate and Medical Assisting Program certificate.</p> <p><b>Administration:</b> Dean Goetchius reported he is reviewing drawings/plans for the gender-neutral bathroom received from the architect. The architect will be here on Tuesday to discuss renovation plans for the A-Wing. Steve is also developing a committee for the Master Plan Study and will provide an update a future Cabinet meeting.</p> <p><b>Student Services:</b> Dean Finton shared that we received a 7K Melville Charitable Trust grant to help homeless students with essential needs. TRCC will also participate in the 2018 Coalition to End Homelessness Youth Count survey, which will be conducted the week of January 24<sup>th</sup>. President Jukoski congratulated the Workforce Development Department on obtaining the Grant.</p>	

**MEETING ADJOURNED at approximately 11:00 AM**

**Minutes submitted by A. Hodson**